

Application for Special Admission to Membership

(under By-Law 12) (Reg CR1)



CHARTERED ACCOUNTANTS™
AUSTRALIA + NEW ZEALAND

Please fill in your **Membership Number**, if known (please use a **BLACK** pen)

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Please complete **ALL** the sections (1 – 13) below, and return the application with payment to Chartered Accountants Australia and New Zealand (CA ANZ). (See page 7 for contact details). **Please print in BLOCK LETTERS.**

Section 1 – Membership type

Chartered Accountant (CA) Accounting Technician (AT)

Section 2 – Personal details

Title Mr Mrs Miss Ms Other [.....>](#)

Given name/s (in full) Family name

Preferred name Date of birth

Previous name

Section 3 – Contact details

1. Residential contact details

Street address Suburb/City

State Postcode Country

Email (home) Email (alternative)

Phone (home) Phone (business) Mobile

2. Mailing contact details (if different to above)

Company Name (if applicable)

Position title

Street address Suburb/City

State Postcode Country

Section 4 – Current member of another accounting body

Please indicate which accounting body you are a member of by crossing the appropriate box below.

- | | |
|---|---|
| <p><input type="checkbox"/> Chartered Professional Accountants Canada (CPAC)
(Reciprocity only applies to CA members of CPAC)</p> <p><input type="checkbox"/> Hong Kong Institute of Certified Public Accountants (HKICPA)
(members who have completed the HKICPA Qualifications Programme and training under an authorised Employer/Supervisor)</p> <p><input type="checkbox"/> The Institute of Chartered Accountants in England & Wales (ICAEW)</p> <p><input type="checkbox"/> The Institute of Chartered Accountants in Ireland</p> <p><input type="checkbox"/> The Institute of Chartered Accountants of Scotland (ICAS)</p> <p><input type="checkbox"/> Certified Practising Accountants of Australia (CPAA)</p> <p><input type="checkbox"/> South African Institute of Chartered Accountants (SAICA)</p> | <p><input type="checkbox"/> A legally constituted state authority in the USA*
(the person having full CPA status and a licence to practice in that state)</p> <p><input type="checkbox"/> Institute of Chartered Accountants of India (ICAI)
(members having successfully completed CA ANZ's Capstone module)</p> <p><input type="checkbox"/> The Malaysian Institute of Certified Public Accountants (MICPA)
(members who entered MICPA membership via completion of the Professional Program introduced prior to the July 2009 revised MICPA program, must complete an online ethics course prior to approval)</p> <p><input type="checkbox"/> Association of Chartered Certified Accountants (ACCA)
(Only applies if you have obtained the ACCA designation)</p> <p><input type="checkbox"/> The Institute of Chartered Accountants of Zimbabwe (ICAZ)
(Reciprocity only applies to CA members of ICAZ)</p> |
|---|---|

Membership Number

Date of admission

 / /

- I have attached an original Letter of Good Standing (refer to checklist on page 6 for details)

Section 5 – Tertiary qualifications - To be completed by US CPA, CPA Australia applicants and those applying for a CPP

Please list the details of your tertiary qualifications. Certified copies of your tertiary qualifications – degree certificate(s) and transcript(s) must be attached. (If additional space is required, please photocopy this page and attach to this application.) Applicants residing in Australia applying for a CPP must have completed bridging subjects in Australian Company and Taxation laws. Applicants residing in New Zealand applying for a CPP must have completed bridging subjects in New Zealand Company and Taxation laws. By submitting your academic transcript we can confirm that you have completed these subjects.

Applicants applying on the basis of full membership with a legally constituted state authority in the USA are required to complete bridging subjects in the following competence areas, Business Law and Taxation. Detail regarding specific subjects within the competence areas can be found in the ATC Lists on our website.

Please note: You will need to refer to the ATC lists for the country in which you reside or intend to reside.

QUALIFICATION 1:

Country of tertiary institution

State (if applicable)

Name of tertiary institution
(eg. university / college)

Date commenced

 / / → Date completed / /

QUALIFICATION 2:

Country of tertiary institution

State (if applicable)

Name of tertiary institution
(eg. university / college)

Date commenced

 / / → Date completed / /

QUALIFICATION 3:

Country of tertiary institution

State (if applicable)

Name of tertiary institution
(eg. university / college)

Date commenced

 / / → Date completed / /

Section 6 – Professional experience

Please list details of your employment. (Please attach additional pages to this application if space provided is insufficient.)

