

Dear Prospective Member

**ICAM MEMBERSHIP**

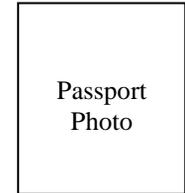
We would like to advise you that to avoid delays in processing your application for membership, you need to ensure that you have provided the following:

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 of 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 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 ICAM.

We wish you all the best.

Yours faithfully

**CHIEF EXECUTIVE OFFICER**



**DIPLOMATE MEMBERSHIP APPLICATION FORM**

1. **PERSONAL INFORMATION**

- (a) Surname (block letters).....
- (b) Other Names (block letters).....
- (c) Title (Prof. Dr. Rev. Mr. Miss etc).....
- (d) Date of Birth.....
- (e) Nationality.....
- (f) Academic Qualifications.....  
(submit copies of certificates)
- (g) Membership of other professional bodies.....  
(submit copies of certificates certified by one sponsor)
- (h) Country currently resident.....
- (i) Telephone (O)..... (Cell) ..... (H).....
- (j) Fax.....
- (k) E-mail.....

2. **LATEST EMPLOYMENT INFORMATION**

- (a) Name and address of employer .....  
.....  
.....
- (b) Nature of employer's business (e.g. Practice, Agriculture, Retail, Banking, Transportation, etc).....
- (c) Size of employer's organisation (approximate number of employees)  
.....
- (d) Your current job title.....
- (e) Duties (e.g. General Management, Accounting, Auditing, Taxation, etc)  
.....
- (e) Period of practical experience accumulated in days to date.....  
(This should be supported by a completed log book or in special cases a detailed CV giving type of practical experience and period in days).

3. **SPONSORS**

You are required to identify at least two sponsors who must be current members of the Institute (Diplomate, Non-Practising or Practising members). The proposer must be a member who has had the opportunity to monitor or assess your work in the normal course of his/her duties such as your training principal, finance manager or your auditor.

(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 Diplomat 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 Diplomat  
membership.

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

**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.

**DECLARATION**

I, ..... am a holder of an accounting qualification  
recognised by the Institute and have the minimum practical experience required for Diplomat  
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 Chartered Institute of 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 diplomat member of the Institute, to observe  
the contents of the aforesaid Memorandum and Articles of Association and Ethical Code  
and By-laws.

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

## **APPLICATION GUIDANCE (DIPLOMATE MEMBERSHIP)**

### **A. General**

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

1. You must have passed the Technician Diploma in Accounting administered by the ICAM or an equally acceptable qualification recognized by ICAM.
2. You must have gained a minimum of 250 working days relevant practical experience. (See B below).
3. You must submit a comprehensive record of practical experience.
4. You must complete an appropriate membership application for duly signed by two ICAM members and submit it together with a reference letter from your employer or sponsors. (See C below).
5. You must submit a comprehensive record of practical experience.
6. You must pay membership application fees which may vary from time to time.

### **B. Practical Experience**

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

### **C. Applicants with experience from Public Practice**

You will be expected to have gained experience in at least any four of the following areas:

- Accounting
- Auditing
- Taxation
- Insolvency
- Secretarial
- Client relations
- Other relevant experience may also be considered

### **D. Applicants with experience from Industry, Commerce and Public Sector**

You will be expected to have gained experience in any four of the following areas:

- Bookkeeping to trial balance
- Auditing
- Costing
- Budgeting and
- Data processing
- Capital finance

E. **Guidelines for employers and sponsors providing letters of reference**

In addition to completing examination, 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.

F. If you have any queries please contact the Secretariat:

ICAM  
P O Box 1  
Blantyre

Tel: 01 820301/01 824312  
Fax: 01 824312  
E-mail: [icam@icam.mw](mailto:icam@icam.mw)

# THE INSTITUTE OF CHARTERED ACCOUNTANTS IN MALAWI (ICAM)

## ICAM SUBSCRIPTION FEES FOR 2019

|                             | <b>ICAM<br/>MEMBERSHIP<br/>FEES</b> | <b>MAB<br/>FEES</b> | <b>SUB-<br/>TOTAL</b> | <b>ENTRANCE<br/>FEES</b> | <b>TOTAL<br/>FEES<br/>PAYABLE</b> |
|-----------------------------|-------------------------------------|---------------------|-----------------------|--------------------------|-----------------------------------|
|                             | <b>K</b>                            | <b>K</b>            | <b>K</b>              | <b>K</b>                 | <b>K</b>                          |
| Resident Practising         | 377,400                             | 66,600              | 444,000               | 50,000                   | 494,000                           |
| Non Resident Practising     | 377,400                             | 66,600              | 444,000               | 50,000                   | 494,000                           |
| Resident Non Practising     | 200,600                             | 35,400              | 236,000               | 50,000                   | 286,000                           |
| Non Resident Non Practising | 200,600                             | -                   | 200,600               | -                        | 200,600                           |
| Diplomate                   | 51,000                              | 9,000               | 60,000                | 50,000                   | 110,000                           |