

Australian Chapter
The Institute of Chartered Accountants of India

NEW MIGRANTS WELCOME PACK

For ICAI members migrating to Australia

Disclaimer:

The Australian Chapter of the Institute of Chartered Accountants of India (ICAI) has attempted to include information on various areas relevant for a new migrant. The information included in this document is not exhaustive and is subject to change from time to time; hence members are encouraged to conduct enquiry with the relevant departments. The information in this document should be used as a reference only and final decision should be taken by individuals basis their respective circumstances and enquiries.

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1. Introduction

The Australian Chapter of the ICAI (hereafter referred as the chapter) was established in January 2007. The Chapter was previously known as Sydney Chapter of ICAI before changing to its current name in April 2009.

The members of the chapter are qualified Chartered Accountants and are also members of the ICAI. The chapter conducts monthly events as a part of continuing professional development (CPD) program for its members which is mandatory for all the members of ICAI. The monthly events provides an opportunity for enhancing professional knowledge and networking amongst the members. This helps new migrants to establish themselves in Australia by understanding Australian industry, culture and regulations which is significantly different from India. During CPD events, the existing members are able to support and assist the new migrants by sharing their knowledge, experience and networking for settling in Australia. The pre and post event networking during the CPD events has helped countless members to understand the Australian market, secure employment opportunities and settle in Australia.

The registration process for new migrants is seamless and new migrants are advised to register using the interactive website of the chapter www.icaai.org.au as soon as they arrive in Australia. The website is updated for all activities of the chapter and contains other valuable knowledge based information for its members. New migrants who experience financial difficulties in payment of membership fees can request management/secretary to seek exemption / extension.

Local chapters of ICAI are established in NSW, Victoria and Queensland and members are requested to contact the local chapters.

This welcome kit is prepared in order to help and guide the ICAI members to settle in Australia. The chapter team has made significant research and efforts to include all the necessary information in this document to assist new migrants to settle in Australia.

2. Planning your relocation

Congratulations! Finally you have got your Permanent Residency (PR) Visa. Now it is time to plan your relocation (if you have not done this yet). Firstly, to decide whether to relocate with your family or not. Getting the first job in Australia may take some time and if the spouse is working in the home country it is better to come here alone and bring in the family later after getting a job. The costs of settling down for a family are high and it is better to come alone as the cost of one person will be substantially lower. However, couples who do not have any children may plan to migrate together to increase the chances of at least one person securing a first job earlier.

The PR Visa would contain an earliest date or “initial entry not later than date” to enter in Australia along with certain other conditions. It is necessary to comply with these conditions in order to avoid getting Visa revoked. The date of entry also enables you to plan your notice period and resign from your current job.

Consider the following as part of your checklist before leaving:-

- Arrangements for recurring financial commitments in India

- Original documents relating to your education, work experience including latest employment relieving and experience certificate/ letter
- Your latest updated resume and cover letter
- Latest Driver's License (See DL section below for further information)
- Marriage certificate
- Make copies of all important documents (hard and soft copies on google drive)
- Carry sufficient cash or bank balance (AU\$) to support until you find a job

One is advised to carry sufficient cash (bank balance) to tide over their day to day expenses for at least a year. In terms of individual monthly expenses, figures can be influenced by a wide range of variables. For example the city you choose to move to (Sydney and Melbourne are the most expensive), how big or luxurious is the accommodation you rent, whether you decide to buy a car or to rely on public transport, and what is your category of Australian visa (this makes a big difference in terms of tax payments, schooling and healthcare costs). Further details are included in following sections.

Getting the first job in Australia may prove to be a very challenging process and may often lead to frustration. The only support a new migrant may receive from the Centrelink may be in the form of family support assistance for children which can be received by all PR visa holders as soon as they arrive in the country. For other government assistance there may be a waiting period of at least 730 days which is why it is very important that all new migrants have enough resources to tide over the waiting period.

Once you have made all arrangements you may need to make arrangements for a temporary accommodation initially if not a permanent one which can be done by contacting friends here. You can also search for shared accommodation through various websites like Gumtree.com.au, flatmates.com.au etc. Alternatively you may seek the help of the chapter in case you have no contacts here.

3. About Australia

You can learn about Australian Values and Principles by using the following link:
<https://www.homeaffairs.gov.au/Trav/Life/Aust/Life-in-Australia-book>

4. Travel and immigration

The air travel will be around 12-16 hours depending upon the flight you are taking from India and the place of boarding. The airports in Australia are strict about its immigration & quarantine procedures. Following facts should be borne in mind while travelling and during touchdown in Australia:

- Before touchdown of the aircraft you will be given a form to fill up wherein you may need to declare those items that are specified therein if you are carrying them either in your person or in your baggage.

