

# HOW TO REGISTER ASEAN CPA ONLINE



+  
**STEP  
BY STEP  
GUIDE**

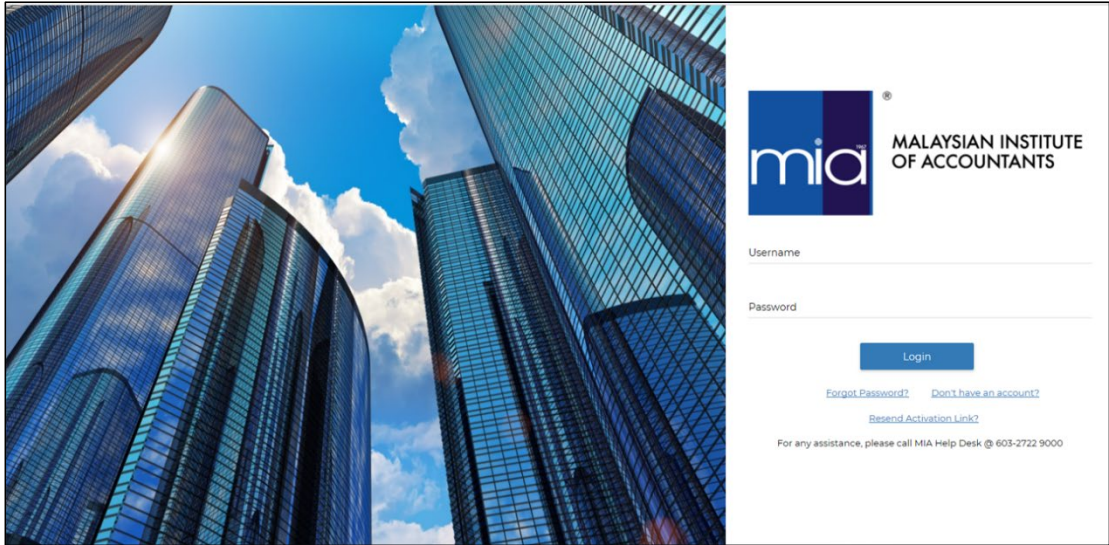
- ① **Login to “My Account”**
- ② **At left menu option, click “Submit Applications” and select “ACPA”**
- ③ **Stage 1 – “Personal Details” tab**  
Check & update your profile (if any). Once Done, Click Save & Next button on top-right of the page
- ④ **Stage 2 - “Qualifications” tab**  
Check & update your qualifications (if any). Once Done, Click Save & Next button on top-right of the page  
\*Any qualification updates must be supported with supporting document (certificate etc.)
- ⑤ **Stage 3 - “Work Experience” tab**  
Check & update your working experience (if any). Once Done, Click Save & Next button on top-right of the page
- ⑥ **Stage 4 – “Supporting Docs” tab**
  - Please download Practical Experience & Attestant form – complete & re-upload the form.
  - Please upload any supporting documents relating to your qualification update here.
  - You may also upload your CV as supporting document for your ASEAN CPA Application.Once Done, Click Next button on top-right of the page
- ⑦ **Stage 5 – “Application” tab**  
Please complete your Attestant information & tick the declaration box.
- ⑧ **If all are in order, click “Submit Application” button at bottom-right of the page at stage 5 (“Application”)**
- ⑨ **To check your application status, click on “My Applications History” at left-option menu**



