



# 2009 Application Form

## 1. Become an Associate Member

## 2. Enrol in addition study units under the Mutual Recognition Agreement with ICAI

### A. YOUR DETAILS

#### A1 – Your personal details

Title Mr  Mrs  Ms  Miss  Other

Family name

First name

Middle name

Preferred name

Date of birth

D D M M Y Y Y Y

#### A2 – Your home contact details

This is my preferred mailing address (please tick)

Home address

Suburb

State  Postcode  Country

Home phone ( )  Mobile

#### A3 – Your employment contact details

This is my preferred mailing address (please tick)

Position title

Company name

Company address

Suburb

State  Postcode  Country

Work phone ( )  Work fax ( )

#### A4 – Your email address

Email

Please supply an email address to receive important membership information

#### A5 – Your ICAI member number

## B. IDENTIFICATION REQUIREMENTS

### B2 – 100 points identification requirements

For proof of identity, you need to provide us with:

- a minimum of **100 points** of identification from the list below
- each piece of identification provided must be **certified** as a true copy of the original.

See the Applicant Guide for more information and tick the relevant boxes

Type of identification	Points	Type of identification	Points	Type of identification	Points
Birth Certificate	70	A written reference	50	Social Security ID Card	40
Citizenship Certificate	70	Licence issued under law	40	Tertiary Student ID Card	40
Passport	70	Permit issued under law	40	Australian Medicare Card	25
National Identity Card	70	Public Service ID Card	40	Credit or other Bank Card	25

## C. DECLARATION

### C1 – Please answer these questions to help us determine your eligibility as a member.

Please tick

	YES	NO
Have you ever been convicted in the past of a criminal offence, notifiable offence or are there any pending charges against you?		
Are you, or have you ever been a debtor in any Sequestration Order, Deed of Assignment Composition, or Deed of arrangement, under the provisions of the Bankruptcy Act?		
Are you, or have you ever been a Director of a Company to which a Receiver, a Provisional Liquidator, a Liquidator, a Scheme Manager, or an Official Manager has been appointed while you were a Director, or within six months after you ceased to be a Director?		
Have you ever been refused membership, or had membership forfeited, of a statutory, professional or other body other than for non-payment of renewal fees with CPA Australia?		
Have you ever been subject to disciplinary proceedings by a statutory, professional, academic institution or other body other ?		

### C2 – Please read the following and sign.

I apply for membership of CPA Australia Ltd (CPA Australia) and agree to the enrolment rules and regulations as detailed in the Applicant Guide I hereby declare that:

- I am a current member of the Institute of Chartered Accountants of India (ICAI) and I am in good standing for membership with CPA Australia under the terms of the Mutual Recognition Agreement;
- I give permission for CPA Australia to contact ICAI to verify my documentation and to confirm that I have maintained my membership with both bodies annually;
- If admitted as a member, I shall be bound by CPA Australia's Constitution, By-Laws, Code of Professional Conduct, Professional and Technical Standards and Pronouncements of the Board in force or which may hereafter from time to time be in force;
- I may be required to provide additional information or clarification of any matter concerning this application and will do so within ten business days of receipt of a request from CPA Australia;
- CPA Australia has the right to vary or cancel an application or subsequent enrolment made on the basis of incorrect or incomplete information;
- I will undertake to complete the additional education requirements as prescribed by CPA Australia within two years in order to advance to CPA status;
- I will undertake, and keep a record of my Continuing Professional Development obligations (120 hours per triennium, with a minimum of 20 hours per year). I acknowledge that CPA Australia has an online CPD Diary which can electronically record my CPD hours. I can view and update this diary at any time via [cpaaustralia.com.au/CPDdiary](http://cpaaustralia.com.au/CPDdiary);
- I have read the above and the Privacy Statement in the CPA Australia Applicant Guide and I consent to my personal information being collected, used and disclosed for the purpose outlined;
- The information provided in this application (including any attachments) is true and correct and I make it in the understanding that a person making a false declaration is liable to the penalties of perjury.

