

APPLICATION NO: MEMBERSHIP NO: 

**MALAYSIAN INSTITUTE  
OF ACCOUNTANTS**  
ACCOUNTANTS: MANAGERS OF VALUE

FOR OFFICE USE ONLY	
Qualification Certificate	
Testimonial / RPE	
Experience – Years/Months	
Payment	
Recorded by	
Review 1	
Review 2	
Approval Date	

## MEMBERSHIP APPLICATION FORM

### CATEGORY APPLIED FOR (PLEASE ✓)

Chartered Accountant       Licensed Accountant       Associate Member

### PERSONAL DETAILS

Title: (Dr / Mr / Ms / Mdm / Others)		Attach one Passport Sized Photo
Full Name: (As per NRIC/Passport)		
Date of Birth: (DD/MM/YY)	Age:	
I/C No: (New)	I/C No: (Old)	
Passport No: (Applicable for Foreigners only)	Nationality:	Race:
Correspondence Address:		Phone No: (Residential)
(Postcode)	(State)	(Mobile)
(Country)		E-mail:

### CURRENT EMPLOYMENT DETAILS (This section must be completed)

Job Title:	<b>Business Category:</b> (Tick one only)	
Firm / Company:	<input type="checkbox"/> Agro Based Plantations	<input type="checkbox"/> Accountancy Practising Services
Address:	<input type="checkbox"/> Construction	<input type="checkbox"/> Education/Training
	<input type="checkbox"/> Electronics	<input type="checkbox"/> Food/Drink/Tobacco
(Postcode)	<input type="checkbox"/> Government/Statutory Body	<input type="checkbox"/> Hotel/Catering/Leisure
(State)	<input type="checkbox"/> Insurance/Banking/Finance	<input type="checkbox"/> IT & Telecommunication
(Country)	<input type="checkbox"/> Logistics	<input type="checkbox"/> Management Consultancy/Advertising
Office No:	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mechanical/Automotive/Engineering
(Fax)	<input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Property/Development - Investment
E-mail: (Company)	<input type="checkbox"/> Trading/Services	<input type="checkbox"/> Others (Please specify)
<b>Employment Category:</b> (Tick one only)		
<input type="checkbox"/> Commerce/Industry	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Auditing & Assurance
<input type="checkbox"/> Public Practice	<input type="checkbox"/> Academia	<input type="checkbox"/> Corporate Governance
<b>Size of Organization</b> (Number of employees in the group)		
<input type="checkbox"/> Less than 50	<input type="checkbox"/> Between 251-2000	<input type="checkbox"/> Financial Accounting
<input type="checkbox"/> Between 50-250	<input type="checkbox"/> Over 2000	<input type="checkbox"/> Financial Planning
<b>Job Level:</b> (Tick one only)		
<input type="checkbox"/> Entry Level	<input type="checkbox"/> Middle Management	<input type="checkbox"/> Information Technology Management
<input type="checkbox"/> Senior Management		<input type="checkbox"/> Risk Management
<b>Job Category:</b> (Tick one only)		
<input type="checkbox"/> Administration	<input type="checkbox"/> Auditing & Assurance	<input type="checkbox"/> Taxation
<input type="checkbox"/> Corporate Finance	<input type="checkbox"/> Corporate Governance	<input type="checkbox"/> Others (Please specify)
<input type="checkbox"/> Company Secretarial	<input type="checkbox"/> Financial Accounting	
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Financial Planning	
<input type="checkbox"/> General Management	<input type="checkbox"/> Information Technology Management	
<input type="checkbox"/> Management Accounting	<input type="checkbox"/> Risk Management	
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Taxation	
<b>Type of Organization:</b> (Tick one only)		
<input type="checkbox"/> Small Medium Enterprise (SME)		
<input type="checkbox"/> Non-SME		
<input type="checkbox"/> Multinational		

## APPLICATION FOR MEMBERSHIP AS A CHARTERED ACCOUNTANT

Please tick (✓) where applicable.

