

AFFILIATE SCHEME

Admission Criteria

The admission as an Affiliate is open to persons who do not possess the ICSA qualification but are otherwise engaged in the profession of corporate secretaryship and administration, corporate compliance and allied fields to the satisfaction of the Council as follows:

- a) Members of prescribed bodies under Section 171(1AA) of the Companies Act (Chapter 50).
- b) Any other person who has demonstrated interest in the professions of company secretaryship, corporate governance and corporate administration to the satisfaction of the Council.

The Affiliate Scheme is open for application by both in-house secretaries and corporate services providers.

Benefits and Obligations

- 1) The benefits of the Scheme are:
 - Access to CSIS Professional Updates
 - Member's rate for all CSIS CPD events.
- 2) The obligations of the Scheme are:
 - Payment of renewal fee on an annual basis
 - Participation in the Scheme will not accord a membership status with CSIS.
 - Affiliates should not refer to themselves as a "Chartered Secretary". They are to describe themselves as an "Affiliate of CSIS".

APPLICATION FOR ADMISSION AS AN AFFILIATE

(Please complete ALL SECTIONS in BLOCK LETTERS)

To the Council of CSIS:

I hereby apply for admission as an Affiliate of Chartered Secretaries Institute of Singapore (CSIS) and if accepted, I hereby abide to the Rules and Regulations of CSIS pertaining to the Affiliate Scheme in force from time to time.

I do solemnly and sincerely declare that:

- I am not an undischarged bankrupt
- I have not been convicted whether within or outside Singapore of any offence:-
 - in connection with the promotion, formation or management of a corporation
 - involving fraud or dishonesty punishable on conviction with imprisonment for three months or more.

I hereby certify that all information given in this application and attached annexure(s), if any, are true and correct to the best of my knowledge.

Signature: _____ Date of Submission of Application: _____

Full Name: _____ *NRIC/FIN No.: _____
*(Please state according to identity card) *delete where applicable*

FEES PAYABLE ON ADMISSION

In support of my application, I enclose herewith a cheque from Bank: _____

Branch: _____ Cheque No.: _____ of S\$ _____ being payment of:-

Application Fee:	\$100.00
Annual Fee:	\$405.00
Total:	\$505.00
GST (7%)	\$35.35
Grand Total (w/ GST):	\$540.35 (All cheques are to be made payable to "CSIS")

FOR OFFICE USE ONLY

Date Received: _____ Checked By: _____
*Approved/Rejected _____ Date of Admission: _____
CSIS Affiliate Number: _____ Invoice Number: _____
**delete where applicable*

APPLICANT'S PERSONAL PARTICULARS

Please complete ALL SECTIONS in BLOCK LETTERS and please enclose a CERTIFIED TRUE COPY of your IDENTITY CARD.

Name: *Mr/Mrs/Miss/Mdm/Dr _____

*NRIC/FIN Number: _____ Nationality: _____

Date of Birth: _____ Age: _____ Gender: *M/F

Residential Address: _____

Postal Code: _____

Tel: (Residential) _____ (Mobile) _____

Email Address: _____

**delete where applicable*

EMPLOYMENT DETAILS

Name of Employing Organisation: _____

Organisation Address: _____

Postal Code: _____

Tel:(General) _____ (Direct) _____ (Fax) _____

Email Address: _____

a) Is your Organisation a Registered Filing Agent (FA)? *Yes/No

If the answer to the above is Yes, please indicate the FA number: FA _____

If the answer to the above is No, please proceed to part (d).

b) Are you the authorised representative of the FA? *Yes/No

c) Are you a Registered Qualified Individual (QI) of a FA? *Yes/No

d) Please indicate the type of service you provide at your client organisation by ticking one or more of the options below:

Corporate Secretarial Services

- Incorporation of limited companies (private and public) and guarantee companies
- Registration of foreign companies in Singapore
- Sale of shelf companies
- Company secretarial and consultancy services
- Compliance services
- Conversion to public companies
- Services for pre-listing exercises
- Post-listing services
- Members voluntary winding up

Corporate Management Services

- Share registration services
- Accounting/treasury services
- Corporate finance
- Wealth management
- Payroll administration
- Loan applications
- License/permit applications
- Risk management
- Internal audit
- Budgetary and cost control
- Tax agent/consulting services
- Due diligence services
- Work permit application
- Trademark registration

Corporate Advisory Services

- Corporate governance
- Strategic advisory services
- Marketing strategies services
- Business development
- Organisational development
- Mediation
- Brand management
- Business re-engineering
- Business re-modelling
- Mergers and acquisitions

EDUCATION HISTORY

FURTHER EDUCATION AND/OR HIGHER EDUCATION (academic qualifications) in chronological order

Education Institute	Certificate Awarded	Year Obtained

MEMBERSHIP OF PROFESSIONAL BODIES

Please state the NAME of the Association and please enclosed a CERTIFIED TRUE COPY of your MEMBERSHIP CERTIFICATE.

Name of Professional Organisation	Membership Number	Current Membership [From <date> to <date>]

**PERSONAL DATA PROTECTION ACT
CONSENT FORM (FOR AFFILIATES)**

In compliance with Singapore’s Personal Data Protection Act (“**PDPA**”), we seek your consent to collect and use your personal data (i.e. name, NRIC, contact numbers, mailing addresses and email addresses) for the purpose of maintaining Chartered Secretaries Institute of Singapore (“**CSIS**”) registry of members and participants of events organised by CSIS and to promote courses and/or events which may be relevant to you, and to disclose such personal data to CSIS’s affiliated organisations (i.e. Accounting and Corporate Regulatory Authority and other statutory organisations in Singapore) where necessary (“**Purposes**”).

In some circumstances, you may have provided personal data relating to other individuals. You represent a warrant that you are authorised to provide their personal data to us and you have obtained their consent to the collection, use, disclosure and processing of their Personal Data in accordance with this Notice.

We reserve the right to update and amend this Notice and our Personal Data Protection Policy from time to time. We will notify you of any amendments to this Personal Data Protection Notice or our Personal Data Protection Policy via announcements on our website or any other appropriate means. If we amend this Personal Data Protection Notice or our Personal Data Protection Policy. The amendment will only apply to personal data collected after we have posted the revised Personal Data Protection Notice or Personal Data Protection Policy.

We will provide you with details of upcoming events, seminars, workshops, conferences and training programmes organised by CSIS and its affiliated organisations, and to provide you with information of other promotions which may be relevant to you (“**Services**”).

Kindly indicate your preferences by ticking the following boxes:

Events/Seminars/Workshops/Conferences/Training Programmes - Yes No

I hereby give my acknowledgment and consent to CSIS to use my personal data for the aforesaid Purposes and Services.

Personal Details
Full Name:
*NRIC/FIN No.: <i>*delete where applicable</i>
Kindly indicate your preferences by <u>ticking</u> the following boxes: Email Address: <input type="checkbox"/> Personal <input type="checkbox"/> Work Mailing Address: <input type="checkbox"/> Residential <input type="checkbox"/> Office Contact Number: <input type="checkbox"/> Residential <input type="checkbox"/> Mobile <input type="checkbox"/> Office
Signature / Date:
<i>CSIS respects your privacy and assures that your personal data will be kept securely in accordance to the PDPA. In the event that you wish to revoke your consent to us, please email members@csis.org.sg.</i>