

Affix
Photograph



**The Malaysian Institute of Certified Public Accountants
(Institut Akauntan Awam Bertauliah Malaysia)**

APPLICATION FOR ADMISSION AS ACCOUNTING TECHNICIAN

OFFICE USE ONLY

Name of applicant : _____

Date received : _____ Date approved by Council : _____

Date of admission to Accounting Technician : _____

Accounting Technician No : _____

5. PROFESSIONAL ETHICS MODULE

Date Completed Professional Ethics Module : _____

6. DECLARATION BY APPLICANT

I hereby declare that all the information contained herein is true and correct.

I hereby undertake that, if admitted a provisional member of the Institute, I shall be bound by the Articles of Association and the bye-laws of the Institute and the regulations made thereunder that are now in force or may hereafter from time to time be made.

(Signature of Applicant)

(Date)

PAYMENT OF FEES

Please refer to General Information attached for rates of fees payable and tick (✓) the appropriate box:

- Payment by Cash
- Payment via Online Banking
CIMB Bank Berhad
Wisma Genting Branch
Ground Floor, Wisma Genting
28 Jalan Sultan Ismail, 50250 Kuala Lumpur
A/c No. : 8001554071
A/c Name : MICPA
Swift Code : CIBBMYKL

(Kindly fax or email the fund transfer advice/bank in slip to ksl.acc@micpa.com.my for record purposes)

- Payment by Cheque
Enclosed is a crossed cheque No : _____ for RM _____ made payable to "THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS" or "MICPA". (If outstation cheque, please include RM0.50 as bank charges.)

- Payment by Credit Card

Please charge my Credit Card: Visa MasterCard JCB for RM _____

Credit Card No : _____ Expiry Date : _____

Issuing Bank : _____

Cardholder's Name : _____ Signature (as per card) : _____

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
(INSTITUT AKAUNTAN AWAM BERTAULIAH MALAYSIA)

APPLICATION FOR ADMISSION AS ACCOUNTING TECHNICIAN

GENERAL INFORMATION

Criteria:

- Possess a Diploma in Accounting from accredited institutions
 - Politeknik Malaysia
 - Universiti Teknologi MARA (UiTM)
 - Kolej Universiti Tunku Abdul Rahman (TAR UC)
 - KYS Business School
 - Sunway College KL
 - Association of Accounting Technicians (AAT) – Professional Diploma in Accounting
- Complete at least 2 years of relevant practical experience in Malaysia
- Complete the Professional Ethics module offered by the Institute

Upon fulfilling all 3 criteria above, candidate may apply for admission to be an Accounting Technician of the Institute.

Registered Accounting Technicians of the Institute shall be eligible to proceed on to the MICPA-CAANZ Programme. In total, there are 9 modules to complete, 4 modules from the Professional Stage Examination, and 5 modules form the MICPA-CAANZ Programme.

Documents to be submitted:

1. A copy of the applicant's most recent photograph must be affixed in the space provided in the application form.
2. Copy of Academic Diploma Certificate
3. Testimonials from employers to certify on candidate's work experience in the organisation
3. No application for admission as a provisional member will be considered unless it is accompanied by the admission fee and annual subscription according to the following rates:

	RM
Admission Fee	100.00
Subscription Fee	150.00
Module Fee	500.00

4. Completed application form accompanied by the relevant supporting documents and appropriate fees should be submitted to :

The Secretary
The Malaysian Institute of Certified Public Accountants
15, Jalan Medan Tuanku, 50300 Kuala Lumpur
Tel : 03 – 2698 9622 Fax : 03 – 2698 9403

5. Privacy Statement

The Institute shall preserve the confidentiality of all your personal data obtained or processed which include:

- (1) to collect personal data that the Institute believe to be relevant for the purpose of processing your application;
- (2) will not disclose your personal data to any external organisation unless the Institute has your consent or are required by law, governmental, regulators under proper authority for the purpose of verifying your qualifications and professional membership;
- (3) to keep your personal data on our records accurate and up-to-date – for this purpose, you are required to update the Institute of your personal data in writing or update your personal data on Member's Portal should there be any changes;
- (4) maintain strict security systems designed to prevent unauthorised access to your personal data by a third party; and
- (5) all staff of MICPA with permitted access to your personal data are specifically required to observe these confidentiality obligations.