I have passed the Qualifying Examination of the Malaysian Institute of Accountants

*(Enclose certified photocopy of certificate of successful completion of Qualifying Examination)*

### AND / OR

I have passed the Final Examination of **Part I of the First Schedule of the Accountants Act, 1967:**

- Diploma in Accounting, University of Malaya (*up to examination session 1981/82*)
- Bachelor of Accounting, University of Malaya
- Bachelor of Accounting (Honours), Universiti Kebangsaan Malaysia
- Advanced Diploma in Accountancy, MARA Institute of Technology
- Bachelor of Accounting, Universiti Teknologi MARA
- Bachelor of Accounting (Honours), Universiti Utara Malaysia
- Bachelor of Accounting (Honours), Universiti Putra Malaysia (*formerly known as Universiti Pertanian Malaysia*)
- Bachelor of Accounting (Honours), Universiti Islam Antarabangsa
- Bachelor of Accounting (Honours), Universiti Sains Malaysia
- Bachelor of Accounting (Honours), (Information System), Universiti Utara Malaysia
- Bachelor of Accounting (Honours), Universiti Tenaga Nasional (*the academic programme for which first commenced from the academic year 2002/2003 onwards*)
- Bachelor of Accounting (Honours), Universiti Multimedia (*the academic programme for which first commenced from the academic year 2002/2003 onwards*)
- Bachelor of Accounting (Honours), Kolej Universiti Sains dan Teknologi Malaysia
- Bachelor of Accounting (Honours), Universiti Malaysia Sabah

❖ Date certificate awarded: \_\_\_\_\_

*(Enclose certified photocopy of university degree certificate and final examination transcript)*

### AND / OR

I am a member of one of the recognized bodies listed in **Part II of the First Schedule of the Accountant Act, 1967:**

- Malaysian Institute of Certified Public Accountants (Certified Public Accountant)
- Institute of Chartered Accountants of Scotland (Chartered Accountant)
- Institute of Chartered Accountants in England & Wales (Chartered Accountant)
- Institute of Chartered Accountants in Ireland (Chartered Accountant)
- Associate of Chartered Certified Accountants (United Kingdom) (Associate Member)
- Institute of Chartered Accountants in Australia (Chartered Accountant)
- CPA Australia (Certified Practising Accountant) (*formerly known as Australian Society of Certified Practising Accountants*)
- Institute of Chartered Accountants of New Zealand (Chartered Accountant) (*formerly known as New Zealand Chartered Accountants*)
- Canadian Institute of Chartered Accountants (Chartered Accountant)
- Institute of Chartered Accountants of India (Chartered Accountant)
- Chartered Institute of Management Accountants (United Kingdom) (Associate Member)

❖ Date certificate awarded: \_\_\_\_\_

*(Enclose certified photocopy of Certificate of Membership)*

## APPLICATION FOR MEMBERSHIP AS A LICENSED ACCOUNTANT

I am a member of the Malaysian Society of Accountants and have passed one of the final examinations of that body last held in December 1992

❖ Date certificate awarded: \_\_\_\_\_

*(Enclose certified photocopy of Certificate of Membership and final examination transcript)*

## APPLICATION AS AN ASSOCIATE MEMBER

Please tick (✓) where applicable.

I am a holder of a Degree issued by:

(i)	University/Institution of higher learning:
	Majoring In:
(ii)	University/ Institution of higher learning:
	Majoring In:

*(Enclose certified photocopy of university degree certificate/s and final examination transcript/s )*

### AND / OR

I am a member of:

<i>(Recognized Body)</i>
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*(Enclose certified photocopy of Certificate of Membership )*

## WORKING EXPERIENCE

Please list according to chronological order. Please attach separate sheet if necessary.