Applicant's Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y



## G. CHECKLIST & MAILING YOUR APPLICATION

Applications must be mailed (not faxed) to the following address:

**CPA Australia**  
**Member Advisory & Information Services**  
**GPO Box 2820**  
**Melbourne VIC 3001**  
**Australia**

To enable us to process your application, please ensure that you have completed or attached each item on this checklist.

- Answered all questions, signed and dated the Declaration on page 2.
- Attached your 100 points of identification (certified true copies)
- Provided payment details or attached a cheque for your application, membership and enrolment fees (if applicable)
- Attached your letter of good standing from ICAI
- Attached **certified** true copies of university academic awards and transcripts

### OR

- Attached **certified** true copies Workplace Testimonial for members without a university degree but have at least 5 years or more of professional accounting experience (refer Section G in Applicant Guide).
- Please include a **certified** true copy of your change of name document if the name on your other documents is not the same on this form.

## H. HANDBOOK OPTIONS

### CPA Members' Handbook

The Members' Handbook may be downloaded via CPA Online. This version is updated on a monthly basis.

Hard copy versions of the Members' Handbook are available as a four volume set at an additional cost. Updates can be purchased in subsequent years. To order a hard copy version in addition to an electronic version, contact your divisional office.

## I. CPA AUSTRALIA DIVISIONAL OFFICES AND CONTACT DETAILS

For further information please call or write to your nearest office

### AUSTRALIA

Member Advisory & Information Services  
CPA Australia  
GPO Box 2820  
Melbourne VIC 3001  
AUSTRALIA  
Phone: 1300 73 73 73  
Fax: 1 300 78 76 73 (Australia Only)  
International fax: +613 9606 9844  
Email: [mais.admission@cpaaustralia.com.au](mailto:mais.admission@cpaaustralia.com.au)

### CHINA – HONG KONG

CPA Australia Ltd  
20/F Tai Yau Building  
181 Johnston Road  
Wanchai  
HONG KONG  
Phone: (852) 2891 3312  
Fax: (852) 2832 9167  
Email: [hk@cpaaustralia.com.au](mailto:hk@cpaaustralia.com.au)

### SINGAPORE

CPA Australia Ltd  
51 Cuppage Road  
#10–06 StarHub Centre  
SINGAPORE 229469  
Phone: 6836 1233 Fax: 6836 2722  
Email: [sg@cpaaustralia.com.au](mailto:sg@cpaaustralia.com.au)

### CHINA – BEIJING

CPA Australia Ltd  
Units 307–308B 3/F, Level 3  
Office Tower C2 Oriental Plaza  
No.1 East Chang An Avenue  
Dong Cheng District  
Beijing 100738 PR  
CHINA  
T (8610) 8518 5575  
F (8610) 8518 7001  
Email: [beijing@cpaaustralia.com.au](mailto:beijing@cpaaustralia.com.au)

### MALAYSIA

CPA Australia Ltd  
Suite 10.01, Level 10  
The Gardens South Tower  
Mid Valley City  
Lingkaran Syed Putra  
59200 Kuala Lumpur  
MALAYSIA  
T +603 2267 3388  
F +603 2287 3030  
Email: [my@cpaaustralia.com.au](mailto:my@cpaaustralia.com.au)

### UNITED KINGDOM

CPA Australia  
Australia Centre, The Strand  
London, WC2 B4LG  
UNITED KINGDOM  
Phone: (44) 20 7240 8266  
Fax: (44) 20 7240 3452  
Email: [europe@cpaaustralia.com.au](mailto:europe@cpaaustralia.com.au)

### CHINA – SHANGHAI

CPA Australia Ltd  
Suite 1407, 14/F CITIC Square  
1168 Nanjing West Road  
Shanghai 200041 PR  
CHINA  
Phone: (8621) 3218 1860  
Fax: (8621) 5292 5589  
Email: [shanghai@cpaaustralia.com.au](mailto:shanghai@cpaaustralia.com.au)