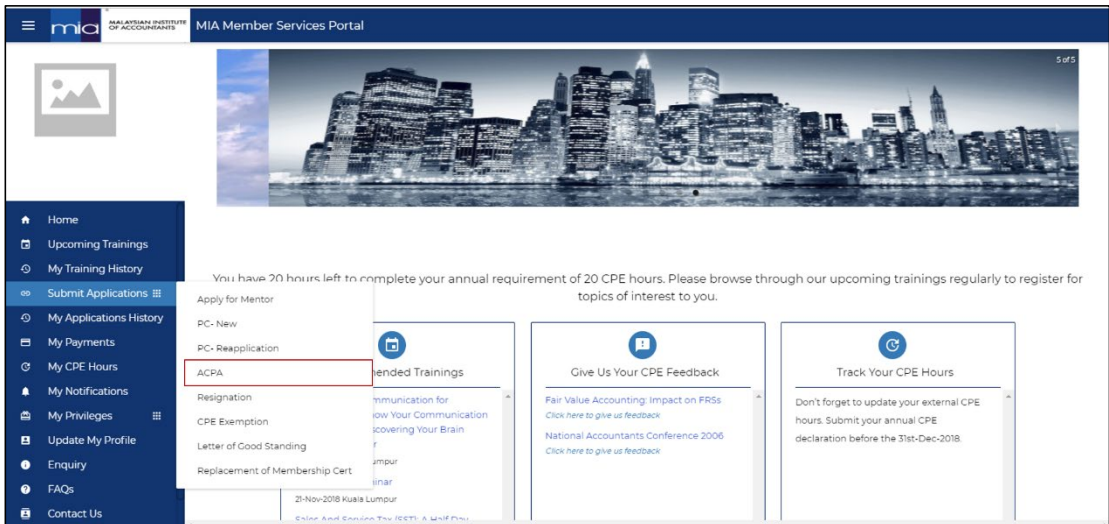
**FOR  
MORE  
INFO.**

For any assistance, please call Membership Department @ 603-2722 9000 between 9.30am to 5.30pm, Mondays to Fridays excluding Saturday, Sunday and Public Holidays or email us at [acpa@mia.org.my](mailto:acpa@mia.org.my)

## 1. Login to “My Account”

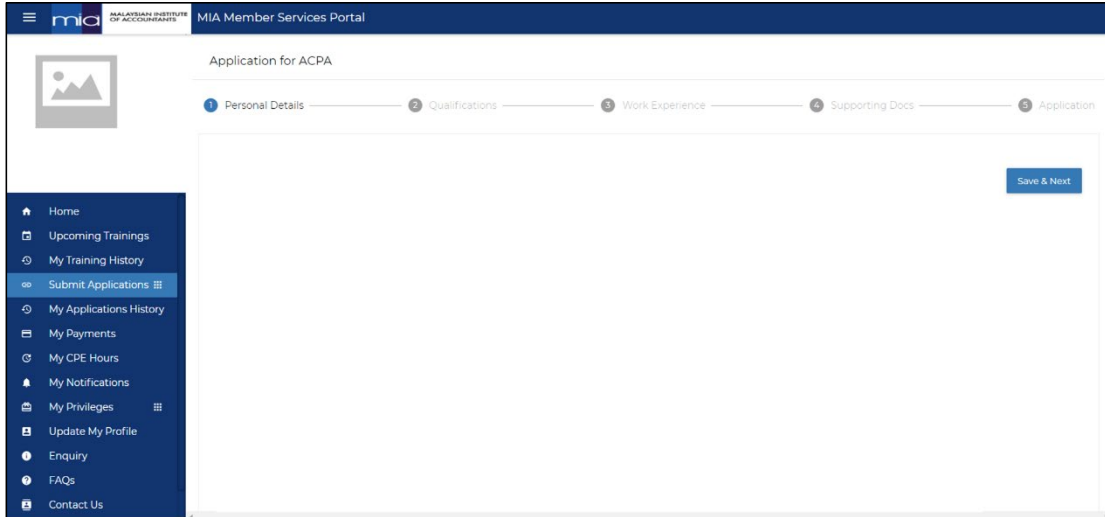


## 2. At left menu option, click “Submit Applications” and select “ACPA”



**3. Stage 1 – “Personal Details” tab**

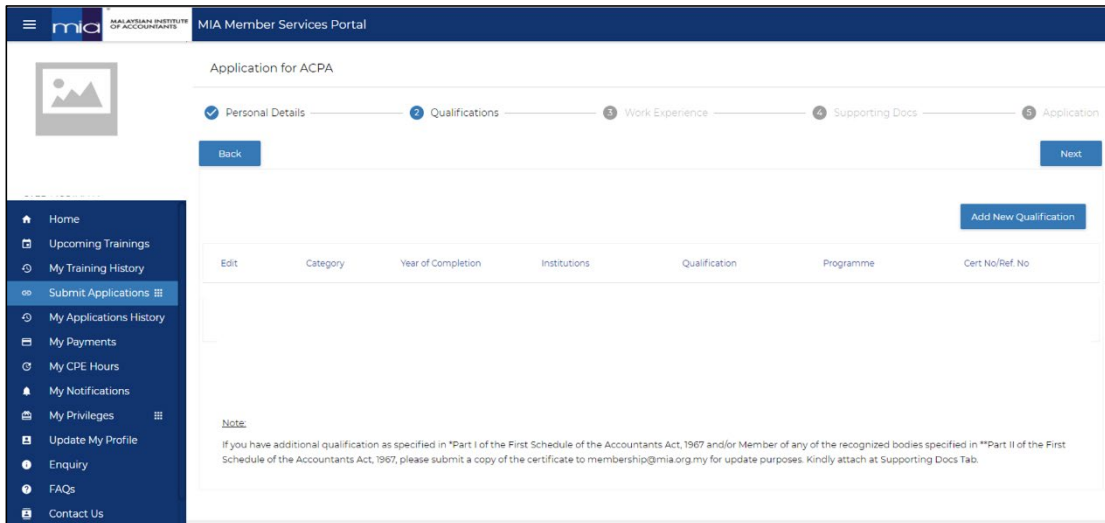
Check & update your profile (if any). Once Done, Click Save & Next button on top-right of the page