Date		Name and Address of Firm / Employer	Nature of Business of Firm / Employer	Position held
From	To			

(Applicants possessing a qualification under **PART I OF THE FIRST SCHEDULE OF THE ACCOUNTANT ACT, 1967** and **MIA QE graduate** are also required to complete and submit the **Record of Practical Experience** which is available upon request or may be downloaded from the Institute's website <http://www.mia.org.my>).

*In the case of ALL APPLICANTS, experiences of less than 6 months in one employment would not be accepted.*

## FEES

I enclose RM \_\_\_\_\_ in payment of the admission fee and current annual membership subscription via:

Cash       Postal Order  
 (Ref No.)

Cheque  
 (Bank and No.)

Credit Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Visa     Master   
 Expiry date : \_\_\_\_\_(dd)/\_\_\_\_\_(mm)/\_\_\_\_\_(yyyy)

	Admission Fee	Annual Membership Subscription
Chartered Accountant	RM 500.00	RM 250.00
Licensed Accountant	RM 500.00	RM 250.00
Associate Member	RM 500.00	RM 150.00

- For cash payment, applicants must submit the application form personally.
- All Cheques should be crossed 'A/c Payee Only' and made payable to the **MALYSIAN INSTITUTE OF ACCOUNTANTS**.
- Please note that the Institute's financial year is 1 July to 30 June.

## DECLARATION

I, \_\_\_\_\_

Identity Card No: \_\_\_\_\_ declare that:

- The above information is true and complete to the best of my knowledge and belief.
- I have not been adjudged a bankrupt.
- I have had no conviction involving fraud, dishonesty or professional misconduct locally or overseas, and I undertake to notify the Registrar of any such future conviction as soon as practicable.
- I undertake that, if admitted as a member of the Institute, I shall be bound by the provisions of the Accountants Act 1967, the rules and by-laws made there under, and that I shall conduct myself at all times in a manner compatible with my membership of the Institute and of the profession of accountancy.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_(dd)/\_\_\_\_\_(mm)/\_\_\_\_\_(yyyy)

**Please send the completed form, documents and payment to:**

**The Registrar  
 Malaysian Institute of Accountants  
 Dewan Akauntan  
 No.2 Jalan Tun Sambanthan 3,  
 Brickfields  
 50470 Kuala Lumpur  
 Malaysia**

### For Office Use

Date application received: \_\_\_\_\_ Received by \_\_\_\_\_ : \_\_\_\_\_

Receipt (Admission fee) : \_\_\_\_\_ Receipt (Annual subscription) : \_\_\_\_\_

## ELIGIBILITY & GUIDELINES FOR REGISTERING WITH THE MALAYSIAN INSTITUTE OF ACCOUNTANTS

### APPLICANTS UNDER THE CHARTERED ACCOUNTANT CATEGORY MUST POSSESS ONE OF THE FOLLOWING:

- Passed any of the final examination specified in **\*Part I of the First Schedule of the Accountants Act, 1967** and gained not less than of **3 years of working experience** in the service of a Chartered Accountant or in a government department, bank, insurance company, local authority or other commercial, financial, industrial or professional organization or other undertaking approved by the Council; and/or
- Member of any of the recognized bodies specified in **\*\*Part II of the First Schedule of the Accountants Act, 1967;** and/or
- Passed the **MIA Qualifying Examination (QE)** and **gain 3 years of working experience** in the service of a Chartered Accountant or in a government department, bank, insurance company, local authority or other commercial, financial, industrial or professional organization or other undertaking approved by the Council.

### APPLICANTS UNDER THE LICENSED ACCOUNTANT CATEGORY MUST BE A:

- Member of the **Malaysian Society of Accountants** and passed any of the final examinations of that body last held in December 1992 and gained not less than **3 years working experience** in the service of a Chartered Accountant or in a Government department, bank, insurance company, local authority or other commercial, financial, industrial or professional organization or other undertaking approved by the Council.

