

DBS (Malaysia)

## Level 3 Diploma in Business Studies

### Application Form

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. |
|----------|--------------|--------|--------|------|-------|------------------------|
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |
|          |              |        |        |      |       |                        |

Candidates are required to pass any THREE of the following **Level 3** subjects within a period of **12 months**:-

- Accounting *or* Accounting (IAS)
- Advanced Business Calculations
- Advertising
- Business Administration
- Business and Industrial Administration
- Business Practice
- Business Statistics
- Cost Accounting
- Computerised Accounting
- Customer Service
- English for Business *or* English for Commerce
- Management Accounting
- Marketing
- Principles and Practice of Management
- Public Relations
- Selling and Sales Management

#### **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 : .....