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Photograph



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

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

MIA – MICPA
***(MIA members who are in commerce &
industry, public sector or academia)***

OFFICE USE ONLY

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)

2. ADMISSION ROUTE

- MIA members who are member of CPA Australia / CIMA and who are in commerce & industry, public sector or academia may apply for admission as a CPA member upon passing an interview with the MICPA Membership Admission Panel.
 - MIA members who do not hold a professional accountancy qualification and have obtained not less than 15 years of work experience may apply for admission as a CPA member upon passing an interview with the MICPA Membership Admission Panel.
 - MIA members who do not hold a professional accountancy qualification and have completed the ICAP module may apply for admission as a CPA member upon passing an interview with the MICPA Membership Admission Panel.
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3. ACADEMIC QUALIFICATION

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

4. ACCOUNTANCY BODY/BODIES OF WHICH I AM A MEMBER (if applicable)

CPA Australia CIMA

Name of Body	Membership No	Date Admitted to Membership	Membership Status

5. PRESENT EMPLOYMENT

Name of Employer / Business : _____

Type of Business : _____ Position Held : _____

Business Address : _____

Tel No : _____ Fax No : _____ E- mail : _____

INFORMATION ON MANPOWER STRENGTH UNDER YOUR SUPERVISION (Executive level and above)

Position	Professional qualification / Degree	Total employees
	Total	



6. WORK EXPERIENCE PRIOR AND AFTER MIA MEMBERSHIP

To submit a resume indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation.

7. 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 Constitution and the by-laws of the Institute 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) : _____

ADMISSION TO MEMBERSHIP UNDER SPECIAL PATHWAY FOR MIA MEMBERS

1. Special Pathway with MIA

Members of the Malaysian Institute of Accountants (MIA) who are in commerce & industry, public sector or academia.

1.1 MIA members who are members of CPA Australia or CIMA

- (a) A current MIA member in good standing*;
- (b) CPA Australia / CIMA membership was granted on the basis of successful completion of the professional programme offered by CPA Australia / CIMA;
- (c) Attained a senior position(s):
 - For commerce & industry – Director, CFO, CEO, COO, General Manager or equivalent designation of senior management
 - For public sector – grade 52 and above
 - For academia – Associate Professor/ Professor;
- (d) Complied with MIA's Continuing Professional Education (CPE) requirements for the past 3 consecutive years; and
- (e) Attend and pass the admission interview with MICPA's Membership Admission Panel.

*** To submit a letter of good standing from MIA and CPA Australia / CIMA.**

1.2 MIA members who do not hold a professional accountancy qualification

- (a) A current MIA member in good standing*;
- (b) Possesses a Degree in Accounting accredited by MICPA or equivalent;
- (c) In total, must have at least 10 years' / 15 years' post-degree, relevant working experience in business, public sector or academia;
- (d) Attained a senior position(s):
 - For commerce & industry – Director, CFO, CEO, COO, General Manager or equivalent designation of senior management; or
 - For public sector – grade 52 and above; or
 - For academia – Associate Professor/ Professor – accounting or allied subject; and
- (e) Complied with MIA's Continuing Professional Education (CPE) requirements for the past 3 consecutive years.

*** to submit a letter of good standing from MIA.**

Upon meeting the above requirements, qualified MIA members would be required to:

- (a) attend and pass the membership admission interview (for those with 15 years and above relevant working experience).
 - (b) enrol in ICAP module and attend a membership admission interview (for those with 10 – 14 years of relevant working experience).
- 1.3 Candidates who are admitted via this pathway would NOT be eligible to apply for membership as CA of CA ANZ.
- 1.4 Successful MIA members will be exempted from the 3 years' practical experience requirement provided the work experience is compatible with MICPA's requirements.

2. **Application for Admission to Membership**

2.1 Applications for admission to membership must be made by completing Form CPA 2B (6) to be returned to the MICPA Secretariat with the supporting documents:

(a) Professional qualification(s)

Membership certificate(s) and an original letter from the Malaysian Institute of Accountants (MIA) and CPA Australia / CIMA (for item 1.1) and MIA only (for item 1.2), confirming that he/she has been a member in good standing, not subject to any disciplinary action, and has complied with MIA's Continuing Professional Experience (CPE) requirements for the past 3 consecutive years.

(b) Academic qualification(s)

University degree or any other academic diploma

(c) Letter of Support

- from two members of MICPA / CA ANZ in good standing of which at least one must be a MICPA member.

(d) Work experience

- i. A resume indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation.
- ii. 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.
- iii. 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 a MIA member (except testimonial, resume and letter of support).

(3) Fees and Annual Subscription

The admission fee and annual subscription are as below:

	Applications made on or before June 30, 2022 RM	Applications made after June 30, 2022 RM
Admission Fee	600.00	600.00
Subscription for first year		
Local members	590.00	295.00
Overseas members	354.00	177.00

Notes:

1. *Payment to be made upon approval.*
2. *"Overseas member" means a member whose principal place of work and residence is outside Malaysia.*

(4) Submission of Application Forms

Completed application forms accompanied by the supporting documents should be submitted via email to membership@micpa.com.my or to the following address:

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

Tel: 03 - 26989622

Fax: 03 – 26989403

(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.

Applications for admission to membership must be made by completing Form CPA 2B(6) to be returned to the MICPA Secretariat with the supporting documents as per check list below:

Documents Required	Included (/)
Letter of good standing by MIA confirming (required for all applicants): <ul style="list-style-type: none"> • Has not subjected to any disciplinary action • Has complied with the MIA continuing Professional Experience (CPE) requirements for the past 3 consecutive years 	
Letter of good standing by CPA Australia / CIMA (for member of CPA Australia / CIMA) confirming: <ul style="list-style-type: none"> • Has not subjected to any disciplinary action • Has complied with the MIA continuing Professional Experience (CPE) requirements for the past 3 consecutive years 	
Academic qualifications <ul style="list-style-type: none"> • Copy of university degree or any other academic diploma 	
Professional Qualification <ul style="list-style-type: none"> • Copy of MIA membership certificate • Copy of other professional certificates (if any) 	
Letter of Support <ul style="list-style-type: none"> • from two members of MICPA / CA ANZ in good standing of which at least one must be a MICPA member. 	
Work Experience <ol style="list-style-type: none"> 1. A resume indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation 2. An original letter from his/her current employer confirming his/her employment (dated within 3 months of application received date) 	
Number of staff under your supervision along with their academic/professional qualifications (e.g. degree, MIA, MICPA, ACCA, etc)	