### APPLICANTS UNDER THE ASSOCIATE MEMBER CATEGORY MUST:

- Possess a **first degree** and/or he is a member of any of the recognized bodies specified in **\*\*Part II of the First Schedule of Act,** and a **Masters degree or higher**, in which he must have a major in accounting for either his first degree or Masters degree or higher; and
- He has not less than **3 years' experience in teaching accountancy** or accountancy related subjects at an institution of higher learning or equivalent.

## INSTRUCTION TO COMPLETE APPLICATION FORM

- All photocopied documents must be certified true by either a Commissioner for Oaths, a member of MIA, a member of Parliament or a Justice of Peace or any other persons authorized under the provisions of the Statutory Declaration Act 1960.
- If you have previously resigned or been removed from membership, this form is not applicable to you. Kindly fill in the Readmission Form which can be obtained from the Institute or it can be downloaded from the Institute's website under Members Area/Membership Area/Forms/Readmission.
- Applications which are received **after 30 April each year** will be processed for the next financial year. However if you wish to have your application processed immediately (current financial year), **please inform us in writing.**
- An applicant may apply for only **ONE** category of membership, namely Chartered Accountant, Licensed Accountant **or** Associate Member.
- Please complete only the category applied for. E.g. If you are applying under the Chartered Accountant category, complete the Chartered Accountant section only. Do not complete the Licensed Accountant/Associate Member sections.
- The following sections must be completed by all applicants.

#### 1. Personal Details

#### 2. Employment Details

#### 3. Application Category

#### 4. Working Experience

#### 5. Fees

The Institute's Financial Year is from 1 July to 30 June and is payable on 1 July annually (there is no provision for prorated annual subscription).

The Institute accepts payment by cash/cheque/bank draft/postal order/credit card. Payment must be made in full upon submission of application and made payable to **"MALAYSIAN INSTITUTE OF ACCOUNTANTS"**. Please **issue separate cheques for each individual application**. Please **do not send post-dated cheques**.

Any payment which is rejected by the bank may result in your approval being withdrawn.

**CHECKLIST – Please ensure you have enclosed all copies of relevant documents when submitting your application**

**All Applicants:**

- One (1) Passport sized photograph; and
- Appropriate fees; and
- Certified photocopy of identity card / passport.

**Application as a Chartered Accountant:**

- For Graduates of Recognised Universities under Part I of the First Schedule of the Accountants Act 1967**  
Certified photocopy of University Degree Certificate, final examination transcript (for UNITEN and MMU graduates) and \*Record of Practical Experience.
- For Members of Recognised Bodies under Part II of the First Schedule of the Accountants Act 1967**  
Certified photocopy of Certificate of Membership and latest receipt of annual subscription payment to the said body.
- For MIA Qualifying Examination Graguates**  
Certified photocopy of Certificate of Successful Completion of Qualifying Examination and \*Record of Practical Experience.

**Application as a Licensed Accountant:**

- Certified photocopies of Certificate of Membership of the Malaysian Society of Accountants (MSA), Final Examination Transcript of the MSA examination, latest receipt of annual subscription payment to MSA and \*Record of Practical Experience.

**Application as an Associate Member:**

- Certified photocopy of University Degree Certificate/s and Final Examination Transcript/s; and/or
- Certified photocopy of Certificate of Membership of Recognized Body and latest receipt of annual subscription, and
- \*Record of Practical Experience.

**NOTES:**

All photocopy of documents must be certified true copy by a MIA member (state name, membership number and signature), Commissioner for Oath, Justice of Peace, Magistrate, Notary of Public or Member of Parliament.

**\*Record of Practical Experience (RPE)**

- ◆ The RPE should be completed for your current employment whereby the employment must be 6 months or more.
- ◆ If you have not completed 6 months of employment with your current employers, then you should complete the RPE for the last employment prior to you joining your current employers.
- ◆ If your total working experience is less than 3 years in your current employment, you may submit a testimonial/s for your previous employment/s in addition to the RPE submitted for your current employment.

**REMINDER:** Employment of less than 6 months or experience obtained from practical experience for the purpose of obtaining the degree in accounting will not considered as part of the 3 years.