



## **NOTES TO THE APPLICANT APPLICATION AS APPROVED COMPANY AUDITORS**

The requirements to become an approved company auditor are as follows:-

1. Applicant has passed the Final Examination of Part I of the First Schedule of the Accountants Act, 1967; **OR**  
admitted as a member of any of the recognized bodies specified in Part II of the First Schedule of the Accountants Act, 1967;
2. Applicant must be a member of the MIA and registered as a Chartered Accountant;
3. Applicant must hold valid practicing certificate issued by MIA;
4. Applicant must have five (5) years of accumulative working experience, on full time basis, which can be either Pre- & Post- MIA membership, but:
  - 4.1 at least one (1) year upon being a MIA member;
  - 4.2 at least three (3) years out of the five (5) years experience must be in audit practice; and
  - 4.3 one (1) year practice (out of the above three (3) years) in audit supervisory role. Audit supervisory means overseeing, managing and controlling audits consulting engagements including preparing financial reports and audit planning.
5. First time applicant is required to attend the Public Practice Programme organized by MIA. The certificate of attendance must be valid during the application;
6. Applicant who possesses the relevant auditing experience but are no longer in an audit practice, is still eligible to apply at the point of submission, if he/she had:
  - 6.1 left the Audit Practice within three (3) years from the date of application; or
  - 6.2 left the Audit Practice for more than three (3) years but has at least one (1) year recent working experiences in audit practice within the Malaysian environment prior to the submission for new application.
7. Applicant having experiences in audit firm in other countries can also be considered provided he/she has practiced at least one (1) year in Malaysian environment, on a full time basis.

## **PROCEDURES FOR NEW COMPANY AUDITORS**

1. Applicant must do the following:-
  - (i) register as an individual in *Business Licensing Electronic Support System* (BLESS) through <http://www.bless.gov.my/bless>;
  - (ii) proceed to submit the application for audit approval through BLESS;
  - (iii) submit Certified True Copy of all the relevant certificates as well as valid Practising Certificate;
  - (iii) attach a sponsor letter from an accountant holding a valid audit licence which is still in force; and
  - (iv) pay RM100/- using the e-payment module upon pass the interview session.
2. Processing of auditors approval takes approximately not more than four (4) months. The Accountant General's Department of Malaysia will inform applicants two (2) weeks prior to the interview.
3. The approval letter will be issued to successful applicant within fourteen (14) working days from the date of the interview.

### **Successful Applicant:**

- a) Successful applicant must set up the audit firm within six (6) months upon receiving the approval letter, or otherwise the approval will lapse;
- b) If the applicant intends to join an existing partnership, he/she has to do so within three (3) months upon receiving the approval letter.
- c) The applicant is required to submit to the Accountant General's Department of Malaysia the following:-
  - Copy of provision letter of firm number issued by the SSM;
  - Copy of form under Section 265(4) Companies Act 2016, which is certified by the SSM; and
  - Certified copy of identification card.



## **NOTES TO APPLICANT APPLICATION RENEWAL OF COMPANY AUDITOR AND/OR LIQUIDATOR APPROVAL**

The requirements for renewal of company auditor and/or liquidator approval are as follows:-

1. Renewal application must be submitted within three (3) months but not later than two (2) months before expiry date through BLESS.
2. The applicant must comply with specific conditions set by the relevant regulatory agencies for the approval of company auditors and liquidators.

### **PROCEDURES FOR RENEWAL OF COMPANY AUDITOR AND/OR LIQUIDATOR APPROVAL**

1. Applicant must do the following:-
  - (i) register as an individual in *Business Licensing Electronic Support System* (BLESS) through <http://www.bless.gov.my/bless>;
  - (ii) proceed to submit the application for renewal of company auditor and/or liquidator approval through BLESS;
  - (iii) submit Statutory Declaration signed by Commissioner of Oaths;
  - (iii) attach softcopy receipt of the current annual subscription paid to MIA;
  - (iv) attach softcopy receipt of the latest Practicing Certificate renewal fees paid to MIA; and
  - (v) pay renewal fee (RM 100/- for audit approval and RM 50/- for liquidator approval) using the e-payment module upon requested by The Accountant General's Department of Malaysia.
2. Processing of renewal approval takes approximately not more than three (3) months.

### **CONSEQUENCES OF LATE SUBMISSION**

1. Late submission of renewal application within one (1) year of the expiry date will result the approval date being discontinued and new approval date will be given.
2. Late submission of renewal application exceeding one (1) year of the expiry date will result the applicant need to submit new application through BLESS and undergo the re-interview session.

*This guideline has been updated on November 2017 and is subject to change from time to time.*

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