APPLICATION FOR BODY CORPORATE MEMBERSHIP

*Tick (/) one box

☐ Design Firm ☐ Industry ☐ Education

REQUIREMENTS & CONDITIONS

A candidate for admission as a Body Corporate Member shall possess qualification which this Constitution and the Bye-Laws may prescribe or allow and which is acceptable to the Council of the Institute.

The category of Corporate Membership is divided into the following classes:

Design Firm Members

Subject to the requirements of the law for the time being in force (including but not limited to the Architects Act 1967), a candidate for admission as a Design Firm Member shall be a body corporate, partnership or sole proprietorship:

- which is incorporated in Malaysia; and
- (a) where all partners of the partnership or the sole proprietor are registered Interior Designers under the Achitects Act 1967; or
- (b) in the case of body corporate, where it

  i. has a board of directors comprising persons who are registered Interior Designers or Architects under the Architects Act 1967,

  ii. has shares held by members of the board of directors mentioned in the foregoing paragraph (i) solely or with any other persons who are registered Interior Designers or Architects under the Architects Act 1967; and

  iii. has a minimum paid-up capital which shall be an amount to be determined by the Council.

Industry Members

A candidate for admission as an Industry Member shall be a company, partnership or sole proprietorship:

- which is in operation for a minimum period of two (2) years prior to becoming an Industry Member of the Institute; and
- which provides goods or services related to the interior design industry; and
- **which does not provide / offer / directly promote Interior Design services within its entity.**

Education Members

Educational institutions, academic departments or schools which are involved in teaching and researching Interior Design and Interior Architecture. Applicants must meet the following requirements:

- Educational institution whose curriculum meets the Minimum Standards for Interior Design Education as mandated by Malaysia Qualifications Agency (MQA) are eligible;
- The Educational institution must have a regularly published bulletin or catalogue listing admission requirements, courses, tuition, duration, facilities, and other pertinent information about the school and its Interior Architecture / Design curriculum. If not already covered in the published bulletin or catalogue, a list of faculty members and their qualifications must be submitted to the Institute upon application.

Pertubuhan Perekabentuk Dalaman Malaysia (2290-11-WKL)
(Malaysian Institute of Interior Designers)
C3-3A-10, Solaris Dutamas, 1 Jalan Dutamas 1, 50480 Kuala Lumpur

t +603 6411 6801/+603 6412 6801 | e membership@miid.org.my | w www.miid.org.my

miid
Pertubuhan Perekabentuk Dalaman
M a l a y s i a

Pertubuhan Perekabentuk Dalaman Malaysia

SUBMISSION REQUIREMENT (Compulsory)

Required Documents (Upload via WildApricot)	*Design Firm*	*Industry*	*Education*
a) Certificate Incorporation (Form 9 / Section 15&17) / Certificate of Registration (Form D)	☐	☐	☐
b) Registration of Director / Notification of Changes (Form 49 / Section 14 & 58)	☐	☐	☐
c) Return of Allotment of Shares (Form 24/Section 14, Section 78 & 51)	☐	☐	☐
d) LAM company Certificate of all Directors and Shareholders / Proprietor / Partners	☐	N/A	N/A
e) LAM Accredited Certificate	N/A	N/A	☐
f) Memorandum and Articles of Association / Constitution	☐	☐	N/A
g) Malaysia Qualifications Agency Certificate (Certified True Copy)	N/A	N/A	☐
h) Others (if any) (Certified True Copy)	☐	☐	☐
i) Non-Refundable Processing Fee *attach payment slip to the system	☐	☐	☐
h) Subscription Fee *attach payment slip to the system	☐	☐	☐

Applicant must submit certified photocopy of testimonals, certificates and other relevant documents in support of the application including, in the case of registered Interior Design Graduate, proof of prescribed practical experience.

The application must be submitted together with the processing fee and subscription fee, payable via bank transfer or cheque deposited directly into our bank account:

Account No. : 224-00000-938
Account Name : Pertubuhan Perekabentuk Dalaman Malaysia
Account Bank : Hong Leong Bank
Email to : membership@miid.org.my

PROCESSING FEE / SUBSCRIPTION FEE

Membership Class	*Processing Fee*	*Subscription Fee*
Design Firm	RM1,000	RM500 per annum
Industry:		
Malaysian	RM1,000	RM1,000 per annum
International	RM1,000	RM2,000 per annum
Education	RM1,000	RM1,000 per annum

4.10.2 Refusal of Application

The Council reserves the right to refuse admission of any applicant for membership for any of the reasons listed under Clause 6.3 or without assigning any reason thereof.

4.10.3 Payment of Processing and Subscription Fees

4.10.3.1 Applications for membership shall be accompanied by the approproate non-refundable processing fees together with the subscription fee. In the event the application is not accepted by the Council, the subscription fee will be refunded to the applicant. Upon acceptance, the applicant shall pay the subscription fees.

4.10.3.2 Members of the Institute in each category and class are subject to the Constitution, the Bye-Laws and regulations as laid down by the Institute. The Honourary Secretary shall send whether physically or electronically, to every person who is admitted as members, a copy of this Constitution, the Bye-Laws and regulations as laid down by the Institute.

Pertubuhan Perekabentuk Dalaman Malaysia

5.1 Payment of Processing, Subscription Fees and Other Dues

5.1.1 The amount of processing fees, subscription fees and other dues shall be prescribed from time to time in the Bye-Laws.

5.1.2 The annual subscription fee shall be due or caused to be paid by the 31st of January in each year or a one-off payment upon acceptance of nomination (in the case of Fellows). Members admitted before the first day of October in a year shall pay the subscription payable for the current year, and those admitted on and after the first day of October shall pay the annual subscription for the following year.

