

# Enrolment Form for ICA QUALIFICATIONS IN MALAYSIA



**Email:** studentadmin@int-comp.com

**Website:** www.int-comp.com/icta-home/malaysia/

Company Registration number: 201801024091 (1286111-W)  
Sales and Service Tax number : W10-2002-38000001

International Compliance Training (Malaysia) Sdn Bhd,  
MZ02, Penthouse, 16-1, Level 16, Wisma UOA Damansara II, No 6,  
Changkat Semantan, Bukit Damansara, 50490 Kuala Lumpur, Malaysia

Date Received

Do you want your employer to know that you are taking this course?
YES      NO

Select
ICA Certificate in Anti Money Laundering
ICA Certificate in KYC & CDD
ICA Certificate in Financial Crime Prevention
ICA Certificate in Compliance
ICA Certificate in Managing Sanctions Risk
ICA Specialist Certificate in Trade Based Money Laundering
ICA Specialist Certificate in Money Laundering Risk in Correspondent Banking
ICA Specialist Certificate in Financial Crime Risk and New Technology
ICA Specialist Certificate in Conduct Risk
ICA Specialist Certificate in Financial Crime Risk in Global Banking and Markets
ICA Specialist Certificate in Anti-Corruption
ICA Specialist Certificate in Combating the Financing of Terrorism
ICA International Advanced Certificate in Anti Money Laundering
ICA Advanced Certificate in Practical Customer Due Diligence
ICA Advanced Certificate in Managing Sanctions Risk

1. Personal details
<i>A copy of your IC/passport/driver's license must be attached with the application</i>
Title:
First name:
Last name:
Middle Name:
IC/Passport/Driver's License:

Your name as it appears in IC/Passport/Driver's License:
Nationality:
Sex:
Date of birth:
Email Address:
Home/Office Number:
Mobile/Evening Number:
Address 1:
Address 2:
Postcode:

2. Funding Option
Self Funding
Company-sponsored
<i>Please tick as applicable</i>
Sales & Service Tax (SST) registered company SST Registration Number:
Non Sales & Service Tax company

3. *Employer Details
<i>Required to be completed if you are Company-sponsored</i>
Name of Organisation:
Address 1:
Address 2:
Postcode:
Job Title/Designation:

Email Address:

Accounts contact name *(where applicable)*:

Accounts Email Address *(where applicable)*:

#### 4. Job Level

Please tick as applicable

New Entrant/ Administrator

Middle Management

Experienced Staff & Junior Management

Senior Management/ Board Level

Other *(please specify)*

#### 5. How did you find out about this course?

Please tick as applicable

Search Engine	Social Media	Referral
Google Yahoo For others, please state:	LinkedIn Facebook Instagram Twitter	Colleague Friend Family For others, please state:
Briefing Event	Direct Mail/Email	
Website	For others, please state:	

#### 6. Do you suffer from any disability or illness, which may affect your studies?

YES NO

If yes, please give details

#### 7. Equal opportunity and disability statement

ICT(M) welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at ICT(M) to discuss any requirements you may have relating to your study or other needs as soon as possible.

This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff is informed of support requirements at the earliest opportunity.

ICT(M) will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision is made.

#### 8. Correspondence

Unless otherwise indicated, correspondence will be sent to the personal address provided for those who are self-funding and to the company address provided for those who are companysponsored. Any special mailing requirements should be noted below:

#### 9. Statement about Data Collection

The International Compliance Association (ICA) and the International Compliance Training (Malaysia) (ICT(M)) are required to collect data and information from students pertaining to courses, assessments and examinations. The student's information collected by ICA/ICT(M) may be provided to government agencies that are authorised to receive it.

ICA/ICT(M) may request further information from you should you provide insufficient information or if ICA/ICT(M) requires further clarification or additional information in order to complete the processing of your course application, enrolment and course fees reimbursement, etc. ICA/ICT(M) have the right to request photographs of students where appropriate. ICA/ICT(M) also reserves the right to keep all information collected on file for a period as required by the government agencies and permissible by law.