**4. Stage 2 - “Qualifications” tab**

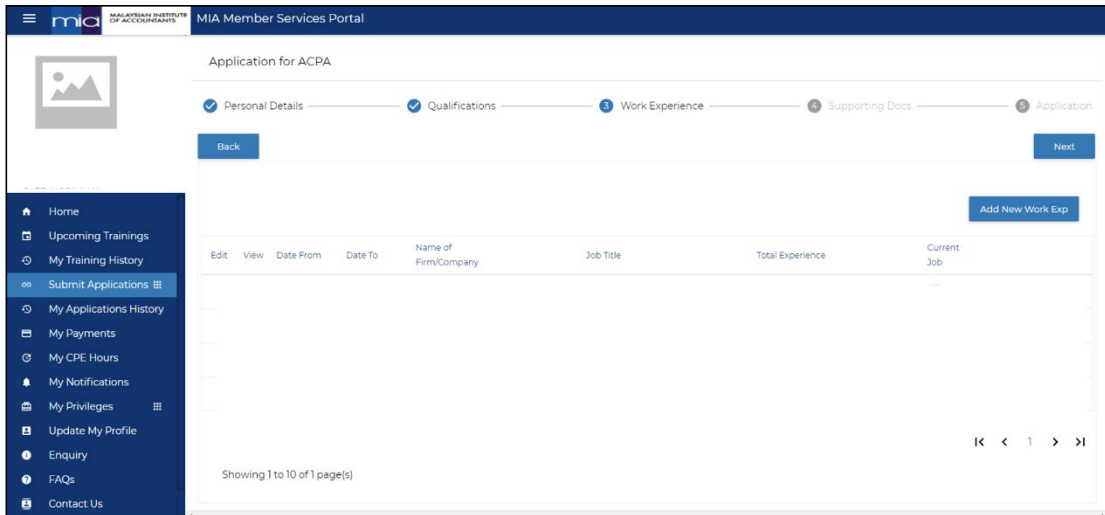
Check & update your qualifications (if any). Once Done, Click Save & Next button on top-right of the page

\*Any qualification updates must be supported with supporting document (certificate etc.)



**5. Stage 3 - “Work Experience” tab**

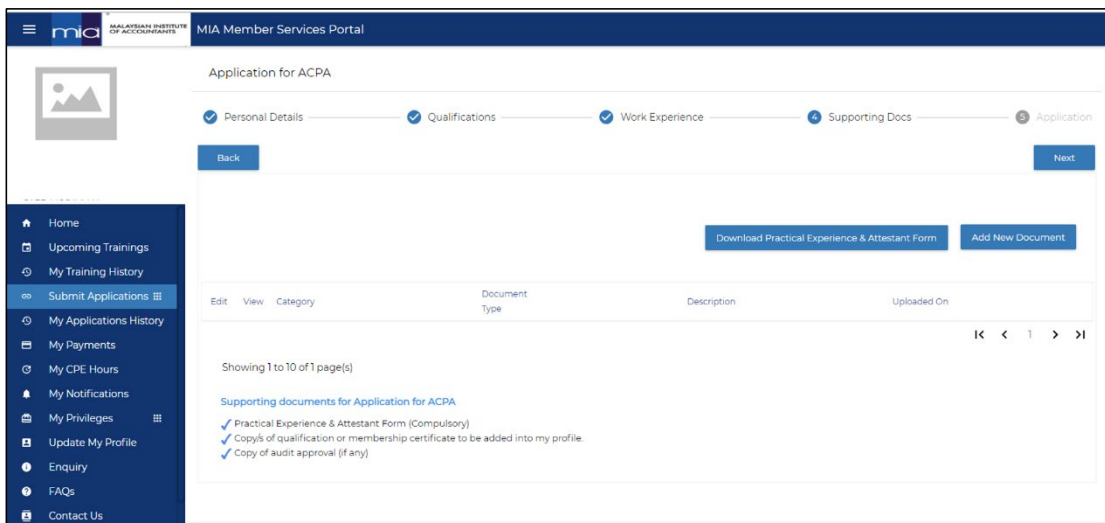
Check & update your working experience (if any). Once Done, Click Save & Next button on top-right of the page



