

ABOUT



THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS The Institute of Chartered Secretaries and Administrators is the leading recognised professional body for Chartered Secretaries and Administrators in the United Kingdom and throughout the world. The Institute was formed in 1891 when a small group of company secretaries saw the need for a company secretary to be professionally qualified and to have specific education and training for such an appointment. The Institute was granted the Royal Charter in 1902, which set the seal of authority and royal recognition on that belief. Nearly 70 years later the importance of the company secretary's role was confirmed in the Court of Appeal where it was stated that "Nowadays the secretary is a much more important person than in 1887; he is an officer of the company with great responsibility....". Chartered Secretaries are qualified in company law, accounting, corporate governance, administration, company secretarial practice and management and are trained to chart a course through regulation, legislation and best practice in order to deliver effective operations. The Institute has 44,000 members and 28,000 students in over 90 countries. (<http://www.icsa.org.uk/>)



THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS The Malaysian Institute of Chartered Secretaries and Administrators, in short, MAICSA was founded in 1959 as an affiliated body to The Institute of Chartered Secretaries and Administrators, United Kingdom. Membership of the Institute is limited only to members of the Institute residing in Malaysia, namely Fellows and Associates, Graduates and students. MAICSA as a premier professional body in company secretaryship and administration exists to serve the needs of the various sectors of society, in particular, the corporate sector. As befitting a dynamic organisation, the Institute strives to be sensitive to changes and changing socio-economic developments within the country, and actively participates in the enhancement of corporate governance in all its manifold activities centered on greater transparency, accountability, integrity and professionalism. MAICSA aims not only to generate a cadre of professional and trained manpower but also acts as a catalyst for the growth and development of the commercial and industrial sectors of our country.

As the premier professional body in corporate secretaryship and administration, MAICSA is committed to ensuring the following objectives:

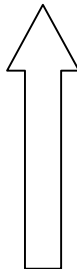
- Maintenance of the highest standards of integrity and ethical values incorporating the element of best practice in all its endeavors.
- Raising the profile of the members it represents through an increased awareness of the contribution made by professional administrators in various organisations which inter alia increases the recognition accorded to Chartered Secretaries.
- Contributing to the development and well-being of the people and the nation of which it remains a vital vibrant and integral component.

In line with its mission and objectives the corner-stone of which is continuous education to enhance professional skills, the Institute places great emphasis on the holistic development of the individual. A continuous learning culture is fostered by the Institute through continuing professional education and training to ensure the systematic development and extension of members' professional and managerial knowledge and to better serve both the private and public sectors of Malaysia

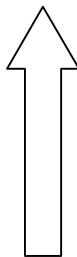
(<http://www.maicsa.org.my>)

PROGRESSION CHART

**INTERNATIONAL
QUALIFYING SCHEME (IQS)**



**PROFESSIONAL DIPLOMA
IN CORPORATE
ADMINISTRATORS [PDCA]**



**CERTIFICATE IN
CORPORATE
ADMINISTRATION (CCA)**

ENTRY REQUIREMENTS

INTERNATIONAL QUALIFYING SCHEME (IQS)

PART 1

- Candidates who have completed the PDCA programme.
- Non-related degree holders.
- Advanced Diploma holders (recognized equivalent to degree)

PART 2

- Candidates who have completed the professional Part 1
- Related degree holder
- Holders of Chartered accountancy professional qualifications

PROFESSIONAL DIPLOMA IN CORPORATE ADMINISTRATION [PDCA]

- Candidates with minimum entry requirements:-
 - 2 STPM or A level passes; or
 - Certificate in Corporate Administration; or
 - Matriculation/Pre-U Certificates; or
 - Recognized Diplomas/Advance Diplomas or
- Mature entry candidates
 - Minimum 21yrs of age
 - Relevant working experience or a letter of recommendation from recognized bodies

CERTIFICATE IN CORPORATE ADMINISTRATION (CCA)