Please refer a sample form below. Please note the form may change over a period of time.

Incoming passenger card • Australia

PLEASE COMPLETE IN ENGLISH WITH A BLUE OR BLACK PEN

▶ Family/surname
▶ Given names
▶ Passport number

◆ Flight number or name of ship
▶ Intended address in Australia

State

▶ Do you intend to live in Australia for the next 12 months? Yes No

▶ If you are **NOT** an Australian citizen:
Do you have tuberculosis? Yes No
Do you have any criminal conviction/s? Yes No

DECLARATION
The information I have given is true, correct and complete. I understand failure to answer any questions may have serious consequences.

PLEASE X AND ANSWER EVERY QUESTION – IF UNSURE, Yes X

▶ Are you bringing into Australia:

- Goods that may be prohibited or subject to restrictions, such as medicines, steroids, illegal pornography, firearms, weapons or illicit drugs? Yes No
- More than 2250mL of alcoholic beverages or 25 cigarettes or 25g of tobacco products? Yes No
- Goods obtained overseas or purchased duty and/or tax free in Australia with a combined total price of more than AUD\$900, including gifts? Yes No
- Goods/samples for business/commercial use? Yes No
- AUD\$10,000 or more in Australian or foreign currency equivalent? Yes No

Note: If a customs or police officer asks, you must report travellers cheques, cheques, money orders or other bearer negotiable instruments of any amount.

- Meat, poultry, fish, seafood, eggs, dairy, fruit, vegetables? Yes No
- Grains, seeds, bulbs, straw, nuts, plants, parts of plants, traditional medicines or herbs, wooden articles? Yes No
- Animals, parts of animals, animal products including equipment, pet food, eggs, biologicals, specimens, birds, fish, insects, shells, bee products? Yes No
- Soil, items with soil attached or used in freshwater areas e.g. sports/recreational equipment, shoes? Yes No
- Have you been in contact with farms, farm animals, wilderness areas or freshwater streams/lakes etc in the past 30 days? Yes No
- Were you in Africa, South/Central America or the Caribbean in the last 6 days? Yes No

YOUR SIGNATURE _____ Day _____ Month _____ Year _____

TURN OVER THE CARD
English

YOUR CONTACT DETAILS IN AUSTRALIA
Phone ()
E-mail OR
Address _____ State _____

EMERGENCY CONTACT DETAILS (FAMILY OR FRIEND)
Name _____
E-mail, Phone OR Mail address _____

PLEASE COMPLETE IN ENGLISH

▶ In which country did you board this flight or ship?
◆ What is your usual occupation?
▶ Nationality as shown on passport
▶ Date of birth _____ Day _____ Month _____ Year _____

▶ PLEASE X AND ANSWER A OR B OR C

A Migrating permanently to Australia
MAKE SURE YOU HAVE COMPLETED BOTH SIDES OF THIS CARD. PRESENT THIS CARD ON ARRIVAL WITH YOUR PASSPORT.

B Visitor or temporary entrant
▶ Your intended length of stay in Australia _____ Years _____ Months _____ Days _____ OR _____
▶ Your country of residence _____
▶ Your main reason for travel (X one only)
Convention/conference 1 Visiting friends or relatives 3 Education 5 Holiday 7
Business 2 Employment 4 Exhibition 6 Other 8

C Resident returning to Australia
▶ Country where you spent most time abroad _____

Information sought on this form is required to administer immigration, customs, quarantine, statistical, health, welfare and other compulsory laws of Australia and its collection is authorized by legislation. It will be disclosed only to agencies administering these areas and authorized or required to receive it under Australian law.
Form 1000 Privacy notice is available from the department's website www.border.gov.au/sifforms/

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- You must fill up the form carefully after reading. **If you have a doubt on any item whether it needs to be declared or not, you may mark it as declarable. Please keep in mind that there are huge penalties for wrong or improper declarations.**
- Once you collect your baggage you will go in for the customs clearance and then to the quarantine department. Generally animal products, some food items, whole pulses, wooden & herbal items will not be allowed (including the food provided by Airlines).

For more information on immigration & quarantine visit this site.

