

STUDENT REGISTRATION FORM

Closing date for registration is on or before 1st March for June examination or 1st September for December examination every year.

Please read the enclosed Student Guide for reference.

PERSONAL DETAILS

NAME (MR/MS): _____

(as state in IC/Passport) (Please enclose certified true copy of IC/ Passport)

IDENTITY CARD /PASSPORT NO : _____

DATE OF BIRTH : _____

GENDER : _____

RACE : _____

NATIONALITY : _____

HOME TEL NO : _____

HANDPHONE NO : _____

E – MAIL CONTACT : _____

PREFERED MAILING ADDRESS : ☐ HOME ☐ OFFICE

HOME ADDRESS : _____

COMPANY NAME : _____

COMPANY ADDRESS : _____

INDUSTRY : _____

DESIGNATION : _____

COMPANY TEL NO : _____

COMPANY FAX NO : _____

PRINCIPAL ACTIVITY : _____

	Date Completed	Certificate / Diploma / Degree Awarded
SPM / EQUIVALENT	: _____	_____
STPM / EQUIVALENT	: _____	_____
ACADEMIC/TERTIARY EDUCATION	: _____	_____
PROFESSIONAL QUALIFICATION	: _____	_____

I hereby certify that the above information is correct and agree to abide by the articles and rules and regulations of the Institute when I am accepted as a student.

I enclose herewith the necessary fees payable

Date: _____ Signature: _____

APPLICATION CHECKLIST

To avoid errors and delay in your application of student membership and examination entry, please ensure that you:

- Read all instructions carefully and be aware of the closing dates and fees.
- Complete and submit this form correctly with all relevant documents.
- You can submit the application by post/courier/email. Do not submit original certificates in the post.

The documents required to be submitted with the registration form are:

- ☐ Certified true copy of Identity Card
- ☐ Certified true copy of Academic Certificates and Transcripts (SPM/Diploma/Advanced Diploma/Bachelor degree/professional qualifications)
- ☐ Two passport sized photographs
- ☐ The correct fees where applicable (registration fees/annual fees/exemption fees)*

* Applicants are notified that the Institute reserves the right to reject any application (without giving any reason whatsoever) and that in the event of a rejected application, a processing fee of RM100 will be retained from the registration fee

All photocopied documents are to be duly certified by one of the following authorized personnel stated as below:

- 1) CTIM member - ACTIM/FCTIM (official stamp, name and membership no. must be clearly stated)
- 2) Commission of oaths
- 3) CTIM Managers (please bring original certificates to CTIM for certification)

For Office Use

Date of application received: _____

Date of application approved: _____,

Approved by: _____,

Registration Date: _____,

Registration No.: _____,

FOR OFFICE USE ONLY

Receipt No	
Date	