Company Name

Company street address

State Postcode Country

Position title

Employment type Full-time Part-time at hours per week

Duration of employment / / to / / = /
Years Months

Firm type Chartered CPA Public Accounting Other (please specify)

Company Name

Company street address

State Postcode Country

Position title

Employment type Full-time Part-time at hours per week

Duration of employment / / to / / = /
Years Months

Firm type Chartered CPA Public Accounting Other (please specify)

Section 7 – References

Two references from current CA ANZ members (CAs).

Your referees should indicate in their own words how long they have known you and in what capacity, and be able to attest to your professional experience. They should also state their support for your application for membership and provide detail of your contribution to business or the profession.

If you are unable to find two CA referees, we would consider one reference being from a member of another professional accounting body. If you do use a member of another accounting body, we will need confirmation of their membership. We can usually confirm their membership if they provide their name, membership number, city of residence, and date of admission. If we cannot confirm their membership details, we will require a letter of good standing from their home body.

Section 8 – Australian Registrations/ Authorities

Please indicate whether you hold any of the following registrations/authorities.

1. Are you a Registered Company Auditor? Yes No
2. Are you a Registered Company Liquidator? Yes No
3. Are you a Registered Tax Agent? Yes No
4. Are you a Registered BAS Agent? Yes No
5. Are you a Registered Trustee in Bankruptcy? Yes No
6. Are you a Registered Tax (Financial) Advisor? Yes No
7. Are you an Approved SMSF Auditor? Yes No
8. Are you a reviewer of Second Tier Companies Limited by Guarantee in accordance with the *Corporations Act 2001*? Yes No
9. Australian Financial Services Licence (AFSL)
- a) I personally hold an Australian Financial Services Licence (AFSL) or I have a governing role (e.g. director, trustee, principal) of an entity that holds an AFSL to provide financial product advice Yes No
- b) I am a representative/authorised representative of an AFS Licensee. Yes No

If you ticked 'Yes' to either question 9(a) or 9(b), please provide the following details:

Full name of the AFS Licensee

AFSL number

10. Australian Creditors Licence (ACL)

- a) I personally hold a ACL Yes No
- b) I am a representative/authorised representative of an ACL Yes No

If you ticked yes to either 10(a) or 10(b) above please provide the following details:

Full name of ACL

ACL number

Section 9 – Are you required to hold a Certificate of Public Practice (CPP)?

Please use our 'online interactive tool' to determine whether you need a CPP, and to access further information on CPP requirements. The online interactive tool can be accessed here: <https://survey.charteredaccountants.com.au/doineedacpp/>

I have completed the 'Do I need a CPP? online interactive tool, and: (please select **ONE** only)

- I am required to hold a CPP and have completed an Application for CPP
- OR**
- I am **not** required to hold a CPP and do not reside in New Zealand. I have attached the **conclusion page** from the 'Do I need a CPP?' online interactive tool
- OR**
- I am not required to hold a CPP and I do not reside in New Zealand. I have attached confirmation from the Professional Standards team
- OR**
- I am not required to hold a CPP and reside in New Zealand.

Section 10 – Bankruptcy, crimes, offences and disciplinary action

A positive answer to any of the questions in this section **will not** automatically result in a declined application. Each case will be considered individually on its merits. Details will be kept confidential.

Have you ever been before any court of law in any jurisdiction in Australia, New Zealand or elsewhere and pleaded guilty to, or been found guilty of, any criminal offence which has not been set aside on appeal, or a criminal charge is pending against you? Yes No

Are you presently or have you ever been adjudged bankrupt or made an assignment for the benefit of your creditors (if applying for NZ membership) or; Have you executed an authority under Part X of the *Bankruptcy Act 1966*? (if applying for Aus membership) Yes No

Are you, or have you ever been prohibited by the Registrar of Companies from managing a company? (if applying for NZ membership) or; Are you presently, or have you been subject to a notice not to manage a corporation as provided in Part 2D.6 of the *Corporations Act 2001*, or been refused registration for any of the registrations identified in CR2? (if applying for Aus membership) Yes No

Are you, or have you ever been subject to disciplinary proceedings by a Tertiary Education Institution? Yes No

Are you, or have you ever been subject to disciplinary proceedings by a statutory, regulatory, professional, or other body in respect of your professional capacity? Yes No

PLEASE READ CAREFULLY. Applies to those living in New Zealand only. Not required to be filled in if you have only visited New Zealand.

