



==== THE SINGAPORE ASSOCIATION OF THE ====
INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS

APPLICATION FOR

ASSOCIATESHIP

*NOTES FOR THE COMPLETION
OF THE FORM*

Please read the following notes before completing the form. If you have any queries about any aspect of your application, or would like to discuss it informally before filling in the form, please call the SAICSA Secretariat at 63344302 or send an email to admin@saicsa.org.sg for advice.

When you submit the form, please check that:

- (1) it has been signed and dated on page 2;
- (2) it contains all the supporting signatures required on pages 3 and 4;
- (3) the associateship election fee is attached;
- (4) if supporting documents are enclosed, they must be certified true copies of the originals.

ELIGIBILITY

Under Bye-law 6 (see the last page of these notes), the basic requirements for election to Associateship are as follows:

- (1) to have passed the ICSA examinations;
- (2) to have the required period of relevant experience, i.e. six years reduced by up to three years for acceptable further education; and
- (3) to be a fit and proper person.

CHARACTER AND STANDNG

The term “fit and proper” contained in Bye-laws relates directly to the character of an applicant and includes the concepts of honesty, solvency and competency.

However, the Membership Committee does not link the term “fit and proper” to a subjective view an applicant may hold of his/her own conduct and methods. As a result, the Membership Committee requires all applicants to answer questions 1 to 3 on page 2 of the application form as to his/her character.

The Institute’s Charter obliges it to supervise the standard of professional conduct provided by its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of “fit and proper” is inherently open-ended.

- Question 1 This relates directly to the solvency of the applicant and would include a sequestration order, compromise or deed of arrangement with the applicant’s creditors.
- Question 2 This relates to:
- (a) any offence involving fraud or other dishonesty under legislation (whether or not in Singapore) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
 - (b) any other offence not in (a) above including criminal convictions, in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. This may exclude non-criminal traffic offences.
- Question 3 This relates to:
- (a) disqualification by court, other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership, incorporated and/or unincorporated association.
 - (b) disciplinary actions including criticism, censure, fine or exclusion from membership of any professional body or organisation (whether or not in Singapore).

FURTHER EDUCATION EXPERIENCE

This can account for a maximum three years of the required six years. The reduction period is granted on the basis of the number of years of full-time study it would take to complete the qualification. The work experience balance must, however, be gained outside the study period.

It is immaterial whether the qualification is obtained before or after completing the ICSA examinations.

INCORRECT OR MISLEADING INFORMATION

If information is revealed to be inaccurate or misleading before and / or after election, then the application will be rejected and the applicant may be subject to disciplinary actions.

RELEVANT EXPERIENCE

Relevant experience can be obtained in one or more organisations and in any type of organisation. Some of the major relevant work areas include: General Management and Administration, Accounting and Financial Management, Company Secretarial / Compliance / Governance, Pensions, Insurance, Information Systems Management and Committee Administration.

Two specific points to note are:

- (1) Teaching in further education of ICSA related or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not.
- (2) An applicant whose work is not considered entirely relevant, but contains an element of administrative or relevant duties, may have this proportion of their time counted, on a pro rata basis. The employer should be asked to provide a letter certifying the percentage of the applicant's time spent on such duties. However, in such cases, either:
 - (a) At least one third of the required period of work experience must be spent in an administrative post or posts; or:
 - (b) The applicant must be holding a wholly administrative post at the time of application.

RECOMMENDATIONS

Applicants for Associateship/Fellowship must be recommended by two signatories of professional status, one of whom should, if possible, is a member of SAICSA and both of whom must have known the applicant for at least one year.

STATEMENT OF APPOINTMENT

- (1) You are required to give A FULL CAREER RECORD (completing this on additional sheets if necessary). This should cover the period from leaving school until the present, with any gaps being accounted for.
- (2) Signatures from one or more referees must certify a total period of not less than six years, unless reduced by a maximum period of three years relevant further education.
- (3) If as an alternative to having your application form certified, you prefer to forward original reference letters from employers, please note that these must show the post/s held and dates (ie. month and year) of staffing and finishing. (Letters merely offering the post, or confirming a regrading are insufficient for this purpose).
- (4) Please note the following with regard to the individual sections of this page of the form:

Note of organisation In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.

Designation If the duties performed are not self evident from the title, a brief outline of duties should be attached.

Dates Month and year to be given.

GRADUATESHP

Those completing the examinations prior to June 1989 who have not yet been admitted to Graduateship and are not yet eligible for Associateship, will be admitted to Graduateship.

THE COMPLETED FORM AND SUPPORTING DOCUMENTATION, SHOULD BE SENT TO:

The Membership Department

The Singapore Association of The Institute of Chartered Secretaries & Administrators (SAICSA)

149 Rochor Road #04-06 Fu Lu Shou Complex Singapore 188425

BYE LAWS ARE AS FOLLOWS:

Associates

- 6 The Council elects Associates. For a person to be elected:
- he must have passed the ICSA examinations that he is not exempt from;
 - he must satisfy the Council that he is fit and proper to be elected;
 - his main occupation for at least six years, or for periods totalling at least six years, must have been in one or more positions that are relevant to the profession of being a Chartered Secretary, or alternatively he must have completed any other professional development that the Council decides on; and
 - he must give the Council any information it requires about his duties and any organisation he has served;

The six-year qualifying period can be reduced by up to three years; see *bye-law 7*.

The Council can reduce the qualifying periods for election

- 7 The Council can reduce the eight and six year qualifying periods in *bye-laws 4 and 6* by up to three years where a person has:
- a degree from a university which the Council considers of suitable academic standing;
 - a diploma or other certificate which is nationally recognised as being equivalent to a degree from such a university;
 - a professional qualification which the Council recognises as justifying the reduction; or
 - completed any other professional development that the Council decides justifies a reduction.

Graduates

- 9.1 When a person has passed the ICSA examinations that apply to him, he becomes a Graduate unless he declines after SAICSA has notified him that he has passed.
- 9.2 A Graduate is not a member of SAICSA, and is not entitled to attend or vote at any general meetings.
- 9.3 A Graduate is, however, subject to the same disciplinary rules as a member.
- 9.4 A Graduate must pay an annual subscription at a level decided by Council, but this must not be more than the subscription for Associates.
- 9.5 While he is a Graduate, a person can describe himself as a Graduate of the Institute, and use the letters 'Grad. ICSA' after his name. However, he must not describe himself as a Chartered Secretary. A Graduate is entitled to a certificate stating that he is a Graduate.

Moving on from being a Graduate

- 10.1 Graduates should apply to become either an Associate or a Fellow within ten years of becoming a Graduate.
- 10.2 The Council will consider the cases of Graduates who do not meet the requirements to become an Associate or a Fellow (set out in *bye-laws 4 and 6*) within the ten years to decide whether they can, or cannot, continue to be Graduates. The Council can impose conditions for a person to continue as a Graduate.

People who cannot become members

- 11 The following people are automatically prevented from becoming members, unless the Council makes an individual exception:
- those who decline to become Graduates;
 - those who do not keep up being a Graduate; and
 - those who are not allowed to continue to be Graduates under *bye-law 10.2*, or under the *Bye-laws* dealing with discipline.