

Request for

transfer (in) of membership from another ICOSA Division

**The Institute of Chartered
Secretaries and Administrators (ICSA)**
(Australian Division)

Governance Institute of Australia Ltd
ABN 49 008 615 950

ID no

1. Request for transfer

I, , request to the National Council of Governance Institute of Australia that my membership be transferred from the Division below with immediate effect.

- Canada (CSC) Hong Kong (HKICS) Malaysia (MAICSA) New Zealand (CSNZ)
- Singapore (SAICSA) Southern Africa (CIS) United Kingdom (ICSA) Zimbabwe (ICAZ)

I declare that I currently hold the following for transfer to Australia

- Permanent residency Working visa Temporary visa Student visa

2. Personal details (please print clearly)

Title (Mr, Miss, Ms, Mrs) First name Middle name Last name

Preferred name Date of birth dd/mm/yyyy Gender Male Female

Job title Company

Postal address

Suburb State Postcode

Country Business hours phone ()

Mobile no Email

3. Highest educational achievement

- Secondary School/Certificate of Education TAFE Certificate/Diploma/Apprenticeship
- University Diploma/Advanced Diploma University Bachelor degree or higher

Institution attended

Educational qualification achieved

4. Professional memberships

- Actuaries Institute Chartered Accountants Australia and New Zealand (CA ANZ)
- Australian Corporate Lawyers Association (ACLA) The Law Society/Institute
- Australian Institute of Company Directors (AICD) Financial Services Institute of Australasia (FINSIA)
- Australian Institute of Management (AIM) The Tax Institute
- CPA Australia (CPA) Other (please list details below)

5. Type of organisation in which you are employed (tick one only)

- | | | | |
|--|--|-------------------------------------|---|
| <input type="checkbox"/> Public unlisted | <input type="checkbox"/> Proprietary company | <input type="checkbox"/> ASX listed | <input type="checkbox"/> Consultant/Self-employed |
| <input type="checkbox"/> Public listed | <input type="checkbox"/> Not-for-profit | <input type="checkbox"/> Government | |

5.1 What industry are you in? (tick one only)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Govt — Local | <input type="checkbox"/> Insurance | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Govt — State | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Sporting Clubs & Associations |
| <input type="checkbox"/> Education | <input type="checkbox"/> Govt — State-Owned Corporation | <input type="checkbox"/> Media | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Health & Aged Care | <input type="checkbox"/> Mining | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Hospitality & Tourism | <input type="checkbox"/> Property | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Govt — Business Enterprises | <input type="checkbox"/> Import/Export | <input type="checkbox"/> Public Practice — Accounting | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Govt — Federal | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Public Practice — Law | <input type="text"/> |

5.2 What are your areas of interest and/or professional responsibilities? (tick as many as appropriate)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Account/Finance | <input type="checkbox"/> Compliance — International | <input type="checkbox"/> Insurance | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Annual Report | <input type="checkbox"/> Consumer Law | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Share Registry |
| <input type="checkbox"/> ASIC Reporting | <input type="checkbox"/> Contracts | <input type="checkbox"/> Internal Audit | <input type="checkbox"/> Statutory Registers |
| <input type="checkbox"/> ASX Rules | <input type="checkbox"/> Corporations Act | <input type="checkbox"/> Investor Relations | <input type="checkbox"/> Superannuation |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Employment Law | <input type="checkbox"/> Legal Advice | <input type="checkbox"/> Tax Advisers |
| <input type="checkbox"/> Bankers | <input type="checkbox"/> Environment Law | <input type="checkbox"/> Meetings & Minutes | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Board | <input type="checkbox"/> Governance | <input type="checkbox"/> OHS | <input type="checkbox"/> Trade Marks/Copyright |
| <input type="checkbox"/> Company Secretarial | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Privacy | <input type="checkbox"/> Treasury |
| <input type="checkbox"/> Compliance — Australia | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Property | |

6. Character and standing

Please answer YES or NO. If YES, give details on a separate sheet.

- (a) Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?
- (b) Within the past five years, have you been convicted of any offence of such a nature that, had you been a member of Governance Institute of Australia at the time, would have been likely to have given rise to disciplinary action being taken against you by Governance Institute under clause 7 of the Governance Institute Constitution?
- (c) Within the past five years, have you conducted yourself, whether by act or default, in a manner that, had you been a member of Governance Institute at the time, would have been likely to be discreditable to Governance Institute having regard to the Governance Institute Code of Professional Conduct and Ethics?

7. Declaration

I, , declare that I deem myself a fit and proper person for membership of Governance Institute and certify that my answers given to the above questions and information contained within this form are true and correct. If admitted to membership, I undertake to be bound by the Constitution of Governance Institute, compulsory continuing professional development (CPD) requirements and Code of Professional Ethics and Conduct, copies of which have been provided to me.

Signature

Date

 / /

8. Privacy notice

Governance Institute of Australia Ltd collects personal information about you so that we can provide you with the services you have requested. We may also use your information to manage professional conduct issues, improve our products and services and offer you our or our sponsors', partners' or suppliers' products and services which may be relevant to your needs. We may disclose personal information about you to third-party contractors (eg mailing houses, conference organisers), who may be located in Australia, the UK or the US, but if we do so we take steps to ensure that your privacy is respected. We may also disclose your information to the Institute of Chartered Secretaries and Administrators in the UK if you are a member of this institute. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. It is available from our website governanceinstitute.com.au or from our offices. In regard to promotional material, please indicate below.

I do not want to receive communication in any format from Governance Institute sent on behalf of its sponsors, partners or suppliers, or

I do not want to receive communication in any format from Governance Institute about its own publications, information and events.

9. Membership fee (GST-free)

Membership fee payable (amount depends on the renewal cycle of your division of transfer)

Method of payment

Cheque — made out to Governance Institute of Australia Ltd

MasterCard

Visa

Card no

Expiry date

Name on card

Signature

Date

Office use only

Associate (ACIS)

Fellow (FCIS)

Date of transfer

ID no

ICSA no

Financial until

Notification of transfer acknowledged by National Council

Meeting date

ICSA Division contact details

Canada

Institute of Chartered Secretaries & Administrators in Canada

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Hong Kong

The Hong Kong Institute of Chartered Secretaries

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Malaysia

The Malaysian Institute of Chartered Secretaries & Administrators

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