- Candidates with minimum entry requirements:-
 - 2 SPM credit (including credit in English)
- Mature entry candidates:-
 - Minimum 21yrs of age
 - Relevant working experience or a letter of recommendation from recognized bodies

PROGRAM STRUCTURE

CERTIFICATE IN CORPORATE ADMINISTRATION

Part 1

**Business Writing and Communication
Fundamentals of Accounting
Basic Business Law
Business Organisation and Administration**

Part 2

**Compliance and Statutory Forms
Corporate Regulatory Framework
Meetings and Minutes Writing**

PROFESSIONAL DIPLOMA IN CORPORATE ADMINISTRATION

Part 1

**Business Law
Business Organisation and Management
Business Accounting
Business Ethics**

Part 2

**Business Finance
Business Strategies
Corporate Compliance and Practice
Law and Practice of Meetings**

ICSA INTERNATIONAL QUALIFYING SCHEME

Professional Part 1

**Strategic and Operations Management
Corporate Law
Financial Accounting
Taxation**

Professional Part 2

**Corporate Governance
Corporate Secretaryship
Corporate Financial Management
Corporate Administration**

FEES STRUCTURE

INTERNATIONAL QUALIFYING SCHEME (IQS)

Material Fee	RM 150.00 [Optional]
Registration fee	RM 300.00
Resource fee	RM 300.00
Group Insurance	RM 20.00
Caution Fee	RM 250 [Non ATC students only]
<u>Tuition fee</u>	
Full Payment	RM 3000.00
Installment Payment	RM 1,500.00 x 2

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MAICSA FEES – SCHEDULE OF FEES 2008

REGISTRATION FEES (inclusive of CD manuals and online access to manuals)	RM
Initial Registration – Cert CA	390.00
- PDCA	450.00
- ICSA IQS	530.00
EXAMINATION FEES (to be paid before examination deadline)	
i) Basic Entry Fee	150.00
ii) Fee Per Subject – Cert CA	80.00
- PDCA	100.00
- ICSA IQS	200.00
RENEWAL FEES (To be renewed a year after initial registration)	
Annual Renewal Fees	185.00
RE-REGISTRATION FEES (should student fail to pay the renewal fees)	
Re-Registration – Cert CA	200.00
- PDCA	250.00
- ICSA IQS	300.00
<i>Students who lapsed more than 1 year, please contact MAICSA</i>	
EXEMPTION FEES (to be paid with the initial registration)	
Exemption Fee Per Subject – Cert CA	80.00
- PDCA	100.00
- ICSA IQS	200.00
IMPORTANT DATES	
Closing Date for New Student Registration	
i) June Examination	31 st January
ii) December Examination	31 st July
Closing Date for Exam Entry	
i) June Examination	20 th March
ii) December Examination	20 th September

TIMETABLE

CCA Timetable **Sept – December 2008**

DAY \ TIME	6:15pm – 9.00pm
MONDAY	Basic Business Law P1
WEDNESDAY	Fundamentals of Accounting P1
THURSDAY	Business Organisation and Administration P1

PDCA Timetable **Sept – December 2008**

DAY \ TIME	6:15pm – 9.00pm
MONDAY	Business law P1 – Mr. Gerard Corporate Compliance & Practice P2 – Mr. Vicknesh
WEDNESDAY	Business Accounting P1 – Mr. Jasal
THURSDAY	Business Organisation & Management P1 – Ms Anna

IQS Timetable **Sept – December 2008**

DAY \ TIME	6:15pm – 9.00pm
MONDAY	Taxation Professional P1 – Mr. Rajaram
WEDNESDAY	-
THURSDAY	Financial Accounting Professional P1 – Mr. Jasal Corporate Governance P2 – Mr. Vicknesh

Lecturer Profile

Renuka Menon (Head, School of Business & Management)

BA Economics (Hons) Canada

BA Political Science (Hons) Canada

Masters in Finance (Oahu)

PhD- current

Ms Renuka J Menon graduated from Simon Fraser University in Vancouver, Canada in 1990 and achieved a double major in Economics and Political Science with Honours. She completed her Masters in Finance with the University of Oahu and is currently pursuing a PhD in Islamic Banking. Having contributed for more than a decade in the educational arena and she is a versatile, analytical and hardworking person who perseveres to do her best in all her undertaking. She is currently the Head of Department for the School of Business and Management at ATC in Kuala Lumpur. Her literary contribution includes a chapter in the recent publication of Challenges in Islamic Banking in the year 2006. Ms Menon also has considerable experience in the field of Risk Management in Corporate Training.

