

Dear Prospective Member

### **ICAM MEMBERSHIP**

We would like to advise you that to avoid delays in processing your application for membership, you need to ensure that you have provided the following:

1. The application should be sponsored by two existing members of ICAM (proposer and seconder).
2. Copies of certificates of your professional qualifications. At least one of your sponsors or Commissioner for Oaths needs to write on the copy certificates that he/she has seen the original. The sponsor should then sign for this statement and indicate his/her mailing address.
3. You need to provide a detailed Curriculum Vitae.
4. Your employers should provide a letter of reference in support of your membership and should comment specifically on the following:-
  - your skill and competence;
  - the nature and extent of the accountancy duties undertaken by you;
  - responsibilities undertaken by you;
  - your attitude to work;
  - your ability to exercise judgement; and
  - the extent to which you have developed a professional approach to work.
5. Application fees, which should be inclusive of entrance fees, MAB fees and ICAM subscription fees. All cheques should be payable to SOCAM.

We wish you all the best.

Yours faithfully

**CHIEF EXECUTIVE OFFICER**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS IN MALAWI**  
**P O BOX 1, BLANTYRE, MALAWI**



1. **PRACTISING MEMBERSHIP APPLICATION FORM**  
**PERSONAL INFORMATION**

- (a) Surname (block letters).....
- (b) Other Names (block letters).....
- (c) Title (Prof, Dr, Rev, Mr, Mrs, Ms, etc).....
- (d) Date of Birth.....
- (e) Nationality.....
- (f) Academic Qualification.....
- (g) Membership of Other Professional Bodies  
(submit copies of certificates certified by a sponsor).....  
.....  
.....

If member of the Institute:

- (h) Type of membership.....
- (i) Date when first registered.....
- (ii) Certificate No.....
- (iii) Country Currently Resident.....
- (j) Mailing Address.....  
.....
- (j) Telephone (O).....(Cell).....(H).....
- (k) Fax.....

2. **CONVERSION EXAMINATION**

Examinations in Malawi Company Law and Taxation passed on.....  
(attach notification letter).

3. **LATEST EMPLOYMENT INFORMATION**

- (a) Name and Address of Employer.....  
.....
- (b) Nature of Employer's Business.....
- (c) Your current Job Title.....
- (d) Duties (e.g Auditing, Taxation, Secretarial, Insolvency etc)  
.....
- (e) If intending to enter into partnership in a Practising Firm, give names and Qualifications of other Partners  
.....
- (f) Practical Experience Accumulated in Days to date ..... of which  
..... days practical experience was accumulated after qualifying in a  
practising firm. (This information should be supported by a sufficiently detailed Curriculum  
Vitae),
- (g) Practical experience gained outside Malawi.....

4. **SPONSORS**

You are required to identify at least two sponsors who must be practising members of the Institute. The proposer must be a practising member who has had the opportunity to monitor or assess your work in his/her normal course of business. (Please submit a reference letter from one sponsor together with your application).

(a) **Proposer:** Name.....  
Certificate No.....  
Category of Membership.....  
Address.....

**Declaration:**

I,.....having known ..... for (number of years) ..... years, am satisfied that he/she holds a qualification(s) recognised by the Institute and in my opinion he/she is a fit and proper person for membership of the Institute and satisfies the requirements for Practising membership.

Signature..... Date.....

(b) **Secunder** Name.....  
Certificate No.....  
Category of Membership.....  
Address.....

**Declaration:**

I, ..... having known..... for (number of years)..... years, am satisfied that he/she holds a qualification(s) recognised by the Institute and in my opinion he/she is a fit and proper person for membership of the Institute and satisfies the requirements for Practising membership.

Signature..... Date .....

4. **PAYMENT**

I have enclosed a cheque for K..... in payment for entrance fees and annual subscription fees to ICAM and for registration to Malawi Accountants Board.

5. **CONTINUITY OF PRACTICE ARRANGEMENT**

I am aware that all practitioners are required to nominate one existing practising member of the Society who would take over their practice in case of death or incapacitation. In this respect I nominate..... who has already agreed and has written a letter to you for that purpose.

6. **DECLARATION**

I, ..... am holder of an accounting qualification recognised by the Institute and the minimum practical experience required for Practising Membership. I am aware of the contents of the Memorandum and Articles of Association as well as the Ethical Code and By-laws of the Institute of Chartered Accountants in Malawi, and do hereby certify that the information given by me on this form is true and correct in every detail and do undertake, in the event of my election as a practising member of the institute, to observe the contents of the aforesaid Memorandum and Articles of Association and the Ethical Code and By-laws. Finally, I am aware that all practising members are subjected to practice reviews and pledge to cooperate in this respect.

Signature..... Date.....

## **APPLICATION GUIDANCE NOTES (PRACTISING MEMBERSHIP)**

### **A. General**

The overall requirements you need to satisfy in order to be considered as a practising member of the Society are:

1. You must have passed final PAEC/ACCA joint scheme examinations or equally acceptable examinations.
2. You must have gained a minimum of 500 working days relevant practical experience plus 30 months post qualification practical experience in a practising firm. (Any of the experience gained outside Malawi will have to be confirmed).
3. You must submit a comprehensive record of practical experience.
4. You must complete an appropriate membership application form duly signed by two practising members of ICAM and submit it together with reference letters from your sponsors or auditors.
5. You must submit copies of accounting professional certificates certified as genuine copies by either of the two sponsors or a Commissioner for Oaths.
6. You must pay membership application fees which may vary from time to time.
7. Attach a passport size photo to the application.

### **B. Practical Experience**

Your record of practical experience must be clear and concise so that it is easy to ascertain from it the type of experience gained and also the period over which the experience was gained.

### **C. Guidelines for Employers and Sponsors providing Letters of Reference**

In addition to completing examinations, successful applicants are required to satisfy the Council of ICAM that their accountancy experience has been of a responsible nature, and of a scope and character appropriate to a professional qualification.

Referees are therefore kindly asked to provide comments on the applicant, taking into account the following points:

- skill and competence in accountancy
- nature and extent of the accountancy duties undertaken
- responsibilities undertaken
- attitude to work
- ability to exercise judgement
- ability to communicate
- extent to which a professional approach to work has been developed

### **D. If you have any queries please contact the Secretariat.**

# THE INSTITUTE OF CHARTERED ACCOUNTANTS IN MALAWI (ICAM)

## ICAM SUBSCRIPTION FEES FOR 2014

	<b>ICAM MEMBERSHIP FEES</b>	<b>MAB REGISTRATION FEES</b>	<b>SUB- TOTAL</b>	<b>ENTRANCE FEES</b>	<b><u>TOTAL</u> <u>FEES</u> <u>PAYABLE</u></b>
	<b>K</b>	<b>K</b>	<b>K</b>	<b>K</b>	<b>K</b>
Resident Practising	170,000	25,500	195,500	19,000	214,500
Non Resident Practising	170,000	25,500	195,500	19,000	<b>214,500</b>
Resident Non Practising	90,000	13,500	103,500	19,000	<b>122,500</b>
Non Resident Non Practising	90,000	-	90,000	-	<b>90,000</b>
Diplomate	22,000	3,300	25,300	19,000	<b>44,300</b>