<http://www.agriculture.gov.au/travelling/arriving-in-australia>

5. The 100 Point Identification System

Before we discuss further you need to know what a 100-point system is for. In Australia identification is based on submission of documents. You need to submit one primary document and one or more secondary document. Each document carries some points. To accept your identification for any purposes like opening a Bank account (exception if opened within 6 weeks of arriving, to live in Australia, wherein you require only passport), application for rental accommodation etc. you need to submit documents which gives the total point score of 100. Not all organizations accept foreign drivers licence as secondary document. As you always have Passport 70 points are taken care of.

Hence priority should be given to acquire the balance 30 points by getting a local driver's license, Medicare Card, library card or credit card.

Refer:

<https://www.homeaffairs.gov.au/Licensing/Documents/100-points-identification-guidelines.pdf>

Abstract:

Primary documents	Points
Current Passport	70
Secondary documents	Points
<i>Document - must have a photograph and a name</i> Driver's Licence issued by an Australian State or Territory An identification card issued to a student at a tertiary institution	40
Credit Card Medicare Card (<i>signature not required on Medicare Card</i>) Foreign Driver's Licence Records of a financial institution (<i>Name and Address</i>)	25

6. Opening a bank account

It is advisable to open bank account ASAP of your arrival, as you usually need only your passport as identification. After six weeks you will need additional identification to open an account, and you may have difficulty if you don't have many documents to pass a 100 point identity test. Advise your bank of your Tax File Number (TFN) to avoid tax deduction from interest. It is always better to keep the money in a bank account.

Some of the major banks in Australia are:

- Commonwealth Bank of Australia
- Westpac Bank.
- National Australia Bank
- ANZ Bank

Indian Banks in Sydney:

- State Bank of India (SBI)
- Bank of Baroda
- Union Bank of India

The funds can be transferred to and from India through banks or online fund transfer institutions like:

- instarem <https://www.instarem.com/en-au/>,
- western union <https://www.westernunion.com/au/en/home.html> ,
- Remit2India [remit2india.com](https://www.remit2india.com)

7. How Much Money you need initially:

The individual monthly expenses can be influenced by a wide range of variables. For example, the city you choose to move to (Sydney and Melbourne are the most expensive), how big or luxurious is the accommodation you rent, whether you decide to buy a car or to rely on public transport, and what is your category of Australian visa (this makes a big difference in terms of tax payments, schooling and healthcare costs).

It is recommended to carry sufficient cash or bank balance to sustain for at least initial 6 to 8 months. The cost of living could range from \$3000 - \$3500 per month for a couple on a reasonable standard (considering rented accommodation). Cost of living would be higher in case of family consisting of childrens.

Some important elements to consider when drawing up a monthly expenses budget for Australia:

- **Rent** - Five Australian cities feature in the top 40 most expensive places for expats to live in terms of household accommodation costs. Migrants need to be aware that more or less 30 percent of their monthly income might need to cover their rent costs. More information on the website of the [Australian Bureau of Statistics](#). Refer accommodation section for further details.
- **Utilities** - If you are renting an accommodation in Australia, your landlord is responsible for council rates but you have to pay your own gas, electricity and water bills.
- **Transport** - If choosing to have a car, you need to consider compulsory car insurance and petrol. If using public transport, the transportation costs depends on the city in which you are living. Here you can find some information about Melbourne <https://www.ptv.vic.gov.au/> and Sydney <https://transportnsw.info/>.
- **Healthcare and medical insurance** - All Australian taxpayers contribute about 1.5 percent of their salary to Medicare, Australia's national healthcare plan. However, migrants on a working visa are also required to purchase private health insurance to cover themselves while in Australia.
- **Schooling** - Schooling costs will depend on the type of visa. Keep in mind that you can find both public and private schools.
- **Tax** - It varies according to type of visa you have and according to your income. Check the ATO website <https://www.ato.gov.au/> to get an idea of the Australian tax system.
- **Groceries** - This will depend on what you want to buy and where you live. Numbeo website https://www.numbeo.com/cost-of-living/country_result.jsp?country=Australia provides a rough estimate of prices for groceries. You can select your own city.

8. Accommodation

Property management in Australia is mostly done by real estate agencies. A prerequisite for a rental application is 100 point identification as explained earlier and a good credit history. For a new migrant both are difficult propositions. If you have any friends or relatives you can make arrangements to stay with them until you get a permanent accommodation. Rental vacancies for houses & units (apartments are normally called “units”) are usually advertised on websites such as realestate.com.au and domain.com.au.

You can also call a real estate office to see their list of available rental properties. You need to fix up an appointment for house visit or join the open house inspections conducted by various agents during weekends. A formal application is lodged with the agents upon you selecting a unit of your choice, who would then consider your credit worthiness before they approve and short list your application. The house owner then makes a final decision. So in order to get a rental accommodation you may have to open a bank account and show a sufficient bank balance. The rent depends on the suburbs you intend to live in.