K. Vicknesvaran

LLB (Hons) (Lond), CLP

Mr. Vicknes graduated with Bachelor of Law from University of London in 1995. He then continued to pursue his CLP in 1998 and was called to the BAR in 2000. He started his teaching career in 1984 at Kasturi Tutorial Centre and has taught in various institutions such as UiTM, PTPL and Kolej KLC. He specializes in Corporate Law and Business Law and has experience teaching on the ICSA program.

PMS Jasal

CIS, IBA

After completing his professional examinations, Mr. Jasal joined an international office machines and systems company. After three years in the business industry, he entered private education. For the last 30 years, he has been an active lecturer and principal in a number of private colleges in the city. Over the years, his students have obtained best paper awards at the ABE, ACCA and IBBM examinations. He has also written two books on accounting.

Lim Ann Wei

C.I.M.A.

Mr. Lim has been in the education field for twelve years and previously worked in the commercial sector as a Financial Accountant for fifteen years. He has lectured Financial Accounting, Cost Accounting and Management Accounting on Professional Courses. His lecturing experience also covers the degree programme based on The Australian syllabus conducted by James Cooke University. Mr. Lim is a Chartered Accountant and a member of M.I.A.

Anna Matthew (Program Manager, School of Business & Management)

Bachelor in Business Administration majoring Human Resource

Ms. Anna graduated with BBA (Hons) majoring in Human Resource from University Putra Malaysia in 2004. She then worked in a MNC company before joining the teaching field. She has vast experience teaching Management and Business and she currently holds the position of Program Manager with ATC College.

Gerard A David

LLB (Hons) London

Mr. Gerard joined ATC in the first quarter of 2008. Entering his 3rd year of lecturing, he lectures on the Law of Contract, Public Law, Law of Tort, Family Law, Conflict of Laws and European Union Law at the University of London LLB Degree Programme. Mr. Gerard is also a corporate trainer, conducting corporate and legal training for certain public-listed companies on areas of decision making and contract management. Mr. Gerard's passion and drive to lecture has put him at the forefront of the private education. His current area of research interest is on the Malaysian Constitution and he is currently completing a paper entitled Politicization of the Malaysian Constitution.

Patrick Samuel Sebastian

LLB (Hons) (Lond), CLP

Mr. Sebastian graduated with a law degree from the University of London External programme in 1988 and completed his CLP in 1990. He has practised as an Advocate & Solicitor for 10 years and has been lecturing various subjects at A Level, ICSA, ACCA and LLB for 19 years. He is currently the Principle lecturer for A Level Law and The Law of Contract for the University of London programme. Mr. Sebastian also lectures in Jurisprudence, Company Law, Contract, Public Law and Criminal Law in Hong Kong. He has also been a coordinator and Head of Department in various private colleges and was at one time the National Vice President of a Christian charitable organisation. He is currently pursuing an honours degree in Bible and Theology and intends to pursue the LLM programme. He joined ATC in 2005. Mr. Sebastian has contributed to the Malayan Law Journals on Mallal Criminal Procedure and Subordinate Court Practice

DOWNLOADABLE

CCA - Pilot Papers and Suggested Answers

http://www.maicsa.org.my/students_enhanced_route_ppaper.aspx

PDCA - Syllabi, Pilot Questions and Answers

http://www.maicsa.org.my/students_dca_ppaper.aspx

IQS - Pilot Papers and Suggested Answers

http://www.maicsa.org.my/students_iqs_ppaper.aspx