Record of New Zealand criminal convictions

CA ANZ requires that you submit a current criminal convictions record obtained from the New Zealand Ministry of Justice with your application for full membership. The appropriate form (Priv/F1) can be downloaded from www.justice.govt.nz.

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before requesting a copy of your criminal record.

Where you do not have any criminal convictions recorded, you must still submit the record you receive from the Ministry of Justice with your application for full membership. Applicants who have not been to or lived in New Zealand are not required to submit a Priv/F1 form.

Overseas police clearances

If you have lived in any country other than New Zealand for periods of twelve months or more during the last 10 years, you are required to obtain police clearance certificate(s) from the country or countries where you have lived. The certificate(s) must be original(s) or photocopies signed by a NZ Justice of the Peace and less than six months old at the time your application is submitted. Original documents will not be returned. Further information about obtaining a police clearance certificate is available on the New Zealand immigration website at www.immigration.govt.nz.

A conviction or offence will not automatically result in a declined application. Each case will be considered individually on its merits. Details of any convictions will be kept confidential.

Charges pending

Please provide details of any charges pending before a court in New Zealand or overseas.

Section 11 – Privacy Statement and Declaration

PRIVACY STATEMENT

IMPORTANT: YOUR CONSENT TO DISCLOSURE

By providing personal information to us in this form you consent to CA ANZ:

- (a) Disclosing to third parties your (current or former) status as a member or candidate of CA ANZ;
- (b) Disclosing to regulators, law enforcement bodies, professional associations and government or statutory bodies the details of any final adverse determinations (including sanctions) in relation to your professional and/or ethical conduct that are made by CA ANZ's Professional Conduct bodies; and
- (c) Collecting from third parties information relating to your membership of a trade or professional association or union, your criminal record (if any), your health, religious beliefs or affiliation, racial or ethnic origin and any other sensitive information to the extent that it is reasonably necessary for one more of the functions or activities of CA ANZ.

We collect, use and disclose your personal information in connection with your application, the management and administration of candidates and/or programs, the provision of products and services and/or to communicate with you. If you do not provide your personal information, we may be unable to process your

application. We may disclose your information to agents, contractors and service providers such as where we outsource functions and to other third parties such as local and international professional bodies, ASIC and other regulators and government bodies. By completing this form, unless you opt-out, you consent to us also using and disclosing your information for promotional and marketing purposes. You can opt-out by contacting us at privacy@charteredaccountantsanz.com. We may also have collected information about you from a third party, for instance from other professional bodies with which we have reciprocal arrangements. Your information will also be used and disclosed as set out in CA ANZ's Privacy Policy, available at www.charteredaccountantsanz.com/privacy. It is likely that your personal information will be disclosed to overseas recipients (as provided in our Privacy Policy, including the location of those entities). The Privacy Policy sets out how CA ANZ handles your personal information including how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with as well as details about the disclosure of your information to entities overseas.

Chartered Accountants Australia and New Zealand. Formed in Australia. Members are not liable for the debts and liabilities of Chartered Accountants Australia and New Zealand. ABN 50 084 642 571

In consideration of Chartered Accountants Australia and New Zealand's evaluation of my suitability for membership, I understand and agree that confirmation of my responses will be sought. These checks may include, but are not limited to, criminal history and verification of my qualifications and professional membership(s).

I have read and agree to be bound by Chartered Accountants Australia and New Zealand's Royal Charter, By-Laws and Regulations prescribing any ruling on the standards or practice and professional conduct, including the technical standards, as required by Chartered Accountants Australia and New Zealand.

