

DSBA/1(Malaysia)

## Secretarial and Business Administration Diplomas

### Application Form

**Award Claimed:** \_\_\_\_\_  
*(Please ensure that the grouping of subjects is within a period of **24 MONTHS** and eligible for the award claimed.)*

Candidate Details in BLOCK CAPITALS:-

Name: \_\_\_\_\_ NRIC No: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ City/State: \_\_\_\_\_

Tel/Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

| Subjects | Subject Code | Result | Series | Year | Month | Certificate Serial No. |
|----------|--------------|--------|--------|------|-------|------------------------|
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |

#### Instructions for completing this form : -

1. Registered Training Centres should submit the application on behalf of their students with a covering letter.
2. For private candidate, you may send your application directly to LCCI Malaysia office. The certificate issued will be sent to the address stated in this form.
3. Please submit photocopies of certificates and result slips.
4. An administration fee of **RM92.00 per certificate** (valid until 30<sup>th</sup> September 2010) is applicable and payment is to be made payable to **LCCI INTERNATIONAL QUALIFICATIONS (MALAYSIA) SDN BHD**. We only accept bank draft / postal order / money order. Payment by personal cheque is NOT accepted.
5. A postage fee is applicable for application from private candidate – RM15.00

**Note: Application for Diploma MUST be submitted within 12 MONTHS from the last examination date.**

#### LCCI Use Only

Certificate No. : ..... Date Issued : .....

**Please tick box to indicate award being claimed:**

**Level 4 Executive Secretary's Diploma**

Candidates must have passed:

- (a) Level 3 Principles and Practice of Management
- (b) Level 3 Meetings
- (c) Level 3 English for Business
- (d) Level 3 Practical ICT Skills
- (e) Level 4 Audio Transcription **or** Level 4 The Legal Environment

**Level 3 Private Secretary's Diploma**

Candidates must have passed:

- (a) Level 3 Business Administration
- (b) Level 3 Business Practice **or** Level 3 Meetings
- (c) Level 2 English for Business
- (d) Level 3 Audio Transcription **or** Level 3 Practical ICT Skills **or** Level 3 Text Production

**Level 3 Diploma in Business Administration**

Candidates must have passed:

- (a) Level 3 Business Administration
- (b) Level 3 Business Practice **or** Level 3 Meetings
- (c) Level 3 Practical ICT Skills

**Level 2 Diploma in Secretarial Administration**

Candidates must have passed:

- (a) Level 2 Business Administration
- (b) Level 2 English for Business
- (c) Level 2 Audio Transcription **or** Level 2 Practical ICT Skills **or** Level 2 Text Production

**Level 2 Diploma in Business Administration**

Candidates must have passed:

- (a) Level 2 Business Administration
- (b) Level 2 Business Practice **or** Level 2 Meetings (Unit 1)
- (c) Level 2 Practical ICT Skills

**Level 1 Diploma in Administration**

Candidates must have passed:

- (a) Level 1 Business Administration
- (b) Level 1 English for Business
- (c) Level 1 Audio Transcription **or** Level 1 Practical ICT Skills **or** Level 1 Text Production **or** Level 1 Practical Word Processing