### NEW ZEALAND

CPA Australia  
39 Market Street  
Viaduct, Auckland City  
NEW ZEALAND  
Phone: (64) 9913 7450  
Fax: (64) 9914 8790  
Email: [nz@cpaaustralia.com.au](mailto:nz@cpaaustralia.com.au)

### VIETNAM

CPA Australia  
Suite 432 4th Floor  
59A Ly Thai To Street  
Hanoi  
VIETNAM  
Phone: (84) 4 3936 0431  
Fax: (84) 4 3934 4301  
Email: [hanoi@cpaaustralia.com.au](mailto:hanoi@cpaaustralia.com.au)

# 2009 APPLICANT GUIDE

## 1. Become an Associate Member 2. Enrol in addition study units under the Mutual Recognition Agreement with ICAI



This document should be read in conjunction with the 2009 Application Form 1. Become an Associate Member 2. Enrol in additional study units under the Mutual Recognition Agreement (MRA) with ICAI in addition to the eligibility requirements available on: [www.cpaaustralia.com.au/ICAI](http://www.cpaaustralia.com.au/ICAI)

Please retain this Applicant Guide for future reference. Do not submit with your Application Form.

This form is relevant only for new members wishing to apply under the terms of the MRA between ICAI and CPA Australia, or for members of ICAI who are already Associate members of CPA Australia and wish to take advantage of the MRA.

**Existing Associate members of CPA Australia** should complete sections **A** and **C**, plus the relevant enrolment details in **E** and **F** (please note that application and membership fees will not apply to existing members of CPA Australia). Please provide a cover note indicating you are an existing member (quote your CPA Australia member number) and wish to take advantage of the MRA with ICAI.

### A. YOUR DETAILS

#### A1. Your personal details

Ensure that you complete your personal details correctly on the form. If you have a preferred alternative first name, please include this information.

If your name is different to any of your documents, please provide certified proof of change of name documentation (eg marriage certificate, government issued change of name documents).

#### A2. & A3. Your home and employment details

Ensure that you provide your home and employer address details in full (including suburb and postcode). Please provide one (only) preferred mailing address. If a preferred mailing address is not indicated, your personal address will be used as the default address. Please ensure this address is where you wish your CPA Program materials to be sent.

All mail will be sent to this address, including membership confirmation.

#### A4. Your email address

Please ensure you supply an email address to receive important membership information. Supply of an email address is mandatory for CPA Program studies.

Once your application has been processed, you can easily update your profile by using the following link  
[cpaaustralia.com.au/updateyourprofile](http://cpaaustralia.com.au/updateyourprofile)

### B. IDENTIFICATION REQUIREMENTS

#### B1. 100 points identification requirement

Please ensure you provide certified copies of all identification documents (refer above for information on document certification). You must submit identification documents totalling at least **100 points**.

Examples of 100 points identification:

- Birth certificate (70) + drivers licence (40) = 110 points
- Drivers licence (40) + VISA card (25) + AMEX card (25) + Australian Medicare Card (25) = 115 points
- Passport (70) + student travel concession card (40) = 110 points
- National identity card (70) + written reference (50) = 120 points

### C. DECLARATION

Please ensure that you have read and answered the questions regarding your eligibility. Ensure you have read the Declaration in full, signed and dated the application form.

Application forms that are received by CPA Australia without being signed and/or dated, will be returned to the applicant for completion.

## D. PRIVACY STATEMENT

CPA Australia Ltd ("CPA Australia") is committed to protecting the privacy and security of your personal information. The personal information you provide will be used by CPA Australia to:

- Process your application for membership with CPA Australia
- Record your membership details and profile information
- Manage your membership of CPA Australia
- Ensure you comply as a member with CPA Australia's Constitution and By-Laws
- Conduct market research in order to identify and analyse the ongoing needs of CPA Australia members
- Provide you with access to the information about a range of current and future membership benefits.