I agree to abide by the lawful decisions of the Chartered Accountants Australia and New Zealand Board or any Regional or Local Council, Standing or other Committees or Officer of Chartered Accountants Australia and New Zealand.

Signature

Full name
Date / /

Section 12 – Payment details

FEES PAYABLE:

- Application fee
(for applicants residing outside of NZ) AU\$570
- Application fee
(for applicants residing in NZ) NZD\$685 (GST incl)
- MICPA online Ethics
(for applicants who became members of MICPA
prior to 1 July 2009 and reside outside of NZ) AU\$200
- MICPA online Ethics
(for applicants who became members of MICPA
prior to 1 July 2009 and reside in NZ) NZD\$241.50 (GST incl)

MEMBERS' HANDBOOK

The Members' Handbook is offered online as a free member service, and updated every eight weeks – available at <http://membershandbook.charteredaccountants.com.au/>

For members who are unable to access the internet version of the Member's Handbook it can be made available for a \$25 (including GST) fee. If a USB is required, you can update your Handbook delivery method online- simply log onto the website and update your survey preferences and we will send you the Member's Handbook purchase form and send the USB out to you in December.

PAYABLE BY:

- Chartered Accountants Amex
- Amex Visa MasterCard Diners Club
- Card number
- Expiry date /
- Cardholder name
- Cardholder signature

Section 13 – Documentary requirements / checklist

MEMBERSHIP APPLICANTS

ALL APPLICANTS to complete and submit the following:

- Completed the relevant sections (1 – 12)
- Privacy Statement and Declaration completed and signed
(Please attach documentation, if applicable)
- Have read and understood CR7 relating to Continuing Professional Development.
- Payment authorised
- Original** references dated within three (3) months of application received date
- Evidence of membership - Letter of Good Standing:
 An **original certified** letter must be obtained from your accounting body stating your membership number, that you are a current financial member in good standing, how you were admitted i.e. via normal admission or reciprocal agreement and the date that you became a full member. This letter needs to be dated within three (3) months of application received date.
Note: Electronic copies are **only** accepted if CA ANZ receives it directly from the accounting body.
- US CPA members**
An **original** licence verification letter issued by the relevant US State (dated within three (3) months of the application received date)
- Conclusion page from the 'Do I need a CPP?' online tool

Additional documentation required by below members ONLY

CPAA members ONLY:

- List of training and development activity (including number of hours) in past three (3) years
- Personal statement and third party verification of activities contributing to the professional community, member body or CA ANZ
- Certified (original)** copy of final degree transcript or certificate (must hold qualifications comparable to at least an Australian or New Zealand Bachelors degree)
- Full résumé / CV outlining positions held over the past 10 years (must have attained senior positions within the profession, business, academia or public life in Australia or New Zealand for at least 3 of the past 5 years e.g partner, director)

ICA India members ONLY:

- The original Letter of Good Standing – submitted with your Capstone enrolment application remains valid for 6 months from the commencement date of your first Capstone module. Therefore you will only need to provide a new 'Letter of Good Standing' if you apply for membership after this period
- Mentor's Final Report (if you are living in New Zealand)

US CPA members ONLY:

- Certified (original)** copy of official academic transcript confirming satisfactory completion of bridging subjects for Australian or New Zealand Business Law and Taxation (pre-requisite for membership of CA ANZ)

ACCA members ONLY:

- Confirmation of 5 years' post qualification experience (CV/ Resume or other confirmation of work history)
- Personal statement of activities contributing to business or the profession.

Section 14 – Submitting your application form

HOW TO SUBMIT YOUR FORM

Please email your completed form to:

EMAIL assessment@charteredaccountantsanz.com

OR



If you have a 'digital signature'
simply click the **submit button**

ANY QUESTIONS

If you have any questions you can contact the Service Centre at:

EMAIL service@charteredaccountantsanz.com

PHONE **AUSTRALIA** 1300 137 322
+61 2 9290 5660 (outside of Australia)
8am-6pm (AEST) **Monday – Friday** (excl. Public Holidays)

NEW ZEALAND 0800 4 69422
+64 4 474 7840 (outside of New Zealand)
8am-6pm (NZ time) **Monday – Friday** (excl. Public Holidays)

WEBSITE charteredaccountantsanz.com