

Awarded by:



The Singapore Association of the Institute of
Chartered Secretaries and Administrators (SAICSA)

(AFFIX A
RECENT
PASSPORT SIZE
PHOTOGRAPH HERE)

EXECUTIVE DIPLOMA IN CORPORATE ADMINISTRATION (EDCA)

APPLICATION FOR STUDENT REGISTRATION FORM

To: The Singapore Association of The Institute of Chartered Secretaries and Administrators (SAICSA)

I submit my registration to pursue the SAICSA Executive Diploma in Corporate Administration (EDCA) and undertake to comply with the regulations relating to the EDCA course. I confirm that the information given here is to the best of my knowledge accurate in all respect.

Name (In block letters)

Signature and Date

For Office Use Only

- Enclosed recent passport-sized photograph
- Completed all relevant sections of the application
- Enclosed certified copies of educational certificates and transcripts
- Enclosed relevant fee payment with course application form

Registration Date:

D	D	M	M	Y	Y	Y	Y

No.	Subject	Intake Date
1		
2		
3		
4		
5		
6		
7		
8		

Number of exemption (s) granted

Subject (s) exempted: _____

Remarks:

Please complete ALL SECTIONS in BLOCK CAPITALS:

PERSONAL PARTICULARS

Name: _____ [Mr/Mrs/Miss/Mdm]
Please underline surname

Home Address: _____

Tel: _____ (H) Mobile: _____

E-mail: _____ NRIC/PP No: _____

Date of Birth: _____ Age: _____ Gender: _____ Nationality: _____

CURRENT EMPLOYMENT

Job Title: _____ Working Experience: _____

Organisation: _____ Date of Commencement: _____

Address: _____

_____ Tel: _____ (O) Fax: _____ (O)

Nature of Business: _____

PREVIOUS EMPLOYMENT

Job Title: _____ From _____ to _____

Organisation: _____

Address: _____

_____ Tel: _____ (O)

Nature of Business: _____

Please tick the appropriate box to indicate your employing organisation:-

- | | |
|---|---|
| <input type="checkbox"/> Public Listed Company | <input type="checkbox"/> Professional Firm |
| <input type="checkbox"/> Private Limited Company | <input type="checkbox"/> Law |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Accountancy |
| <input type="checkbox"/> Statutory Board, please specify: _____ | <input type="checkbox"/> Corporate Secretarial |
| <input type="checkbox"/> Education | <input type="checkbox"/> Management Consultancy |
| <input type="checkbox"/> Financial Institution | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Others (Please specify): _____ | |

Please indicate main area of activity of your current job:

- | | |
|--|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Human Resource |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Corporate Planning | <input type="checkbox"/> Internal Audit |
| <input type="checkbox"/> Corporate Secretarial Practice / Corporate Governance | <input type="checkbox"/> Property Administration |
| <input type="checkbox"/> Education | <input type="checkbox"/> Share Registration |
| <input type="checkbox"/> Financial Management | |
| <input type="checkbox"/> Others (Please specify): _____ | |

Education (Certified true copies of relevant educational qualifications must be submitted)

Education Provider	Diploma	Full-time or Part-time	From	To	Date of Graduation

School	G.C.E / Equivalent/ Others	Full-time or Part-time	From	To	Date of Completion

EXEMPTION (Complete this section if you are eligible for exemption)

Please tick the subject(s) from which you wish to claim exemption: -

- | | |
|--|---|
| <input type="checkbox"/> Business Accounting | <input type="checkbox"/> Business Information System Administration |
| <input type="checkbox"/> Business Economics | <input type="checkbox"/> Business Organisation Management |
| <input type="checkbox"/> Business Law | <input type="checkbox"/> Business Planning |
| <input type="checkbox"/> Corporate Compliance Procedures | <input type="checkbox"/> Human Resource Management |

Note:

- Application for exemption must be supported by acceptable documentary evidence of the award of the diploma, certificate or other qualification, as the case may be, and where necessary of the grade of standard attained.
- The onus is on the applicant to substantiate the claim for exemption and failure to provide the required information may involve in considerable delay in processing the exemption application.
- Only **one** relevant educational qualification will be considered for exemption application.