CPA Australia may disclose the personal information you provide to:

- CPA Solutions business and marketing partners so that they may contact you about their products and services. For a full list of CPA Solutions business and marketing partners see the CPA Australia website [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)
- External service providers whom we have contracted out functions such as printers, mailing houses and IT companies, but only for the purposes of processing your application, and
- ICAI and regulatory bodies.

The personal information you provide will be treated by us in the following ways:

- Your personal information may be transferred or stored outside the country where the information was collected for the purposes stated above
- You have the right to access any personal information which CPA Australia holds about you, subject to exception in any applicable privacy legislation
- You may also request the correction of information which is inaccurate. Access and/or correction request can be made at your local CPA Australia office or visit the CPA Australia website service at [www.cpaaustralia.com.au/updateyourprofile](http://www.cpaaustralia.com.au/updateyourprofile)

CPA Australia processes membership and other payments using EFTPOS and online technologies. All transactions processed by CPA Australia meet industry security standards to ensure members details and payments are protected. For more information about our security procedures and payment processes contact +61 3 9606 9606. For more information on our Privacy Policy, visit our website [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)

## E. ENROL IN REMAINING STUDY UNITS TO ADVANCE TO CPA STATUS

### E1. Closing dates for CPA 113 Business Strategy and Leadership Semester 2

Enrolment opening date	1 June 2009
First closing date	6 July 2009
Second closing date	20 July 2009
Semester begins	3 August 2009

### Australian Exam locations

<b>ACT</b>		Wagga Wagga	WAGN	Toowoomba	TOOQ	Frankston	FRAV
Canberra	CANA	West Sydney	SWEN	Townsville	TOWQ	Geelong	GLGV
<b>NSW</b>		Wollongong	WOLN	Weipa	WEIQ	Gippsland	GIPV
Albury-Wodonga	ALBN	Young	YOUN	<b>SA</b>		Hamilton	HAMV
Armidale	ARMN	<b>NT</b>		Adelaide	ADES	Horsham	HORV
Bathurst	BATN	Alice Springs	ALIY	Berri	BERS	Melbourne	MELV
Bega	BEGN	Darwin	DARY	Mt Gambier	MTGS	Mildura	MILV
Broken Hill	BKHN	<b>QLD</b>		Naracoorte	NARS	Shepparton	SHPV
Coffs Harbour	CHBN	Brisbane	BRIQ	Port Pirie	PIRS	Swan Hill	SWAV
Cooma	COON	Bundaberg	BUNQ	Port Lincoln	PLIS	Wangaratta	WANV
Deniliquin	DENN	Cairns	CAIQ	Whyalla	WHYS	Warrnambool	WRRV
Dubbo	DUBN	Cannonvale	CNNQ	<b>TAS</b>		Wonthaggi	WONV
Forbes	FORN	Emerald	EMEQ	Burnie	BURT	<b>WA</b>	
Gosford	GOSN	Gold Coast	GLCQ	Hobart	HOBT	Albany	ABNW
Griffith	GRIN	Gladstone	GLCQ	Launceston	LAUT	Bunbury	BNBW
Lismore	LISN	Maryborough	MARQ	<b>VIC</b>		Broome	BOOV
Moree	MOEN	Mackay	MCKQ	Alexandra	ALEV	Esperance	ESPV
Muswellbrook	MUSN	Mount Isa	MIMQ	Ararat	ARAV	Geraldton	GERV
Newcastle	NEWN	Moranbah	MORQ	Bairnsdale	BSDV	Kalgoorlie	KALV
Narooma	NRMN	Murgon	MURQ	Ballarat	BALV	Karratha	KARV
Port Macquarie	PTMN	Rockhampton	ROCQ	Bendigo	BENV	Perth	PERV
Sydney	SYDN	Roma	ROMQ	Box Hill	BOXV	Port Hedland	PTHV
Tamworth T	AMN	Sunshine Coast	SUNQ	Croydon	CROV		