Once approved, you will be required to sign a lease or residential tenancy agreement. A 'lease' or a 'residential tenancy agreement' is a document you sign when you agree to rent a property for a period of time. Do not sign a lease unless you fully understand the terms and conditions in the document, as it becomes legally binding after you sign it.

Rental Bond - You may also have to pay a rental bond (often 4 weeks of rent) which is refunded when you leave the accommodation in a clean and undamaged condition and with no rent owing. Rent is usually paid weekly in advance. Properties are available for 6 to 12-month leases.

Initial short term period

You can also opt for shared accommodation for initial short term period, which are usually advertised on websites such as gumtree.com.au or <https://flatmates.com.au/> or <https://www.airbnb.com.au/>

Indicative rental costs depend upon the area / suburb where the accommodation is located. General guideline is that, closer the suburb is to the Central Business District (CBD), more expensive is the accommodation. General rental costs for Sydney are given below:

- \$300 to 350 weekly per room (for a shared house or apartment with separate bedroom and or ensuite and shared facilities such as toilet bathroom, kitchen, laundry, dining /entertainment area)
- \$500 to \$650 weekly for a two bedroom unit (rental rates in the western suburbs of Sydney such as Parramatta and Westmead)
- \$680 to \$750 weekly for house (3 to 4 bedrooms)

While staying in rental accommodation, be aware of local council rules and regulations. Every local council has certain rules for maintaining certain hazard levels low. Example includes partying with loud music after 10 pm in city limits may not be permitted and neighbours can make complaint to nearby police station.

9. Medicare

The Australian Government provides help with medical expenses through a scheme called Medicare. You may be eligible to register for Medicare and gain immediate access to health care services and programs such as free public hospital care, help with the cost of out-of-hospital care, and medicines. To register with Medicare, please visit nearest Medicare office, with your passport and a copy of your Visa letter for process. Applications for Medicare needs to be done in person. Please refer <https://findus.humanservices.gov.au/findnearest.asp> for further details.

Emergency treatment is available on a 24-hour basis at the 'Casualty' or 'Emergency' departments of public hospitals. Medicare has a "Welcome Kit", which is translated into seventeen different languages. It explains Medicare and other government health services and the eligibility requirements for benefits and payments. Remember to ask for it when you visit a Medicare office or visit the website: <https://www.humanservices.gov.au/individuals/medicare>.

10. Tax File Number (TFN)

Everyone who receives any income in Australia needs a TFN. You can register for TFN online through [Australian Taxation Office \(ATO\) website](#). Application forms are also available from Centrelink or at the ATO.

11. Driver's License and Photo Identification Card

Driving License:

The Driving License requirements may vary from state to state in Australia. For Converting an overseas driving licence:

If you're a resident of Australia, you will able to drive in NSW on an overseas licence for 3 months. Within this 3 month period however, you'll need to visit a service centre and transfer your overseas licence to a NSW driver licence. You may need to pass a knowledge or driving test, depending on where your overseas licence was issued.

What you'll need:

- your proof of identity
- a knowledge test (if applicable)
- a driving test (if applicable)
- a medical report (if applicable)
- your overseas licence (and a translation if not in English).

How to transfer

- Gather your supporting information and documents.
- Visit a service centre and provide the information in person.

Please visit : <https://www.service.nsw.gov.au/transaction/getting-nsw-driver-licence>

If you do not hold a licence from another country you will need to pass a DKT to get a learner's licence.

If your current licence was issued before 3 years you can get a full licence after passing the Drivers Ability Road Test, else you will be given a Provisional Driving Licence before getting a full licence.

Important Note: It is advisable to carry a driver license from India or other country in chip or card format in english outlining your exact name as mentioned in your passport. In case of discrepancies, you will be required to verify your licence from Indian Consular Services. Refer link: http://www.vfsglobal.com/india/australia/consular_miscellaneous/india_drivers_licence_verification_IDLV.html

To get a full NSW license, you usually need to pass a Driver knowledge test (DKT), a practical driving test (DART- Drivers Ability Road Test), and an eyesight test. A DKT is a computer-based road rules knowledge test. You have to answer 45 questions. A fee is payable each time you take this test. The computer selects the questions at random from a question bank of more than 600 questions. Refer <http://www.rms.nsw.gov.au/roads/licence/fees.html> for details.