#### 10. Data Protection

ICA/ICT(M) may disclose your information to third parties and our other group companies where they help us in the administration or operation of our organisation.

ICA/ICT(M) and third parties may send you information about products and services such as compliance courses, compliance training courses, workshops, internal/external ICA/ICT(M) events etc that are approved by ICA/ICT(M).

ICA/ICT(M) may also disclose your information if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation, or in order to enforce or in complying with our obligations under our terms and conditions or other agreements; or to protect our rights, property, or safety or that of other users or third parties.

If you wish to change/update your particulars, or if you do not want to receive any mailings from us or from third parties, please let us know by emailing us at [studentadmin@int-comp.com](mailto:studentadmin@int-comp.com).

**Please tick this box if you consent to receiving marketing messages in the future from ICT(M), by telephone or by email (or other means).**

**11. Course Fee** *Malaysian Ringgit*

Course	Fees
ICA Certificate in Anti Money Laundering	RM1,995 + 6% SST*
ICA Certificate in KYC & CDD	RM1,995 + 6% SST*
ICA Certificate in Financial Crime Prevention	RM1,995 + 6% SST*
ICA Certificate in Compliance	RM1,995 + 6% SST*
ICA Certificate in Managing Sanctions Risk	RM2,295 + 6% SST*
ICA Specialist Certificate in Trade Based Money Laundering	RM2,295 + 6% SST*
ICA Specialist Certificate in Money Laundering Risk in Correspondent Banking	RM2,295 + 6% SST*
ICA Specialist Certificate in Financial Crime Risk and New Technology	RM2,295 + 6% SST*
ICA Specialist Certificate in Conduct Risk	RM2,295 + 6% SST*
ICA Specialist Certificate in Financial Crime Risk in Global Banking and Markets	RM2,295 + 6% SST*
ICA Specialist Certificate in Anti-Corruption	RM2,295 + 6% SST*
ICA Specialist Certificate in Combating the Financing of Terrorism	RM2,295 + 6% SST*
ICA International Advanced Certificate in Anti Money Laundering	RM5,858 + 6% SST*
ICA Advanced Certificate in Practical Customer Due Diligence	RM5,858 + 6% SST*
ICA Advanced Certificate in Managing Sanctions Risk	RM5,858 + 6% SST*

\*SST refer to Sales &amp; Service Tax

**12. Payment Details**

Payment by cheque or electronic transfer is to be made payable to:

**International Compliance Training (Malaysia) Sdn Bhd**

Please quote your full name and invoice number in the payment arrangement for our reference.

Remittance instructions for credit of account with HSBC Bank Malaysia Berhad.

<b>Account Name</b>	International Compliance Training (Malaysia) Sdn Bhd
<b>Bank Name</b>	HSBC Bank Malaysia Berhad
<b>Bank Address</b>	No. 2, Jalan Lebu Ampang 50100 Kuala Lumpur, Malaysia
<b>Bank account no</b>	105-826523-101 (Malaysia Ringgit Account)
<b>Bank &amp; Swift Code</b>	HBMBMYKL

**13. Payment Terms**

Invoices must be paid within 30 days of receipt (applicable for company sponsored students only.)

Please note that where a student is not sponsored by their employer, payment of the course fee is due within 7 days of invoicing (and no later than 7 days before the workshops commence). The online materials will be made available after receipt of payment.

**14. Refunds**

If a student withdraws four or more weeks prior to the workshop, the student will be refunded the full course fee paid.

If a student withdraws from the course less than four weeks prior to the workshop, the student will be refunded 50% of the course fee paid.

If a student withdraws one week or less prior to the workshop, the student will not be refunded the course fee.

If a student fails to attend the workshop, no refund will be given.

**15. Declaration****I have read the terms and conditions and declare the particulars in this application are true and correct.****I enclose/attach a true copy of my identification.***(Enrolment forms cannot be processed if above are left unticked)*

Student Name:

Signature:

Date:

*The following are required if your employer is funding your course:*

Name of Line Manager/HR:

Signature of employer:

Date:

Company Stamp:

**Please return your completed enrolment e-mail to:**

Email: studentadmin@int-comp.com