



Readmission application

Please tick your former level of membership

Associate **CPA** **FCPA**

Please indicate when your membership ceased: <12 months 1-5 years >5 years

If you have previously held a Public Practice or Limited Practice Certificate with CPA Australia, do you also require your certificate to be reinstated? Yes No

If you ticked yes, please submit a completed Public Practice Certificate application with this form.

cpaaustralia.com.au/publicpracticecertificate

Former member number:

Your details

Title Mr Mrs Ms Miss Other Family name
First name Middle name
Preferred name Date of birth / /
D D M M Y Y

Home contact details

This is my preferred mailing address (please tick)

Home address
 Suburb
State Postcode Country
Home phone Mobile

Employment contact details

This is my preferred mailing address (please tick)

Position title
Company name
Company address

 Suburb
State Postcode Country
Business phone Business fax

Email address

Please supply an email address.

email

Conditions for readmission

All former members must:

- submit a completed readmission form
- pay the readmission fee
- satisfy the criteria for admission as an Associate

Former members must have their educational qualifications reassessed against the current entry requirements and further education may need to be undertaken prior to readmission. If eligible for membership, former CPA or FCPA members might be readmitted with the status of Associate until certain requirements are completed.

Former Associate members (in addition to the above):

- if membership is ceased due to CPD Review, must provide evidence of completing 40 hours of CPD within the 12 month period prior to readmission (info at cpaaustralia.com.au/aboutcpd)
- comply with such other conditions as the Board may prescribe either generally or in any particular case.

Former CPA or FCPA members (in addition to all the above):

- satisfy the requirements of the professional level of CPA Program (by direct participation or granted exemptions)
- provide evidence satisfactory to the board that you hold a degree
- must provide evidence of completing 40 hours of CPD within the 12 month period prior to readmission (info at cpaaustralia.com.au/aboutcpd)
- if membership ceased over 12 months ago must provide:
 - original documentary evidence of work experience since membership ceased, and
 - 100 points of identification, or
 - two original character testimonials dated not more than three months prior to the date of application. One testimonial must be from a member of CPA Australia or another IFAC recognised accounting body

In accordance with CPA Australia's Constitution and By-Laws, the Board of CPA Australia may waive or vary any of the above conditions generally or in a particular case or refuse to accept any application for readmission.

All members must complete 10 hours of CPD within 6 months of readmission and former CPA or FCPA members might be readmitted as an Associate member while meeting these CPD requirements.

Public Practice Certificate

Members seeking reinstatement of a Public Practice Certificate must complete the separate form "Application for Public Practice Certificate". If the Public Practice Certificate was relinquished less than two years prior to this application, there are no additional CPD requirements. If the period is between 2 and 5 years, you must complete 20 hours of CPD relevant to public practice. This may be included in the 40 hours required above.

Privacy statement

CPA Australia Ltd ("CPA Australia") is committed to protecting the privacy and security of your personal information.

The personal information you provide may 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, By-Laws, Code of Professional Conduct & Applicable Regulations
- conduct market research in order to identify and analyse the ongoing needs of CPA Australia members
- provide you with access to and information about a range of current and future membership benefits
- enroll you in the CPA Program
- administer the CPA Program
- administer your enrolment examination(s)
- administer your examination(s)
- customise future service offerings, such as examinations for the CPA Program
- notify you about CPA Australia events
- arrange study group contact if required
- aggregated and used for internal review to analyse trends and statistics

Failure to complete the Application Form correctly may delay or render us unable to process your application.

CPA Australia may disclose the personal information you provide to:

- Deakin University and other assessment providers (and other third party providers) or change to CPA Program business partners
- 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 cpaaustralia.com.au
- external service providers to whom we have contracted out functions such as printers, mailing houses and IT companies, but only for the purposes of processing your application, and
- Universities and other education providers, professional and regulatory bodies, Governmental Departments ie. the Department of Immigration and Citizenship, Australian Education International - National Office for Overseas Skills Recognition and Department of Education, Employment and Workplace Relations.

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 by CPA Australia and other assessment providers (and other third party providers) 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 exceptions in any applicable privacy legislation
- you may also request the correction of information which is inaccurate. Access and/or correction requests can be made at your local CPA Australia office or via the CPA Australia website 'Update your Profile' service at cpaaustralia.com.au

CPA Australia processes assessment payments using EFTPOS and online technologies. All transactions processed by CPA Australia meet industry security standards to ensure member 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 cpaaustralia.com.au

Eligibility and confirmation

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

- (i) have you ever been convicted of a criminal offence, notifiable offence or are there any pending charges against you? Yes No
- (ii) 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? Yes No
- (iii) 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? Yes No
- (iv) have you ever been refused membership, or had membership forfeited, of a statutory, professional or other body? Yes No
- (v) have you ever been subject to disciplinary proceedings by a statutory, professional, academic institution or other body? Yes No

If you have answered "Yes" to any of these questions, your application will be considered on its merits. Please provide details on a separate sheet, attach them to this application and mail to the General Manager – Membership.

I hereby confirm that:

- If readmitted as a member, I shall be bound by CPA Australia's Constitution, By-Laws, Code of Professional Conduct and Applicable Regulations now in force, or which may hereafter from time to time be in force (this information can be found in the Members' Handbook available on CPA Australia's website or to view in any CPA Australia office)
- I will undertake, and keep a record of my Continuing Professional Development obligations (currently 120 hours per triennium, with a minimum of 20 hours per year)
- If I am readmitted as an Associate, I am not permitted to act as a principal in public practice or to hold myself as being a principal in public practice, or undertake any public accounting services in my own right
- I have read the Privacy Statement and I consent to my personal information being collected, used and disclosed for the purposes outlined above and as stated in the Privacy Statement
- The information provided in this application (including any attachments) is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury

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

If you do not want us to pass on your information to our business and marketing partners, please tick this box.

Payment

Application fee is: **AUD\$138.00** inc GST (Australia) **AUD\$141.00** (New Zealand) **AUD\$125.00** (all other locations)

For full details of CPA Australia's current membership fees and conversion rates please visit cpaaustralia.com.au/membership_fees

If your preferred mailing address is either in Australia or New Zealand you must pay GST on your application fee.

Application fee is a once only non-refundable fee payable with all applications.

Outstanding fees at cessation:

+ Current year subscription

+ Previous year subscription

+ Application fee

Readmission fee: (total)

