

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

#### 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 - RM8.00 for West Malaysia and RM14.00 for East Malaysia.

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

#### LCCI Use Only

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# Lcci 1 Bookkeeping Papes

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