



The Institute of Internal Auditors Malaysia  
(Incorporated under Companies Act 2016, Limited by Guarantee)

**26<sup>TH</sup> ANNUAL GENERAL MEETING**  
**2020/2021 Board of Governors Nomination Form**

<b>1. Candidate Information</b>		
Name:		Membership No.:
<input type="checkbox"/> Professional Member	<input type="checkbox"/> Fellow Member	Date Joined:
<input type="checkbox"/> CIA	<input type="checkbox"/> CCSA	<input type="checkbox"/> CGAP
<input type="checkbox"/> CFSA	<input type="checkbox"/> CRMA	<input type="checkbox"/> QIAL
<input type="checkbox"/> Other Designations _____		
Job Title:		Employer:
Position Held Since:		Number of Years of Internal Audit Experience:
Practical or Relevant Experience:		
<b>2. IIA History</b>		
Current IIA Positions held:		
Local Level:		
International Level:		
Past IIA Positions held:		
Local Level:		Year:
International Level:		Year:
<b>3. Other Activities</b>		
Positions held in other professional organisation which are beneficial to the nomination:		
Name of Association/Organisation:		
Position and Year:		
Other relevant activities (speaker, instructor, author):		
<b>4. Please tell us why you should be selected</b> <i>(Separate sheets could be used if there is space constraint)</i>		
<b>5. Nominators Indemnity</b>		
We, the name and Membership No.* below, wish to nominate the person named in Section 1 above to be a member of the Board of Governors at the coming Annual General Meeting.		
Proposed By:	Membership No.:	Signature:
Seconded By:	Membership No.:	Signature:
<b>6. Candidate Indemnity</b>		
I _____, Membership No. _____ accept the above nomination and confirm that I shall be willing to serve if elected.		
Signature:	FOR OFFICE USE ONLY: Signature:	
Date Accepted: _____	Date Received: _____	

\* the Nominators (Proposer and Seconder) must be active member of IIAM as of 30 June 2021.

## Notes

### 1) General Requirements / **Information**

In order to serve, you **must**:

- a) Have an active IIAM membership.
- b) Be an IIAM member in good standing.
- c) Have specific relevant criteria / competencies as defined in Section 3 below.
- d) Be able to commit time.
- e) Provide ideas to help advance the internal auditing profession and IIAM.
- f) Agree to comply with the IIAM's Anti-bribery and Corruption Framework for the following:
  - Due diligence process which includes the authorisation of credit/trade check, DCHEQS checks on me and where applicable, with CTOS to be conducted by The IIAM.
  - Completion and declaration of the IIAM Declaration Form (Please refer to the link below for details of the framework).

### [IIA Malaysia Anti-Bribery & Corruption Policy](#)

### 2) **Time Commitment**

- The Board of Governors shall have at least six (6) regularly scheduled meetings in each financial year, or more frequently as circumstances dictate.
- Governors would also need to serve in The IIAM's sub-committee(s), where each sub-committee may meet at least three (3) times a year, or more frequently as circumstances dictate.
- Attendance is encouraged at seminars/conferences in support of IIAM activities.
- Terms: As per IIAM's Constitution, the Governors elected by members shall hold office for a maximum of three (3) consecutive terms (each term tenure is 3 years) on the Board, at the end of which period, the Governors concerned shall retire from the Board.

### 3) **Criteria** for nominee. Nominee **shall preferably** be:

- a Professional / Fellow member of IIAM, before 1 January of the preceding year.
- has served in sub-committee of IIAM for minimum 1 year.
- a CIA/CRMA/CCSA/CGAP/CFSA/QIAL. Higher consideration will be given for candidates with The IIA global certification(s). Newly elected Governors who do not hold CIA certification are expected to demonstrate their commitment in taking up the CIA certification at their own expense.
- An existing/ former Chief Audit Executive / Head of Internal Audit or holding / has held senior management position in private or public sector.
- Has/ had working experience in Internal Audit.
- Desired competencies:
  - Strategic thinking and local perspective;
  - Leadership capabilities;
  - Business acumen (e.g. financial expertise, risk management, advocacy, governance, information technology);
  - Fiduciary responsibility (e.g., put The IIAM first); and
  - Excellent written and verbal communication skills.