Driving laws in Australia are stringent and may attract heavy penalties including demerit points and loss of license in cases of violations. In order to familiarize with the rules and regulations, it is advisable to take the practical driving lessons before taking the practical driving test. Driving instructors can be found on Gumtree website or through references. Migrants can refer to the RMS [Road Users' Handbook](#) for more information.

Photo Identification Card

The Photo Identification Card (Photo Card) is an alternative form of identification for people who do not hold a current driving licence or any other form of photo identification, or who wish to have an additional form of photo id. Because the Photo Card has the same application process and security features as a driving licence, you can use it at every place which accepts a driving licence as a photo identification proof.

For NSW photo card: <http://www.rms.nsw.gov.au/roads/licence/nsw-photo-card.html>

For Victoria photo card: <https://auspost.com.au/id-and-document-services/apply-for-a-keypass-id>

12. Library facilities

To become a member of a City council Library, you will need a proof of your name (Passport would suffice) and proof of your current address (can be rental agreement copy, any utility bill or Driver's licence). Most of the Library facilitates helps in job search as you would get access to newspapers and computer (internet and word processing) and facilities for photocopying, scanning and printing.

Refer: Australian Library Gateway www.nla.gov.au/libraries
<http://www.sl.nsw.gov.au/about-library/services>

TAFE libraries – If you have enrolled for any bridging courses or Taxation courses for the purpose of Tax Practitioners board requirements, then you may get TAFE student card and library card. With this library card, you can use any of the TAFE libraries across NSW. You can borrow books on various subjects. They have good collections on tax and commercial law subject books especially in TAFE Granville and Meadowbank libraries.

CPA Australia and CA Australia libraries – You can use online library facilities if you are member of these institutes. For example, if you are member of CPA Australia, you will be able to use online library facility like CCH – materials available online by rotation (free of cost).

Local council libraries – Check out your nearby council for details. Most of the councils have websites and you can get some information from their websites.

13. Credit Card & Credit Rating

Once you are employed, it is advisable to apply for a credit card. A credit card and no default history helps in the long run in getting home or vehicle loans. Also you can track your credit rating and get this information from rating agency called as VEDA.

14. Enrolling children at School and Preschool

Preschool and pre-prep programmes in Australia are relatively unregulated, and are not compulsory. This sort of activity is not generally considered schooling, as preschool education is separate from primary school in all states and territories, except Western Australia where pre-school education is taught as part of the primary school system and Victoria where the state framework, VEYLDF covers children from birth to 8 years old, is used by some schools over the federal framework. In Queensland, preschool programmes are often called Kindergarten or Pre-Prep, and are usually privately run but attract state government funding if run for at least 600 hours a year and delivered by a registered teacher.

Preschools are usually run by the state and territory governments, except in Victoria, South Australia and New South Wales where they are more often run by local councils, community groups or private organisations. Preschool is offered to three- to five-year-olds; attendance numbers vary widely between the states, but 85.7% of children attended pre-school the year before school. The year before a child is due to attend primary school is the main year for pre-school education. This year is far more commonly attended, and may take the form of a few hours of activity during weekdays

Compulsory attendance requirements

School education in Australia is compulsory between certain ages as specified by state or territory legislation. Depending on the state or territory, and date of birth of the child, school is compulsory from the age of five to six to the age of fifteen to seventeen. In the ACT, NSW, the Northern Territory, Queensland, South Australia, Victoria, and Western Australia, children are legally required to attend school from the age of six years old, until the minimum leaving age. In Tasmania, the compulsory school starting age is 5 years old. In recent years, over three quarters of students stay at school until they are seventeen. Government schools educate approximately 60% of Australian students, with approximately 40% in Catholic and independent schools.

To find schools in your area, visit the website www.education.gov.au. Government schools provides free education. However, most of the schools ask for a voluntary contribution to enhance the school's educational and sporting programmes. School fees is a matter for decision which needs to be taken by parents. There are additional educational materials or services that parents can be expected to provide or pay the school to provide. Parents may need to provide their children with pencils, pens, textbooks and school uniforms (where appropriate).

15. Child care

There are many types of full time and part time child care services available for children who are too young to go to school and for outside of school hours. You will find a range of child care options in kindergartens, childcare and day care centres. Also while you are attending AMEP classes, you can use free child care services provided at AMEP centres. You may be eligible for the child care benefit and family assistance payments from Centrelink. For more information on the services provided by the Government for child care you may contact:

Child Care Access Hotline

For information on child care and help with locating child care services in your area, please call 1800 670 305 (free call). For information about assistance with child care costs, please contact the Family Assistance Office on 136 150 or visit your local Centrelink or Medicare office.

