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

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**APPLICATION FOR ADMISSION TO MEMBERSHIP AS  
CERTIFIED PUBLIC ACCOUNTANT**

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**OFFICE USE ONLY**

***MRA ACCA-MICPA***

Name of applicant : \_\_\_\_\_

Date received : \_\_\_\_\_ Date approved by Council : \_\_\_\_\_

Date of admission to membership : \_\_\_\_\_ Membership No : \_\_\_\_\_

**1. PERSONAL DETAILS**

Name : Mr / Ms \_\_\_\_\_  
(in block letters as in Identity Card, underline surname )

Date of Birth : \_\_\_\_\_ Place of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_ Identity Card No : \_\_\_\_\_ Passport No (Non-Citizen) : \_\_\_\_\_

Residential Address : \_\_\_\_\_

\_\_\_\_\_ Home/ Mobile Tel No : \_\_\_\_\_ E- mail : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
( if different from above )

\_\_\_\_\_

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**2. PRESENT EMPLOYMENT (COMPLETE A OR B)**

**A. To be completed by applicant currently in public accounting practice (Please complete Form CPA12)**

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_ Position Held: \_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_ Email: \_\_\_\_\_

Partnership Admission Date:: \_\_\_\_\_

Audit License Approved Date: \_\_\_\_\_

Tax License Approved Date: \_\_\_\_\_

**B. To be completed by applicant currently NOT in public accounting practice**

Name of Employer / Business: \_\_\_\_\_

Type of Business : \_\_\_\_\_ Position Held : \_\_\_\_\_

Business Address : \_\_\_\_\_

\_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_ E-mail : \_\_\_\_\_



**3. ACADEMIC QUALIFICATION**

Name of University/ College	Title of Degree/ Diploma	Date Completed

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**4. ACCOUNTANCY BODY/BODIES OF WHICH I AM A MEMBER**

Name of Body	Membership No	Date Admitted to Membership	Membership Status

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**5. WORK EXPERIENCE BEFORE ACCA MEMBERSHIP WITH ACCOUNTANCY BODY/BODIES LISTED IN ITEM 4:**

Position Held	Name and Address of Organisation	Period		Number of Years / Months	Part-time or full-time experience
		From	To		

**6. WORK EXPERIENCE AFTER ACCA MEMBERSHIP WITH ACCOUNTANCY BODY/BODIES LISTED IN ITEM 4:**

Position Held	Name and Address of Organisation	Period		Number of Years / Months	Part-time or full-time experience
		From	To		

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## 7. ADMISSION ROUTE

- ACCA members who have been a member for 5 years and have achieved 5 years of relevant post professional qualification experience, of which at least 3 years have been obtained in Malaysia may apply for admission as a CPA member upon passing an interview with the MICPA Membership Admission Panel.

## 8. DECLARATION BY APPLICANT

I hereby declare that all particulars stated herein are correct and I have not been convicted of a felony or misdemeanour or been declared by any Court of competent jurisdiction to have committed any fraud, or been found guilty of any act or default discreditable to a public accountant or derogatory to the accountancy profession, or is adjudged bankrupt or has failed to satisfy a judgement debt or individually or as a partner has made an assignment for the benefit of creditors or under any resolution of creditors or Order of the Court or any deed or document has had my estate placed in liquidation for the benefit of creditors or has made any arrangement for the payment of a composition to creditors.

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

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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## 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](mailto: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) : \_\_\_\_\_

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

**APPLICATION FOR PRACTISING CERTIFICATE**

1. NAME \_\_\_\_\_
2. MEM. NO \_\_\_\_\_ DATE OF ADMISSION \_\_\_\_\_  
TEL \_\_\_\_\_ EMAIL \_\_\_\_\_
3. OTHER PROFESSIONAL BODIES \_\_\_\_\_
4. NUMBER OF YEARS SPENT IN FIRM/FIRMS OF PUBLIC ACCOUNTANTS OR OTHER ORGANISATIONS BEFORE MEMBERSHIP WITH THE INSTITUTE:  
 Name of firm/firms \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 (Enclose letter/s of confirmation from firm/s) \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_
5. NUMBER OF YEARS SPENT IN MALAYSIA UNDER THE SUPERVISION OF CPA MEMBER(S) IN PRACTICE AFTER MEMBERSHIP WITH THE INSTITUTE (*where applicable*):  
 Name of firm/firms \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 (Enclosed letter/s of confirmation from firm/s) \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_
6. NAME AND ADDRESS OF PRACTICE (UPON BEING GRANTED THE PRACTISING CERTIFICATE) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. DATE COMMENCE PRACTICE \_\_\_\_\_  
 (Applicant is required to submit a copy of the Form 5 lodge with the Companies Commission of Malaysia, if applicable.)
8. ARE ALL YOUR PARTNERS MEMBERS OF THE INSTITUTE? YES/NO/NOT APPLICABLE