5.1.3 In this section the word "year" shall mean the period from **1 January in any calendar year to 31 December in the same calendar year.**

5.1.4 Where a Member applies to upgrade his membership, a processing fee shall be levied in addition to the subscription fee as prescribe in the Bye-Laws. The Council shall be empowered to make changes, in writing, if required, in times needed.

5.1.5 The Council or Annual General Meeting may, from time to time, amend the processing fee and subscription payable by all members.

5.1.6 For the avoidance of doubt, the amount of processing fees, subscriptions fees and other dues set out in the Bye-Laws shall be exclusive of any taxes (including goods and services tax), levies, duties, assessments or fees of whatever kind or nature. In the event any of the processing fees and/or subscriptions shall become subject to taxes (including goods and services tax), levies, duties, assessments or fees of whatever kind or nature, all members shall forthwith pay such additional amount as may be necessary to ensure that the net amount actually received by the Institute is equal to the amount which the Institute would have received had such taxes (including goods and services tax), levies, duties, assessments or fees of

Design Firm - Benefits

- A MIID Body Corporate (Design Firm) Certificate will be issued.
- Body Corporate Members may use a special MIID Body Corporate (Design Firm) Logo on all marketing materials eg. Name cards, website, letterhead, etc. (Subject to guidelines)
- Body Corporate Members will be able to purchase at members' price for all paid MIID Events (subject to terms & conditions of the event).
- Body Corporate Members can attend MIID Reka Sessions at the members' rate for a maximum of 2 person.
- Body Corporate Members will be listed in MIID Newsletter.
- Body Corporate Members will receive invitations to MIID Networking & Social Events (limited to 2 pax only)
- Waived processing fee for one person within the company, who are not the Director of he company, provided that the person meets the citeria of Ordinary membership.

**MIID reserves the right at its discretion to change, modify, add or remove the benefits listed at any time.*

Industry / Education - Benefits

- A MIID Body Corporate (Industry / Education) Certificate will be issued.
- Body Corporate Members may use a special MIID Body Corporate (Industry / Education) Logo on all marketing materials eg. Name cards, website, letterhead, etc. (Subject to guidelines)
- Body Corporate Members will be able to purchase at members' price for all paid MIID Events (subject to terms & conditions of the event).
- Body Corporate Members can attend MIID Reka Sessions at the members' rate for a maximum of 2 person.
- Body Corporate Members will be listed in MIID Newsletter.
- Body Corporate Members are entitled to get a members' rate for advertisement in any MIID Publication.
- Body Corporate Members will received invitations to MIID Networking & Social Events (limited to 1 pax only).

**MIID reserves the right at its discretion to change, modify, add or remove the benefits listed at any time.*

APPLICATION FORM FOR BODY CORPORATE MEMBERSHIP

Pertubuhan Perekabentuk Dalaman Malaysia

Complete all sections in BLOCK letters. Insert N/A on whicever that is NOT applicable

a. BODY CORPORATE DETAILS

Name of Body Corporate :

Business Registration No. : LAM Body Corporate No. (If Any)

Business Type : Sole Proprietor / Partnership / Private Limited

Registered Business Address :

Office No. : Mobile No :

Email Address :

b. DIRECTORS / SHAREHOLDERS / PROPRIETOR / PARTNER

Name of Directors / Shareholders and NRIC/Passport No. (in full)	% of Share Holding	LAM & MIID No. (If Appliable)	Designation

c. CONTACT DETAILS

	Contact Person 01	Contact Person 02
Name		
Email		
Office No.		
Mobile No.		
Designation		

Pertubuhan Perekabentuk Dalaman Malaysia

d. NATURE OF BUSINESS

(Applicable for Industry only

List of Products and / or Services Provided

e. DECLARATION

Declaration to be filled and signed by each of Directors and Shahreholders / Proprietor / Partners of the Body
Corporate:

To: Head, Membership Committee,

We, the undersigned, apply for registration as Body Corporate (Design Firm) under Clause 4.6.2 / Body Corporate (Industry) under Clause 4.6.3 / Body Corporate (Education) under Clause 4.6.4 of the MIID Constitution and abide by the following:

- particulars relating to Directors and Shareholders / Proprietor / Partners
- a copy of the Memorandum and Articles of Association of the corporation organizations / Form D (Certificate of Registration), MQA Certification (delete if not applicable) submitted with this application is a true and correct copy;
- a copy of LAM Body Corporate certificate and copies of LAM registration certificates of all Directors and Shareholders / Proprietor / Partners, is true and correct copies (only for design firm), delete if not applicable

We, upon admission as members of the body corporate, hereby jointly and severally undertake that every Director and Shareholders / Proprietor / Partners will comply with all provisions of the MIID Constitution and any rules made thereunder and will take note, implement and comply with any conditions or restrictions imposed by the MIID when approval is given to this application.

Name of Directors and Shareholders / Proprietor / Partners	Signature

Pertubuhan Perekabentuk Dalaman
M a l a y s i a

f. PROPOSAL / PROFESSIONAL RECOMMENDATION

We undersigned, **being an active/valid Corporate Members of MIID**, do from our personal knowledge of the above applicant, propose and recommend him/her as a fit and proper person to be admited as ***Body Corporate / Design Firm / Body Corporate Industry / Body Corporate Education*** (select one) Member of MIID.

**signature must be an original (no digital signature)*

		PROPOSER	SECONDER
Signature	:		
Name	:		
MIID Membership No:			
Date	:		
Mobile No.	:		
Email	:		

g. COMPANY LOGO

Company Cop