



THE INSTITUTE OF  
CHARTERED SECRETARIES AND ADMINISTRATORS IN  
ZIMBABWE

APPLICATION FOR ASSOCIATESHIP

To The Council of the Institute of Chartered Secretaries and Administrators in Zimbabwe. I hereby apply for election as an Associate of the Institute and having read the current Chartered Secretaries (Private) Act 1971 and Bye-Laws I undertake, if elected, to be bound by the provisions of the Chartered Secretaries (Private) Act 1971 and Bye-Laws from time to time in force.

**CHARACTER AND STANDING**

The term “fit and proper” contained in the Bye-Laws Section 14 relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term “fit and proper” to a subjective view an applicant may hold of their own conduct and methods. As a result the Council requires all applicants to answer questions 1 to 3 on page 2 of the form as to their character.

1. Are you a discharged bankrupt (unrehabilitated, insolvent) or are your affairs current subject to an arrangement with your creditors or any proceedings pending against you? YES  NO
  
2. Within the past five years, have you been convicted of any offence of a nature that, had you been a member of CIS at that time, would likely to have given rise to disciplinary action being taken against you by ICOSA under Bye-Law 14? YES  NO
  
3. Within the past five years have you conducted yourself, whether by act or default, in a manner that had you been a member of ICOSA at that time, might or is likely, to have been discreditable to ICOSA have or with regard to the ICOSA Code of Ethics? YES  NO

Signature : ..... Date : .....

I enclose \$ \_\_\_ in payment of fees and subscriptions due. Receipt No. ....

**Please read the attached notes carefully before completing and use block capitals and black ink, or typescript, throughout.**

Surname : ..... Title : .....

First Names : ..... Initials : .....

(Any diploma issued will bear the names given above, which should therefore be in full.)

Date of birth : ..... Registration No. ....

**STATEMENTS OF APPOINTMENTS – starting with present or most recent post**

(please give a full career history)

Name of Organisation	Titles of Appointment	Dates (Months and Year)

\*Home Address : .....

Tel No. : .....

.....

.....

Present Employer : .....

Job Title : .....

\*Business address : .....

Tel No : .....

.....

.....

\*Please tick box to indicate which address is to be used for correspondence.

Date of completing the Institute's examinations .....

\*The referee in each case should be a senior officer in the organisation concerned. The referee is asked to certify from personal knowledge that the information, given by the applicant in the section next to the referee's signature, is correct. The referee is invited to provide any remark or application considered relevant, in a supporting letter.

REFEREE (*see note above)		
Name	Office Held	Signature and Date

i) Further and/or Higher Education (academic qualifications)

University, College or other Awarding Body	Dates		Full Time or Part Time	Degree, Diploma, Certificate obtained	*
	From	To			

ii) Other Professional Qualifications

Name of Professional Body	Dates		Full Time or Part Time
	From	To	

**FORM OF RECOMMENDATION**

We the undersigned, having known the above named for the period set against our names, hereby recommend him/ her, from the personal knowledge, as a fit and proper person for election as an Associate of the Institute.

1. Name ..... Profession/Occupation  
 .....  
 Address ..... Period in years  
 .....  
 ..... Insert FCIS/ACIS and Membership Number  
 ..... (if a Chartered Secretary).....  
 Signature ..... Date of Signature.....

2. Name ..... Profession/Occupation  
 .....  
 Address ..... Period in years  
 .....  
 ..... Insert FCIS/ACIS and Membership Number  
 ..... (if a Chartered Secretary)

Signature.....  
.....

Date of Signature