**6. Stage 4 – “Supporting Docs” tab**

- Please download Practical Experience & Attestant form – complete & re-upload the form.
- Please upload any supporting documents relating to your qualification update here.
- You may also upload your CV as supporting document for your ASEAN CPA Application.

Once Done, Click Next button on top-right of the page



**7. Stage 5 – “Application” tab**

Please complete your Attestant information & tick the declaration box.

The screenshot shows the 'Application for ACPA' form in the MIA Member Services Portal. The progress bar at the top indicates that the 'Application' step is the current and active step, with previous steps (Personal Details, Qualifications, Work Experience, Supporting Docs) completed. The form is titled 'Attestant Information' and contains the following fields:

- MIA Membership No. \*
- Name \*
- Relationship with Applicant \*
- Contact Details \*
- Email \*

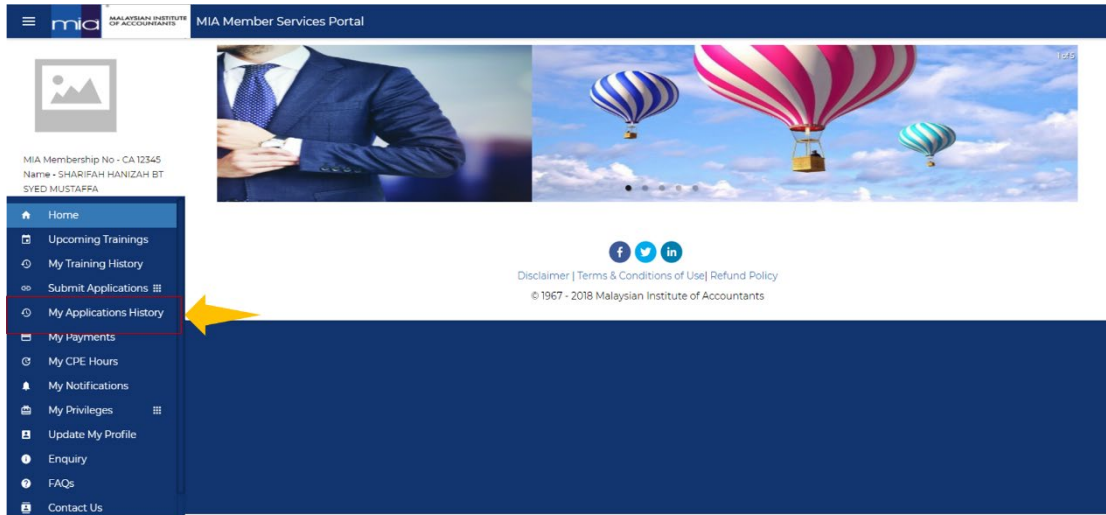
Below the fields is a declaration section with a checkbox and the text: "I declare that:"

- I declare that:
  - I am a current and valid MIA Chartered Accountant
  - I have completed an accredited accountancy degree, professional accounting qualifications or qualifying examination recognised by MIA.
  - I have acquired relevant practical experience of minimum three (3) years cumulatively within a five (5) year period prior to application
  - I have complied with the CPD requirements set by MIA
  - No investigation cases / disciplinary action have been taken against me
  - I have complied with By-Laws (On Professional Ethics, Conduct And Practice) of the Malaysian Institute of Accountants
  - I have not been adjudged a bankrupt
  - I consent to the use of my personal data provided to the Institute as prescribed in the Personal Data Protection Act, 2010

**8. If all are in order, click “Submit Application” button at bottom-right of the page at stage 5 (“Application”)**

This screenshot is identical to the previous one, showing the 'Application for ACPA' form. The key difference is the presence of a blue button labeled 'Submit Application' located at the bottom right corner of the form area.

9. To check your application status, click on “My Applications History” at left-option menu



END OF MANUAL