## E2. Overseas Exam locations

<b>Brunei</b>	BRUO	<b>Korea</b>	Hamilton	HAMO	Glasgow	GLAO
<b>Canada</b>		Seoul	Wellington	WELO	<b>USA</b>	
Calgary	CAGO				Atlanta	ATLO
Toronto	TORO	<b>Malaysia</b>			Boston	BOSO
Vancouver	VCVO	Bintula	BINO	<b>Papua New Guinea</b>	Honolulu	HOLO
		Ipoh	IPHO	Lae	Houston	HOSO
<b>China</b>		Johore Bahru	JOHO	Port Moresby	Los Angeles	LOSO
Beijing	BEJO	Kedah	KEDO		New York	NWYO
Guangzhou	GUAO	Kelantan	KELO	<b>Philippines</b>	San Francisco	SFRO
Shanghai	SHCO	Kuala Lumpur	KUAO	Manila	Washington DC	WASO
Shenzhen	SHHO	Kuantan	KNTO	<b>Singapore</b>		
		Kota Kinabalu	KOTO	Taiwan		
<b>Fiji</b>		Kuching	KUCO	Taipei	TAPO	
Suva	SUVO	Melaka	MLKO	<b>Thailand</b>		<b>Vietnam</b>
		Miri	MIRO	Bangkok	BANO	Hanoi
<b>Hong Kong</b>	HONO	Penang	PENO			Ho Chi Minh City
		Sandakan	SADO	<b>United Arab Emirates</b>		
<b>Indonesia</b>		Sibu	SIBO	Abu Dhabi	ADUO	<b>If you are 120km or more</b>
Jakarta	JAKO	Tawau	TAWO	Dubai	DBAO	<b>away from any of these</b>
Bali	BLIO					<b>locations choose:</b>
		<b>Netherlands</b>		<b>United Kingdom</b>		Other Overseas
<b>Ireland</b>		Amsterdam	AMSO	England		OSEA
Dublin	DBLO			Birmingham	BIRO	
		<b>New Zealand</b>		London	LONO	
<b>Italy</b>		Auckland	AUCO	Manchester	MCHO	
Rome	ROMO	Christchurch	CHRO	Taunton	TAUO	
<b>Japan</b>				Scotland		
Tokyo	TOKO					

## E3. Join a Study Group for CPA 113 Business Strategy and Leadership

You can choose to become part of a study group. Study groups are a great way to share information and network with your fellow CPA 113 Business Strategy and Leadership candidates.

By choosing to be part of a study group, your name and email address will be included in an online listing of candidates interested in contacting each other to arrange group study.

The listing (available approximately two weeks after the start of the semester) is password protected and made available to all candidates worldwide that have requested to be part of a study group and are currently enrolled in the CPA Program.

**NB:** CPA Australia is not responsible for the use or misuse of this listing by CPA Program candidates. If you would like to be removed from the study group listing, contact your local CPA Australia office. It may take up to three working days for your details to be removed from the list.

## E4. Enrolment Rules and Regulations

- ICAI members have 2 years from the date of their admission as an Associate member to complete CPA113 and CPD238 in order to advance to CPA status.

### CPD238 – Better practice in governance and accountability

- Enrolment and payment for CPD238 can be made at any time.
- Assessment for this study unit, must be complete within six months of enrolment date with the option to extend a further six months upon application.
- All materials and assessment will be delivered via CPA Australia's My Online Learning (MYOL) tool at [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au).
- You must have access to the internet for the purposes of completing this study unit.