### 4) **Rules of the Nomination Form**

- Sections 1, 5, and 6 must be completed in full.
- Additional information in 2, 3, and 4 will help in evaluating experience and expertise.
- This form is to be returned to:

Attention to : **The Nomination and Remuneration Committee**

Email : [honorarysecretary@iiam.com.my](mailto:honorarysecretary@iiam.com.my)

The completed form shall be received by the Secretariat by **5PM on 25 August 2021**.

## IIAM DECLARATION FORM

### Introduction

The IIA Malaysia has a zero tolerance approach against all forms of bribery and corruption. The IIA Malaysia's approved Anti-bribery and Corruption Framework is available on our website and it reflects our commitment to fight any corrupt and unethical practices while serving our members and conducting our activities. Please refer to the link below for the details of the framework:

[IIA Malaysia Anti-Bribery & Corruption Policy](#)

### Instructions

Please complete the following declaration completely and truthfully to the best of your knowledge. Kindly be reminded to mark "X" at the appropriate box below. If the space provided is insufficient, you may attach additional pages. The completion of this form is one of the steps in the review process for Nomination of New Governors. All prospective Board of Governors should complete this form however it should not in any way be construed as establishment of a business relationships with The IIA Malaysia. If you choose not to complete this form, The IIA Malaysia reserves the right to reject your application for nomination as a Governor.

### Declaration

#### A. Governance

No	Governance	Yes	No
1	I declare that I do not have any potential/ actual conflicts of interest with The IIA Malaysia. If I have such potential/ actual conflicts of interest, I will disclose it in writing, to The IIA Malaysia.		
2	I declare that I do not have existing personal/ business relationships with our Board of Governors and Management of The IIA Malaysia. If I have an existing personal/ business relationship with the Board of Governors and Management of The IIA Malaysia, I will disclose it in writing, to The IIA Malaysia.		

#### B. Financial Probity and Integrity

No	Financial Probity and Integrity	Yes	No
1	I declare that I have not been convicted of any offence resulting from dishonesty, fraud, theft, forgery, perjury, misrepresentation, or embezzlement. If I have ever been convicted of any offence resulting from dishonesty, fraud, theft, forgery, perjury, misrepresentation, or embezzlement, I will disclose it in writing, to The IIA Malaysia.		

No	Financial Probity and Integrity	Yes	No
2	I declare that in the last 1-2 years , I have not been one of the director/ alternate director/senior management of any company that has been put into liquidation position or being placed under business rescue proceedings or an administrator or any executor appointed. If in the last 1-2 years, I have been one of the director/ alternate director/ senior management of any company that has been put into liquidation position or being placed under business rescue proceedings or an administrator or any executor appointed, I will disclose it in writing, to The IIA Malaysia.		
3	I declare that I have not ever been declared bankrupt or have my assets repossessed in any jurisdiction. If I have ever been declared bankrupt or have my assets repossessed in any jurisdiction, I will disclose it in writing, to The IIA Malaysia.		
4	I declare that I have not personally at any time been a party to a scheme or arrangement or made any other form of compromise with my creditors. If I have personally at any time been a party to a scheme or arrangement or made any other form of compromise with my creditors, I will disclose it in writing, to The IIA Malaysia.		
5	I declare that I have not ever been found guilty in disciplinary proceedings, by an employer or regulatory body, due to dishonest activities. If I have been found guilty in disciplinary proceedings, by an employer or regulatory body, due to dishonest activities, I will disclose it in writing, to The IIA Malaysia.		
6	I declare that I have not ever been barred from entry into any profession or occupation. If I have ever been barred from entry into any profession or occupation, I will disclose it in writing, to The IIA Malaysia.		
7	I declare that I have not had a company of which I were a director or alternate director or officer at the time of the offence, been convicted in any jurisdiction of any criminal offence, or an offence under legislation relating to the Companies Act. If I had a company of which I were a director or alternate director or officer at the time of the offence, been convicted in any jurisdiction of any criminal offence, or an offence under legislation relating to the Companies Act.		
8	I declare that I have not ever been removed from an office of trust, on the grounds of misconduct, involving dishonesty. If I have ever been removed from an office of trust, on the grounds of misconduct, involving dishonesty, I will disclose it in writing, to The IIA Malaysia.		

