



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

APPLICATION FOR

FELLOWSHIP

*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 fellowship election fee is attached;
- (4) if supporting documents are enclosed, they must be certified true copies of the originals.

ELIGIBILITY

Under Bye-law 4 (see the last page of these notes), the basic requirements for election to Fellowship are as follows:

- (1) to have passed the ICSA examinations;
- (2) to have held a Fellowship level post for at least three of the past ten years; and
- (3) to be a fit and proper person;

CHARACTER AND STANDING

The term “fit and proper” contained in Bye-law 4(b) and 5(b) 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).

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.

RECOMMENDATIONS

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

STATEMENT OF APPOINTMENT

The following information should always be given in respect of the applicant's present post, and also in respect of previous post/s where the present post has been held for less than three years. All supporting documentation in respect of the present post (except copy report and accounts) should be certified by the employer.

(1) **General, but particularly the public and private corporate sectors, including financial institutions**

Generally, the applicant should hold a post that is at least second tier in the organisation (first tier is considered the level of responsibility that reports to the board of directors or its equivalent) and the organisation must be of sufficient size. In the case of a company, the size will usually be assessed by reference to turnover, which should be shown on the form.

Supporting documentation generally required is:

- (a) a copy of the company's annual report and accounts;
- (b) a hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent, except where this is obvious as with a company secretary;
- (c) a brief schedule of responsibilities.

In sufficiently large organisations, applicants other than those in first or second tier appointments may be considered, and applicants employed by subsidiary companies or in divisional organisations may be eligible. In this case, as well as the report and accounts of the parent company, it will be helpful to have that of the subsidiary, or another indication of the size of the regional or divisional unit.

(2) **Civil service, statutory bodies and government organisations, etc.**

Applicants should state their salary grade or scale and progression over at least the last three years.

Supporting documentation:

- (a) hierarchy chart/s;
- (b) schedule of responsibilities.

(3) **Higher education as a profession**

- (i) Academic staff should state their grade, and the subjects they teach.
- (ii) Administrative staff should provide:

Supporting documentation:

- (a) a hierarchy chart, showing the applicant's status in relation to the governing body;
- (b) schedule of responsibilities.

For both academic and administrative staff:

- (c) an indication of the size of the college or other institution may also be helpful, ie number of staff (academic and administrative), number of students (full and part-time), size of annual budget.

(4) **Public practice**

Members in public practice, whether practising as Chartered Secretaries or otherwise, should give some details of their client companies (if confidential these may be referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the size, in financial terms, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example where the applicant is employed in a sizeable professional firm servicing public limited companies), between six and twelve of the largest clients could be selected. The above information should then be given and independently certified. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to partner level.

Supporting documentation:

- details of clients as specified above.

(5) **Partnerships**

Partners, and applicants employed by partnerships, should show the size of the partnership, for example in terms of turnover, number of branches and number of staff. Employees of partnerships should state whether their post reports to partner level.

The supporting documentation in 1. (b) and (c) stated above will usually be required.

(6) Professional bodies, etc.

Number of members and size of funds should be shown.

Supporting documentation:

- (a) a copy of the report and accounts;
- (b) a hierarchy chart.

(7) Armed Forces

The appointment should be primarily administrative and the rank/s held for the past three years should be indicated.

Supporting documentation:

- (a) schedule of duties
- (b) hierarchy chart/s

CERTIFICATION

Each appointment on which the application is based must be certified by a senior officer of the organisation. This means that certification is almost always required for the present appointment and for any other appointments totalling, with the present appointment, not less than three years in the last ten, on which the application is based. For the current appointment, please show the month and year from which held; for previous appointments, the month and year of starting and leaving.

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-LAW 4 READS AS FOLLOWS:

Fellows

- 4 The Council elects Fellows. For a person to be elected:
- he must have passed the ICSEA examinations that he is not exempt from;
 - he must satisfy the Council that, considering his own character and his position, he is fit and proper to be elected;
 - his main occupation for at least eight years in total, and for three years in the last ten years, must have been as:
 - a secretary, or assistant secretary;
 - a senior executive or in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - a senior academic in a university, or other higher or further education body;
 - a member in public practice;
 - or alternatively, he must have completed any other professional development that the Council decides on;
 - any experience must have been with one or more organisations that, in the Council's opinion, justifies electing the person as a Fellow; and
 - he must give the Council any information it requires about his duties and any organisation he has served.

The eight-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.