

July 23, 2021

To: ALL REGISTERED STUDENTS

Circular No: STU/20/07/21

**TERM 3, 2021 EXAMINATION  
REGISTRATION FOR CONVERSION PROGRAMME EXAMINATION**

The Examination Committee is pleased to announce that registration for the Term 3, 2021 Professional Stage Examination for Financial Reporting (FR321), Taxation 1 (TAX1\_321) and Auditing (AA321) is now open. The examinations for FR321, TAX1\_321 and AA321 will be held on **December 8, 13 and 14, 2021** respectively.

Kindly register for the examination by completing the google form link [here](#). Enrolment via google form for examination is a **MUST**. **The registration for candidates who failed to enrol via google form will not be accepted.** Please furnish the appropriate registration fee to [ksl.acc@micpa.com.my](mailto:ksl.acc@micpa.com.my) and copy to [exam@micpa.com.my](mailto:exam@micpa.com.my) not later than **August 20, 2021**.

Late entries are acceptable within 7 calendar days from the closing date, which is by **August 27, 2021**. Late enrolment fee will be at **2 x published examination fee**.

**Withdrawal:** Students who withdraw from the examination after the closing date for registration will not be entitled to any refund of the examination fees paid.

Students are reminded that they will not be allowed to sit for the Institute's examination if there are arrears in the payment of their students' annual fees or any sums of money due to the Institute.

Candidates are encouraged to attend the tuition classes organised by MICPA Approved Tuition Service Providers (TSP) as per listed in Appendix D. For further information on the tuition classes, kindly contact the TSP's contact person.



NOVIE TAJUDDIN (Mr)  
Secretary

**INSTRUCTIONS FOR COMPLETING EXAMINATION ENTRY FORM**

**(I) Examination Centre**

The MICPA examination is held in Kuala Lumpur, Kota Kinabalu, Kuching, Sandakan, Kuantan, Ipoh, Penang and Johor Bahru. The candidate should state in which of these centres he desires to sit for the examination but **the Examination Committee reserves the right to allocate the candidate to another centre if necessary**. In view of the recent announcement of Phase One of Full Movement Control Order (FMCO), the availability of the exam centres is depending on the pandemic situation.

**(II) Witness for Entry form**

For Stream I students who are currently serving a training contract, or if it is their first entry to the examination after the expiration of their training contract, the witness should be the principal.

In all other cases, the witness should be the present employer or if the candidate is not employed a member of the Institute.

In all cases, the witness must be the same person who signs the certificate of service / fitness.

**(III) Certificate of Service / Fitness**

The Certificate of service / fitness must be completed in the following manner:

Certificate A for Stream I students who are currently serving a training contract or if it is their first entry to the examination after the expiration of their training contract

Certificate B for Stream I students who have completed their training contract, Stream II and Special Stream II students.

Refer Certificate of Service/Fitness form in **Appendix E** below.

**(IV) Temporary Absence of Principal**

If the temporary absence of a principal will prevent the submission of an entry form before the closing date and another partner of the principal's firm is unable to sign on his behalf, the entry form will be provisionally accepted by the Institute if accompanied by a declaration by the candidate that Certificate A in proper order signed by the principal will follow.

**(V) Change of Principal**

In completing Certificate A, if there has been a change of principal a letter from the previous principal confirming the period of training contract served under him must be attached to the examination entry form unless such a letter has been submitted with a previous application. If the previous principal cannot be contacted, his name and the period of training contract served under him must be indicated in Certificate A.

(VI)	<b>Examination Fee</b>	Per Module
	<b>Conversion Programme Examination</b>	<b>RM250</b>
	<b>Study manual (Optional)</b>	<b>RM250</b>
	<i>*Study manual will be provided if you register for tuition class with University of Malaya and you are not required to purchase the study manual from MICPA.</i>	

(VII) **PAYMENT FORM**

Please Tick (✓) the appropriate box against the fee paid:

	<b>FR321</b>	<b>TAX1_321</b>	<b>AA321</b>
<b>Registration Fee – RM250</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>FR321</b>	<b>TAX1_321</b>	<b>AA321</b>
<b>Study Guide – RM250</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Payment by Firm**

**Under Sponsorship**

**Payment by Credit Card**

Please charge my Visa  MasterCard  Japanese Credit Bureau

for RM \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Expired Date: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature (as per card): \_\_\_\_\_

**Payment by Online Banking**

**Institute's bank details are as follows:**

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 email the fund transfer advice/bank-in slip to [ksl.acc@micpa.com.my](mailto:ksl.acc@micpa.com.my) and copy to [exam@micpa.com.my](mailto:exam@micpa.com.my) for record purposes.

(VIII) **Examination Timetable**

Examination will commence at 9.00 a.m. and conclude at 12.10 p.m. (inclusive of 10 minutes reading time)

Date	Time	Module
December 8, 2021	9.00 am – 12.10 noon	Financial Reporting (FR321)
December 13, 2021	9.00 am – 12.10 noon	Taxation 1 (TAX1_321)
December 14, 2021	9.00 am – 12.10 noon	Auditing (AA321)

**LIST OF TUITION SERVICE PROVIDERS**

Institution	Contact Person	Tuition Class Mode	Module
 <p>Centre of Business Excellence</p>  <p><b>UNIVERSITY OF MALAYA</b> FACULTY OF BUSINESS AND ACCOUNTANCY</p> <p><b>Centre of Business Excellence (CBE)</b> Faculty of Business and Accountancy University of Malaya 50603 Kuala Lumpur</p>	<p>En. Muhammad Rezza E-mail: <a href="mailto:cbe17@um.edu.my">cbe17@um.edu.my</a> Phone: +603-7967 3941</p>	<p>Part Time</p>	<ul style="list-style-type: none"> <li>• Financial Reporting (FR)</li> <li>• Auditing (AA)</li> <li>• Taxation 1 (TAX1)</li> </ul>

**CERTIFICATE OF SERVICE / FITNESS**

**(This Section is to be filled up by Stream I and Stream II candidates only)**

Name:

Student Registration No.:

Module Registered:

**CERTIFICATE A**

**(To be completed by Principal for candidate under training contract or if it is the first entry to the examination after expiration of training contract.)**

I, the undersigned member of The Malaysian Institute of Certified Public Accountants, hereby certify that Mr/Ms \_\_\_\_\_ is a fit and proper person to be admitted to the examination of the MICPA-CAANZ Programme and that he/she has duly served with me under training contract from \_\_\_\_\_ to \_\_\_\_\_. Such service has been in accordance with the provisions of the Memorandum and Articles of Association and bye-laws of the Institute; in particular, none of the periods specified in bye-law 72 have been exceeded and the total absence on account of illness has not exceeded six months. Throughout the said period, I was a member of the Institute in practice in Malaysia, such practice being my main occupation.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Firm/Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed if there has been a change of Principal [See Note (5) in Appendix C]**

Name of previous Principal: \_\_\_\_\_

Period of training contract served: From \_\_\_\_\_ To \_\_\_\_\_

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**CERTIFICATE B**

**(To be completed for candidate not under training contract by candidate's present employer; or if candidate is currently not employed and it is the second or subsequent attempt after expiration of training contract, by a member of MICPA or CAANZ.)**

I, the undersigned hereby certify that Mr/Ms \_\_\_\_\_ has been known to me for \_\_\_\_\_ years and in my opinion is a fit and proper person to be admitted to the examination of the MICPA-CAANZ Programme.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Firm/Organisation: \_\_\_\_\_ Position: \_\_\_\_\_