**C. Anti-bribery and Corruption Compliance**

No	Anti-bribery and Corruption Compliance	Yes	No
1	I declare that I have not ever been requested by any government or business official to pay a bribe or to make a facilitation payment to do their job. If I have ever been requested by any government or business official to pay a bribe or to make a facilitation payment (a modest payment to an official) to do their job, I will disclose it in writing, to The IIA Malaysia.		
2	I declare that I have not made any per diem, cash, or cash equivalent payments of any kind to any government or business officials (a per diem is a daily subsistence payable to officials who spend time on your site). If I have made any per diem, cash, or cash equivalent payments of any kind to any government or business officials, I will disclose it in writing, to The IIA Malaysia.		
3	I declare that my company has not ever been implicated in any investigations by the authorities/ regulators. If my company has ever been implicated in any investigations by the authorities/ regulators, I will disclose it in writing, to The IIA Malaysia.		
4	I declare that I have not been in a breach of my company approved policy on gifts, meals, entertainment, travel, and promotional sponsorship to a government or business official in the last two years. If I have been in a breach of my company approved policy on gifts, meals, entertainment, travel, and promotional sponsorship to a government or business official, I will disclose it in writing, to The IIA Malaysia.		

I hereby declare that the above information provided by me is truthful and I note that The IIA Malaysia reserves the right not to recommend me for the nomination at the 25<sup>th</sup> Annual General Meeting if the information I provided are found to be untrue or incomplete

I acknowledge that it is my personal duty to update The IIA Malaysia through the President/ the Executive Director on any new development that will put me in a situation of conflict of interest with The IIA Malaysia or any new information which will render my above answers to be invalid or incorrect.

**SIGNATURE**

**DECLARATION BY:**

NAME	I.C. NUMBER	SIGNATURE	DATE

Initial by Nominee	
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**ACKNOWLEDGED RECEIPT:**

IIAM COMPANY STAMP	DATE

**Data Protection Clause**

The form and other associated information will be maintained by The IIA Malaysia as necessary and in accordance with The IIA Malaysia's Personal Data Protection Policy and Personal Data Protection Act 2010.

Initial by Nominee	
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**Date:**

**To: The Institute of Internal Auditors Malaysia**  
**No. 1-17-07, Menara Bangkok Bank**  
**Berjaya Central Park**  
**105, Jalan Ampang**  
**50450 Kuala Lumpur, Malaysia**

**To: CTOS Data Systems Sdn Bhd**  
**Unit 01-12, Level 8, Tower A, Vertical Business Suite**  
**Avenue 3, Bangsar South**  
**No. 8, Jalan Kerinchi**  
**59200 Kuala Lumpur**

Dear Sir/Madam,

**RE: Consent Authorisation Under Personal Data Protection Act 2010 (“PDPA Act”) and Credit Reporting Agency Act 2010 (“CRA Act”)**

Pursuant to the CRA Act, I the undersigned do hereby give my consent to you and CTOS Data Systems Sdn Bhd (“CTOS”), a registered credit reporting agency under the CRA Act to process my personal data. By this consent, I understand and agree that:

- i) IIAM may conduct credit/trade checks on me and where applicable, with CTOS at any time for as long as I have a trade relationship with my external stakeholders or where any dues remain unpaid and outstanding with my external stakeholders, to evaluate my adherence to:
  - √ Governance.
  - √ Financial probity and integrity
  - √ Anti-bribery and corruption compliance.
- ii) Apart from the above, I the undersigned do give my consent to IIAM and the CTOS, to process my personal data as per the PDPA Act.

Signed By:

Name:

Identity Card Number:

Designation:

Mobile Number:

Company Stamp (if any):