16. Health Undertaking

As mentioned earlier while issuing a Visa there could be a condition that the applicant or spouse should undertake a health check up within stipulated period. If you are intending only for a short stay during your current visit and you will be coming back after some time for your permanent stay then you need to call up the Health department mentioned in your cover letter of Visa approval and let them know that you are having a short stay. They may note your call and advise you to call back once you revisit the country for your permanent stay. When you revisit, call up the department and inform about your arrival. A letter fixing appointment for health check up would be send to you later by post.

17. Medical Assistance

Emergency treatment can be obtained through some medical centres or the emergency departments of hospitals.

When you go to hospital, remember to take with you any medicines you are using and also your Medicare card, private health insurance membership card, Health Benefits or Pension Concession Card. Emergency treatment is available on a 24 hour basis at the "Casualty" or "Emergency" departments of public hospitals. If the situation is not an emergency you can seek medical assistance from a general practitioner.

Medicines Line number 1300 134 237

Website www.nps.org.au

18. Skills Assessment

Probably you must have done skills assessment during application of PR Visa with any one of Accounting bodies here viz institute of CA or CPA, National Institute of Accountants.

A Mutual Recognition Agreement Treaty has been signed between the Institute of Chartered Accountants of India and CPA Australia recognising their qualifications. Starting from April 2009 good

standing members of ICAI are required to give only one examination in addition to a computer based test to become Australian CPA.

ICAI members are required to obtain a letter of good standing from ICAI, New Delhi and this is facilitated by our chapter here in Sydney for speedy processing.

The first stage is to become an Associate Member of CPA Australia and once we pass the examination we are granted full membership.

19. Chartered Accountant Program

ICAI and the CA Australia & New Zealand (previously ICAA) have entered into an agreement to mutually recognize each other's qualification. A MRA has been signed to this effect on 3rd July 2009. An application has to be made by members to undertake the CAPSTONE module and after passing this module one can apply for membership of the Chartered Accountants ANZ.

For more details and FAQ on CA ANZ membership and MRA refer

<https://www.charteredaccountantsanz.com/become-a-member/memberships/chartered-accountant#ICA%20India>

https://www.icaai.org/post.html?post_id=5498&c_id=227

Alternatively, a new pathway has been introduced, in which member of ICAI can get membership of CA ANZ by attending Pilot Workshop (2 day workshop with 40 hours of Self-Study).

For more details please visit

<https://www.charteredaccountantsanz.com/news-and-analysis/news/proposed-new-pathway-for-members-of-designated-overseas-member-bodies>

<https://resource.cdn.icaai.org/49849icaai-ia39512.pdf>

20. CPA Australia

Further to the signing of MRA between ICAI and CPA Australia members are required to follow the following procedure to enrol for the CPA program.

Firstly one needs to be admitted as an Associate member of CPA Australia. The requirements for this are:-

Step 1 - Obtain a good standing letter/certificate from ICAI, India. This letter is now facilitated by our Australian chapter and all requests for this letter should be emailed to membership@icaai.org.au. Members should ensure that their mailing addresses are updated in ICAI records in order to receive the letter by mail from ICAI Delhi.

Step 2 - Enclose university degree transcripts.

Step 3 - Provide 100 point identification (as discussed earlier)

Step 4 - Enclose the fees.

Once admitted as an associate member the next step is to take the exam for Global Strategy and Leadership paper. There is also a computer based examination on Better practice in governance and accountability which also needs to be passed simultaneously.

After successful completion of the above you will be advanced to CPA status in Australia.

Public Practice

Please note by advancing to CPA or CA status does not mean that you can do public practice. In order to obtain public practice i.e. to do any **public accounting services**, you need to get Public Practice Certificate. This will involve completion of following bridging subjects as compulsory –

- Advanced Taxation with CPA Australia
- Australian Corporation law with any of the Universities (tertiary institution)
- Auditing (ICAI Auditing subject may be considered equivalent to Australian auditing, please contact CPA Australia for further information).
- Public Practice Exam (written exam conducted in two semesters – April and October)
- Two days Public Practice residential program.

You also need to take Professional indemnity insurance for \$2Million (Fenton Green is authorized by CPA Australia and they have good deal with them).