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND I ENCLOSE HERewith THE FEE OF RM550.00 FOR THE PRACTISING CERTIFICATE, WHICH IS RENEWABLE ANNUALLY ON JANUARY 1.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Member

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

**ADMISSION TO MEMBERSHIP AS  
CERTIFIED PUBLIC ACCOUNTANT UNDER BYE-LAW 34(1)(f)  
MRA ACCA-MICPA**

**1. Reciprocal Membership with ACCA**

- 1.1 Members of the Association of Chartered Certified Accountants (ACCA) who have been a member for 5 years and have achieved 5 years of relevant post professional qualification experience, of which at least 3 years have been obtained in Malaysia may apply for membership to MICPA as a Certified Public Accountant (CPA) upon passing an interview with the MICPA Membership Admission Panel.

**2. Application for Admission to Membership**

- 2.1 Applications for admission to membership must be made by completing Form CPA 2B(1) to be returned to the MICPA Secretariat with the appropriate fees and supporting documents:

(a) Professional qualification(s)

Membership certificate(s) and an original letter from the Association of Chartered Certified Accountants, confirming that he/she has been a member in good standing and has completed the ACCA Professional Examination and stating the date of his/her admission to membership (dated within three (3) months of application received date).

(b) Academic qualification(s)

University degree or other academic diploma, *where applicable/available*.

(c) Work experience

Testimonials from employers indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation, *where applicable/available*.

For the purpose of ascertaining the years of work experience, any period of work experience of less than one-year duration in an organisation will not be considered.

An original letter from his/her current employer confirming his/her employment (dated within three (3) months of application received date).

- 2.2 All photostat copies of documents must be certified true by an ACCA member.

### 3. Fees and Annual Subscription

3.1 Applications for admission to membership must be accompanied by the admission fee and annual subscription according to the following rates:

	Applications made on or before June 30, 2021	Applications made after June 30, 2021
	RM	RM
Admission Fee	600.00	600.00
Subscription for first year		
Local members	590.00	295.00
Overseas members	354.00	177.00

*Note: "Overseas member" means a member whose principal place of work and residence is outside Malaysia.*

### 4. Application for Practising Certificate

4.1 Members of the Institute who are engaged in public practice in Malaysia providing accounting, auditing, taxation or insolvency services are required to hold a practising certificate issued by the Institute.

4.2 Applications for a practising certificate must be made by completing Form CPA 12 to be returned to the MICPA Secretariat accompanied by:

- (a) Letter(s) from the firm(s) in which the applicant has been employed stating the number of years of employment and nature of working experience;
- (b) practising certificate fee of RM550.00.

4.3 Practising certificates shall normally be issued for a period not exceeding twelve months and ending on the thirty-first day of December and shall be renewed automatically for a period of twelve months on the first day of January next following when the appropriate renewal fee shall become due and payable.

### 5. Submission of Application Forms

Completed application forms accompanied by the supporting documents and appropriate fees should be scanned to [membership@micpa.com.my](mailto:membership@micpa.com.my) or submitted to:

The Secretary  
The Malaysian Institute of Certified Public Accountants  
15 Jalan Medan Tuanku  
50300 Kuala Lumpur

Tel: 03 - 26989622

Fax: 03 - 26989403

## 6. 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.



Applications for admission to membership must be made by completing Form CPA 2B(1) and CPA12 (for those in public practice) to be returned to the MICPA Secretariat with the supporting documents as per check list below:

Documents Required	Included (/)
<p>Professional Qualification</p> <ul style="list-style-type: none"> <li>• Copy of membership certificate(s) and original letters(s) from the accountancy body/bodies</li> <li>• Letter of Good Standing from ACCA confirming that he/she has been a member in good standing and has completed the ACCA Professional Examination and stating the date of his/her admission to membership (dated within three (3) months of application received date).</li> </ul>	
<p>Academic qualifications</p> <ul style="list-style-type: none"> <li>• Copy of university degree or other academic diploma, <i>where applicable/available</i></li> </ul>	
<p>Work Experience</p> <ol style="list-style-type: none"> <li>1. Testimonials from employers indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation, <i>where applicable/available</i></li> <li>2. An original letter from his/her current employer confirming his/her employment (dated within 3 months of application received date)</li> </ol>	
<p>For applicants in public practice</p> <ul style="list-style-type: none"> <li>• Copy of completed application form (CPA 12) for Practising Certificate application</li> <li>• Copy of MIA Practising Certificate or other professional body</li> <li>• Copy of Form 5 lodge with the Companies Commission of Malaysia</li> </ul>	