### CPA113 – Business Strategy and Leadership segment

- A complete enrolment form and payment must be received by CPA Australia Ltd by the close of business on or before the closing date for enrolment for the CPA113 segment.
- If a candidate fails the CPA113 segment, the candidate must re-enrol and pay the prescribed fee to continue.
- Assessment deferral is to the next semester only.
- Only one deferral is allowed.
- Course materials are despatched within four weeks of the closing date for enrolment.
- Cancellation of segment enrolments will be accepted, but refunds for enrolments (including late enrolments) will not be issued after the advertised first enrolment closing date.
- If you fail the CPA113 segment examination, do not attend the examination or are not granted an examination deferral by CPA Australia, you must re-enrol and pay the prescribed fee to continue with the CPA113 segment.
- An examination deferral fee will be payable for all deferral applications received by CPA Australia.
- Examination deferral is to the next semester only.
- Only one examination deferral is allowed per segment enrolment.
- Any additional reference materials required for each segment, eg relevant legislation, is outlined in the introductory chapter of the segment manual. Relevant legislation can be obtained online at [www.comlaw.gov.au](http://www.comlaw.gov.au), [www.austlii.edu.au](http://www.austlii.edu.au), or from CCH or Butterworths and is not supplied as part of the study guide course materials.
- Throughout your CPA Program studies you will have access to the CPA Australia Members' Handbook. This may be the five volume printed version, CD-ROM or online versions. If you are using the CD-ROM or online version, you will need to print the relevant sections for examination purposes.
- Due to the dynamic nature of the CPA Australia Members' Handbook, the CPA Australia website contains links to a version of the Members' Handbook which is accurate for the information contained in the segment materials. This is updated accordingly each semester.
- You must have access to the internet for the purposes of receiving updated information throughout the semester and to access course materials for some segments.
- All candidates are bound by the rules and regulations as detailed above.

## F. HOW TO PAY

### F1 – Calculate your fees payable

Your fees payable include an application fee, a membership fee, plus the additional study units you are enrolling in (ie CPA113 Business Strategy and Leadership and CPD238 Better Practice in Governance and Accountability). All fees below are quoted in Australian dollars (AUD).

**Table 1. Schedule of fees**

	Australia		New Zealand		Other Countries	
	Full Year If paying before 30 Jun 09	Half Year If paying after 1 Jul 09	Full Year If paying before 30 Jun 09	Half Year If paying after 1 Jul 09	Full Year If paying before 30 Jun 09	Half Year If paying after 1 Jul 09
	AUD Includes GST		AUD Includes NZGST		AUD GST Free	
Application Fee	138	138	141	141	125	125
Membership Fee (Associate)	330	165	338	169	300	150
CPD238 Better practice in governance and accountability	AUD Including GST 143		AUD Excluding GST 130		AUD Excluding GST 130	
CPA113 Business Strategy and Leadership segment fee (GST not applicable)	AUD GST Free		AUD Includes NZ GST		AUD GST Free	
	1st closing date*	2nd closing date*	1st closing date*	2nd closing date*	1st closing date*	2nd closing date*
	740	840	740	840	740	840

**Table 2. Semester enrolment closing dates**

*	Semester 1	Semester 2
1st Closing Date	12 Jan 09	6 Jul 09
2nd Closing Date	13 Jan 09 – 27 Jan 09	7 Jul 09 – 20 Jul 09

**Notes:**

- (i) All prices are quoted in **Australian dollars (AUD)**.
- (ii) If your preferred mailing address is in either Australia or New Zealand you must pay GST on your membership fees.
- (iii) Membership fees for those residing in New Zealand are quoted in Australian dollars and include the 12.5% NZ GST.
- (iv) Applicants wanting membership between 1 January and 30 June **MUST** pay full year membership fees. Only applicants joining as members on or after 1 July are eligible for half year membership fees.
- (v) The application fee is a once only non-refundable fee payable with all applications for membership.
- (vi) Your CPA Australia membership expires on 31 December 2009, regardless of your joining date. You will receive a renewal notice in late 2009 advising you on membership details for 2010.
- (vii) If you are applying from Malaysia, Singapore, Hong Kong or China, please contact your local office for a copy of the fee schedule in local currency.
- (viii) CVV code stands for Credit Card Validation value. The CVV is a 3 digit code embossed or printed on the reverse side of Mastercard or Visa cards.

