



October 5, 2021

Dear Members,

The Malaysian Government recently announced that Kuala Lumpur and Selangor will move into Phase Three of the National Recovery Plan (PPN) effective October 1, 2021.

OPERATING HOURS

Please be informed that the MICPA office will reopen from today, following these hours:

- Tuesdays – Thursdays
- 9:00a.m. – 6:00p.m.

Staff will be onsite on a rotation basis, with the rest working from home. All meetings are encouraged to be held virtually via phone or video conferencing. Financial transactions such as subscription payments can be performed online. Members will continue to be kept up-to-date on technical matters, upcoming CPD Programmes and membership-related updates & events via email blast.

VISITORS TO THE MICPA OFFICE

If it is necessary to visit the MICPA office for official reasons, **an appointment must be made** beforehand with the relevant MICPA personnel.

All visitors to the MICPA office must adhere to the following:

- Please cancel or reschedule the appointment if you are experiencing any symptoms such as fever, cough, sore throat, or difficulty breathing prior to the appointment. This also applies to those who have been in contact with someone who has tested positive for COVID-19, or is suspected to have been infected within the last 14 days.
- Only those with the MySejahtera status of "Low Risk" and "Fully Vaccinated" will be allowed entry into the office.
- Check in using MySejahtera upon arrival.
- A mask must be worn to enter the premises & must be worn at all times.
- Undergo temperature screening.
- Practise social distancing of at least 1 metre at all times.
- Check out using MySejahtera promptly upon leaving.

CONTACT DETAILS

To contact the Institute, kindly send an email to the relevant department as follows:

- Membership: membership@micpa.com.my
- Student Affairs: studentaffairs@micpa.com.my
- Examination: exam@micpa.com.my
- CPD: cpd@micpa.com.my
- Technical: technical@micpa.com.my
- Finance: finance@micpa.com.my
- Marketing: info@micpa.com.my
- Other Matters: micpa@micpa.com.my

Alternatively, key departments can be reached via WhatsApp or call during office hours (weekdays, 9:00a.m. – 6:00p.m.):

Department	Mobile Number	Link to WhatsApp
Finance	016-305 9622	https://wa.link/fz9q1v
Exam	016-405 9622	https://wa.link/qf2m8r
Membership	016-745 9622	https://wa.link/vmub7o
Student Affairs	016-746 9622	https://wa.link/kor1vo

With the relaxed SOPs, we encourage everyone to continue to remain vigilant and to put the health and safety of yourself, your loved ones and your employees first.

Please take care and keep healthy and safe.

NOVIE TAJUDDIN

Chief Executive Officer