



**MALAYSIA DEPARTMENT OF INSOLVENCY (MdI)**

**CHECKLIST FOR THE INFORMATION/DOCUMENT REQUIRED FOR THE APPLICATION OF REGISTRATION AS A NOMINEE**

- A. Please kindly submit the following documents to our department in Putrajaya:
1. Application letter
  2. Form 2 (*must be fill and to be completed*)
  3. Photograph with passport size (1 copy)
  4. A copy of Identity Card (1 copy)
  5. Registration fee – RM1,000.00 (*not refundable*)  
- (payment by bank draft under the name of *Ketua Pengarah Insolvensi*)

- B. Supporting document as follows:  
(please tick ✓ *that only applicable*)

6. <input type="checkbox"/>	<b>Applicant for Category 1</b> <i>(A chartered accountant registered under the Accountants Act 1967 [Act 94])</i>	<ol style="list-style-type: none"><li>1. Practicing Certificate issued by the Malaysian Institute of Accountants</li><li>2. “<i>Letter of Good Standing</i>” issued by Malaysia Institute of Accountants</li></ol>
7. <input type="checkbox"/>	<b>Applicant for Category 2</b> <i>(Advocate and Solicitor registered under the Legal Profession Act 1976 [Act 166])</i>	<ol style="list-style-type: none"><li>1. Certificate of Legal Practice issued by the Malaysian Bar / Sabah Law Association / The Advocate’s Association of Sarawak</li><li>2. Annual Practicing Certificate issued by the Bar Council, Malaysia/ Sabah Law Association / The Advocate’s Association of Sarawak</li></ol>

8.	<p><b>Applicant for Category 3</b></p> <p><i>(Such other person as the Minister prescribed upon advised by KPI)</i></p>	<ol style="list-style-type: none"> <li>1. Academic Qualification Certificate in respect of the Accounting, Law, Business Administration and related fields.</li> <li>2. Experience working with the Consumer Association / Debt Restructuring / Debt Collection / Field of Insolvency and related fields which approved by the government</li> <li>3. Certificate of qualification from professional bodies. Examples include INSOL International, MIA, MCCA, IIAM, FPAM, MFPC and other related qualifications.</li> </ol>
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