#### Step 1 – Determine your total Membership fee for 2009

eg. If you are applying for membership on 3 April 2009 and you reside in London, UK, your membership fee will be AUD300 plus AUD125 application fee

eg. If you are applying for membership on 4 August 2009 and you reside in Sydney Australia, your membership fee will be AUD165 plus AUD138 application fee

#### Step 2 – Calculate your Better practice in governance and accountability fee

If you reside or intend to use the supply of service outside Australia, the GST fee does not apply.

eg. If you are enrolling in CPD238 and you reside in London, UK, your enrolment fee will be AUD130

eg. If you are enrolling in CPD238 and you reside in Sydney Australia, your enrollment fee will be AUD143

#### Step 3 – Calculate your Business Strategy and Leadership Segment fee for 2009

A segment is a unit of study that runs for the length of a semester (ie equivalent to a post graduate unit of study). The segment fee varies depending on the date your application is received by CPA Australia. Refer to Table 2 regarding the semester enrolment closing dates.

eg. If you are enrolling in CPA113 on 18 June 2009 and you reside in London, UK, your enrolment fee will be AUD740.

eg. If you are enrolling in CPA113 on 10 July 2009 and you reside in Sydney Australia, your enrollment fee will be AUD840.

#### Step 4 – Total Fees Payable

Application Fee + Membership Fee + CPD238 Fee + CPA113 segment fee = Total Fees payable

Note: you are not required to enrol in CPD238 and CPA113 at time of application, however, you are required to complete these two additional courses of study within two years of attaining Associate status membership. If you have not completed these two courses of study within two years, your membership with CPA Australia will be reviewed.

## F2. Pay your fees by cheque or credit card

You can pay your fees by cheque or credit card.

Please make cheques payable to 'CPA Australia Ltd' and if you are paying from outside of Australia the bankdraft must nominate a corresponding Australian bank through which we can process the payment. Personal cheques will only be accepted if drawn on an Australian bank account. Please note, you will be liable for any fees incurred from a dishonoured cheque.

If you are paying by credit card please ensure that the card number is written correctly and that you include the expiry date and CVV number.

## G. CHECKLIST & MAILING YOUR APPLICATION

Please mail your Application Form (including documents and fees payable) to the address below.

Please note, faxed applications will not be accepted.

**CPA Australia**  
**Member Advisory and Information Services**  
**GPO Box 2820**  
**Melbourne VIC 3001**  
**Australia**

To enable us to process your application, please ensure that you have completed or attached each item on this checklist:

- Answered all questions, signed and dated the Declaration
- Attached your 100 points of identification as outlined in B Identification Requirements
- Provided payment details or attached a cheque for your admission and membership fee as outlined in F How to Pay above
- Attached your letter of good standing from ICAI. You will need to request the letter to contain the following:
  - date joined ICAI
  - date advanced to ICAI status
  - date current membership is paid to
  - advices as to whether you are a member of ICAI by virtue of another MRA, and if so which one
  - confirmation you are not currently under any disciplinary sanctions or investigations and have not been subject to any disciplinary sanctions in the past 5 years.

- Attached certified true copies of university academic awards and transcripts

OR

- Attached certified true copy/ies of Workplace Testimonial/s from previous or current employer/s for members with 5 years or more of professional accounting experience

A Workplace Testimonial must be presented on company letter head containing the following (see sample letter following):

- full name
- duration of employment
- position title
- position description (bullet point format)
- confirmation whether the employment was supervised or unsupervised (if supervised, provide the name, professional association to which the supervisor belongs to and the member number of the professional association)

If you are unable to provide a Workplace Testimonial due to company closure, please provide a certified copy of a curriculum vitae detailing level of job responsibility.

- Please include a certified true copy of your change of name document if the name on your other documents is not the same as that on your Application form.