There are three institutes which offer Public practice program in Australia –

- CPA Australia – www.cpaaustralia.com.au
- CA Australia – www.charteredaccountants.com.au
- IPA (Institute of Public Accountants) – www.Publicaccountants.org.au

For the latest information about the CPA program please refer to CPA Australia at www.cpaaustralia.com.au

21. Jobs

Getting a job as soon as possible is the foremost factor for a new migrant as getting settled in the country depends on this. As mentioned earlier it is advisable to bring sufficient funds to support yourself for at least 6 months. When it comes to the job there are certain facts members need to know. This is especially when you are migrating along with your family. You may need to consider an option of settling yourself first with regard to job and bring the family later.

Migration is a process of re-establishment and for most of you it would be doing things from the scratch (unless you migrate along with a job). It is just like you are a student out from the Institute and searching for a first Job. The main problems, which you find, would be lack of local experience and professional qualification. This means that you may not get an equivalent position here as you were in India unless you get the local experience and the qualification. So as anywhere in the world,

here in this country also you would find that getting a first job would be a difficult task. This may sound contrary to whatever your migration agent has told you or information you have gathered that accountants are of great demand here. It is in fact true that accountants are of great demand here but it is also a fact that getting the first job is also difficult. So you need to set your mind accordingly for a little bit of hardship but the fruits are always sweet.

It is therefore advisable to take an early decision on coming in for a permanent stay. You get a local experience only when somebody gives you a job here. There are voluntary organizations where you can work probably at a low or no salary, which will help you in this regard. Another source would be through the contact you gain when you meet up people here, especially when you join the Australian chapter of the institute.

There are possibilities that you get a job by applying in response to job advertisement based on your experience and exposure. Please be aware that Indian CA is not fully recognized here in Australia as on date and hence you will have to do CA or CPA for a better prospect. Please refer to section of "CA/CPA courses" regarding this. You can even consider doing the course even before you start relocating. So once you have the local experience and the CA/CPA certification, the opportunity of getting a job is high.

22. Job Search

Job hunting is done mostly over the internet through recruitment sites. The major job search sites in Australia are as follows:

www.seek.com.au

<https://www.careerone.com.au/>

www.applydirect.com.au

<https://au.indeed.com/>

<https://jobsearch.gov.au/>

<https://au.jora.com/>

LinkedIn is also a major source of job listing and connecting with prospective employers and recruitment agents.

23. Newspapers

Major newspapers in Australia include:

Sydney Morning Herald. www.smh.com.au

The Australian www.theaustralian.news.com.au

24. Updated Resume, covering letter and LinkedIn profile:

We suggest that you update your resume and keep it handy so that it would save your time and you can start applying for the job as soon as you reach here. Please note the following tips while preparing the resume:

- It should be concise but care should be taken to include all your experiences in various fields such as Accounting, Auditing, Tax, Risk, Compliance etc.

- It should not contain information such as date of birth, passport no, hobbies, languages known (unless its required by job) or primary or secondary educational details.
- May contain an introductory paragraph, which summarises your key skills you have gained throughout your career till date.
- It should contain your latest company experience as first followed by the prior company experiences in chronological order. Detail should be provided for each company such as organization name, period in service, job title, brief of the company (sales, employees, branches) to judge its size and then your duties, responsibilities and achievements.

Also prepare a general covering letter, which can be modified accordingly while applying for jobs. You may have to prepare separate resumes as per category of the Job advertised – such as Job in Public Practice or Job in Commercial.

Please do get advice and help from your contacts at the Australian Chapter in revising your resume and modifying the same. Resume writing tips, job search strategy, networking tips and interview skills are also shared in the new migrants programs regularly conducted by the Sydney chapter. New migrants are encouraged to attend these programs.

An updated, professional LinkedIn profile is a must for any new migrant. It is like a marketing tool for your candidature. A number of relevant jobs are listed on LinkedIn and now a days recruiters prefer to review an applicant's LinkedIn profile before shortlisting the candidates for interview. A link to the LinkedIn profile can also be given in the resume.

25. Language

Communication is the very important aspect, which needs attention by the new migrants. Initially you may find it challenging to understand the way english is spoken here because of the accent and slangs used. Gradually by way of listening and talking, you will get accustomed to it. In the same way the locals may find it difficult in understanding the way you speak english because of the influence of your mother tongue, speed and accent. So you may need to make a conscious effort to improve when you speak. This helps you a lot during your job interviews.

26. Adult English Migration Programme

You may be eligible for free English language tuition through the Adult Migrant English Program (AMEP). Through skill max program you can prepare your resume and learn telephone and interview skills. Most permanent adult migrants are eligible for up to 510 hours of tuition. You must register within 3 months of arriving in Australia or gaining permanent residence, and begin classes within 1 year, or you will risk losing your entitlement. You may be able to delay the starting of classes only once you are registered and if you need to attend to family, work or other responsibilities first. You should try to begin AMEP classes as soon possible, as they will help you to learn the basic English you need to participate fully as part of the Australian community. The AMEP offers a range of learning options. There are full-time or part time classes at various venues and locations including rural and regional areas. You can also study from home, through a distance learning course.