## Certify your documents

1. Photocopy your original documents.
2. Take your original documents and photocopies to one of the following recognised authorities and have each page certified
  - with a signature, date and member number (if applicable). The certification must be dated no longer than 12 months ago.
  - a Justice of the Peace
  - an Australian CPA/FCPA (this person cannot be an Associate member)
  - a solicitor, lawyer, dentist, medical practitioner, pharmacist, veterinary surgeon, bank manager, school principal, registered
  - migration agent
  - a police officer, sheriff or sheriff's officer
  - a notary officer
  - a full member of a recognised professional body as listed below:

American Institute of Certified Public Accountants  
Chartered Accountants of Canada  
The Association of Chartered Certified Accountants (UK)  
The Chartered Institute of Management Accountants (UK)  
The Chartered Institute of Public Finance and Accountancy (UK)  
The Institute of Certified Public Accountants of Singapore  
The Institute of Certified Public Accountants in Ireland  
The Institute of Chartered Accountants in Ireland  
The Hong Kong Institute of Certified Public Accountants  
The Institute of Chartered Accountants in Australia  
The Society of Management Accountants of Canada

The Institute of Chartered Accountants in England and Wales  
The Institute of Chartered Accountants of India  
New Zealand Institute of Chartered Accountants  
The Institute of Chartered Accountants of Scotland  
The Institute of Chartered Accountants of Sri Lanka  
The Malaysian Association of Certified Public Accountants  
The Malaysian Institute of Accountants  
The South African Institute of Chartered Accountants  
The Conseil Supérieur de l'Ordre des Experts-Comptables  
The Chinese Institute of Certified Public Accountants  
Certified General Accountants of Canada

### Once you are a member of CPA Australia your obligations are to:

- maintain membership of both ICAI and CPA Australia
- within 2 years of admission as an Associate member of CPA Australia, successfully complete the Business Strategy and Leadership segment, plus the Better Practice in Governance and Accountability assessment.
- undertake CPA Australia's requirements in the following areas:
  - Complete 120 hours per triennium (3 years) of Continuing Professional Education (CPD)\*
  - Comply with CPA Australia's Constitution, By-Laws, Code of Ethics for Professional Accountants and Professional Standards

\* Completion of CPA Australia's CPD requirements will also satisfy ICAI's CPD requirements. You will however be required to report to both ICAI and CPA Australia with respect to CPD requirements.

## Example format for workplace testimonial

NB This is not to be used as a template. It is an example only and provides you with the desired layout for a workplace testimonial.

### ON COMPANY LETTERHEAD

Date

RE: ICAI Member's Name

I certify that (**member's name**) (**has been/was**) employed by (**name of company**) from (**A date**) to (**present/B date**) in a (**full time/part time**) {if part time – number of hours per week} basis in the role/s of (**position title**).  
{If more than one role was held during this period, please document and include dates for each role}

Duties undertaken in this/these role/s are/were (List duties and responsibilities):

- -  
- -

Throughout this period, (**member's name**) was supervised by:

(**supervisors name, name of professional body, member number**).

signed

Director/HR Manager/Manager

## H. HANDBOOK OPTIONS

### CPA Members' Handbook

The Members' Handbook may be downloaded via CPA Online. This version is updated on a monthly basis.

Hard copy versions of the Members' Handbook are available as a four volume set at an additional cost. Updates can be purchased in subsequent years. To order a hard copy version in addition to an electronic version, contact your divisional office.

## I. CPA AUSTRALIA DIVISIONAL OFFICES AND CONTACT DETAILS

For further information please call or write to your nearest office:

### AUSTRALIA

Member Advisory & Information Services  
CPA Australia  
GPO Box 2820  
Melbourne VIC 3001  
AUSTRALIA  
Phone: 1300 73 73 73  
Fax: 1 300 78 76 73 (Australia Only)  
International fax: +613 9606 9844  
Email: [mais.admission@cpaustralia.com.au](mailto:mais.admission@cpaustralia.com.au)

### CHINA – HONG KONG

CPA Australia Ltd  
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Wanchai  
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Fax: (852) 2832 9167  
Email: [hk@cpaustralia.com.au](mailto:hk@cpaustralia.com.au)

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59A Ly Thai To Street  
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Email: [hanoi@cpaustralia.com.au](mailto:hanoi@cpaustralia.com.au)