Please see the following website for more details on the program:
<https://www.education.gov.au/adult-migrant-english-program-0>

28. Translation of your important documents

If you want to seek any free translations, you must be a permanent resident or Australian citizen and you must request them within 2 years of your arrival or grant of permanent residence. You should lodge your request for translation through an Adult Migrant English Programme (AMEP) service provider (see below). The translation of other documents can be arranged through accredited translators on a fee-for-service basis. For a list of accredited translators in your language, visit the National Accreditation Authority for Translators and Interpreters (NAATI) website.

NAATI Hotline 1300 557 470 NAATI website www.naati.com.au

29. Polite Behaviour

It is one of the most important aspect which new migrants needs to learn to live a successful life here in Australia. Australians usually say “**please**” when asking for something or for a service and usually say “**thank you**” when someone helps them or gives them something. Not saying please and thank you will be seen as impolite. Australians usually say “**excuse me**” to get someone's attention and “**sorry**” when they accidentally bump into someone. Australians also say “excuse me” or “pardon me” when they burp or belch in public or in someone's home. You should always try to be on time for meetings and other appointments. If you realise you are going to be late, try to contact the person and let them know in advance. This is very important for professional appointments as you could be charged money for being late or if you miss the appointment without letting the person know in advance. A person who is always late may be considered to be unreliable. If you receive a written invitation it may include the letters 'RSVP' with a date provided. This means that the person inviting you would like to know whether or not you will be attending. In such a case it is polite to reply by that date. Most Australians blow their noses into handkerchiefs or tissues, not onto the pavement. This is also true for spitting. Many people will also say “bless you” when you sneeze – this phrase has no religious intent. It is important to know that some behaviour is not only impolite but is also against the law. Examples include swearing in public, pushing in line, and urinating or defecating anywhere except in a public or private toilet. Talking loudly in public places is also frowned upon and must be avoided.

30. Utility services

After finalising a rental accomodation, one needs to apply for utilities such as electricity, gas and internet. These are provided by various utility providers. One can compare plans for these utilities at websites such as [ISelect](#) to compare different plans from different providers. Utility connections generally take 1 - 2 days to activate after application.

Some major utility providers are:

Electricity & Gas

- Energy Australia <https://www.energyaustralia.com.au/>
- Origin Energy: <https://www.originenergy.com.au/>
- AGL: <https://www.agl.com.au/>

Water

- Sydney Water: <http://www.sydneywater.com.au>

31. Transport Info

Help line 13 15 00 - For quick and convenient access to timetables, trip planning, fare, major event and route map information on ALL train, bus and ferry services in the Greater Sydney Region including Newcastle, the Central Coast, Bathurst, Lithgow and the Illawarra, call Transport Info line (6am - 10pm daily) 13 1500
(some information such as service interruptions is available 24 hours per day)

TTY (for hearing and speech impaired) (6am - 10pm daily) 1800 637 500

Transport website <https://transportnsw.info/>

Google Maps – You can also plan your trip through google maps (apps on mobile or web) with the option of travelling by car, train/bus/ferry, walk or cycle.

Mobile Applications - There are also various applications like Tripview Lite for train, bus and ferry schedules, timetables and platform information. You can download these applications on mobile (Android, iOS).

Local travel cards

- **Sydney:** Opal card is local travel pass and you can top it as per your use. Minimum top up is \$10. This card enables you to travel in train, bus or ferry. There are significant savings if you use Opal card, say beyond 8 journeys in a week, rest of the journeys in that week are at half price. Max daily cap per day is \$15 and max daily cap on Sunday is \$2.60. Please check the website www.opal.com.au for more details and updated information.
- **Melbourne** – Myki pass is used in Melbourne. Please check website - <http://ptv.vic.gov.au/tickets/myki/>.
- Myki pass is also available in selected retail outlets/railway stations.
- **Brisbane** – Gocard is used in Brisbane. <http://translink.com.au/>
- **Perth** - <http://www.transperth.wa.gov.au/SmartRider/Types-of-SmartRider/GettingStarted>

32. Your Feedback

Chapter has taken necessary care to include all aspect that a member ought to know on migrating to Australia. We hope this Welcome Pack meets your expectations.

For further information or feedback, please feel free to email us at support@icai.org.au

