



Fellow of CPA Australia (FCPA) Application Introduction

Please read these instructions carefully

You can enter your details directly into the application form on your computer and then send us a printed and signed copy. We recommend that you keep a copy for your own records.

What is this application for?

This application will help to determine your eligibility to become a Fellow of CPA Australia.

To become a Fellow of CPA Australia you will need:

1. 15 year or more full-time work experience in accounting, finance or business; and
2. 5 years or more in
 - full-time public practice as a public accountant either alone or in partnership; or
 - an executive position relating to accounting, finance or business. This position is at a strategic level or provides significant input into strategic decisions in your organisation

If you need help or more information

You will find more information about the types of membership at cpaaustralia.com.au/whychoose

Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact

Send us your application

We accept applications throughout the year

You can:

- scan* and email it to ma.comms@cpaaustralia.com.au
- mail your application to one of the addresses on page 6, or
- take your application to your nearest office. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact

*Scanned copies of certified documents **must be in PDF format**. We will not accept JPEG, GIF, TIFF or any other types of digital image file formats. It is the applicant's responsibility to ensure that all scanned copies of documents are clear and legible. If not, this may delay your assessment and possible enrolment in the CPA Program.

**Please turn the page to
begin your application**

*At the end of the form
we will remind you what
documents to send us and
where to send them.*



Fellow of CPA Australia (FCPA) Application Form

(A) About you

Your personal details

Member number

Title Mr Mrs Ms Miss Other

Given names

Preferred name

This will be used as your first name in our correspondence.

Family name

Email address

Please ensure your email address is written clearly and is correct.

Your home contact details

! If none of your home contact details have changed, please ignore this section.

Home address

Suburb or City

State or Province or Region

Postcode or Zip

Country

Home phone
e.g. +61 3 1234 5678

Please include the country code and area code.

Mobile/Cell Phone
e.g. +61 3 1234 5678

Please include the country code and area code.

(B) Declaration

Declaration

I have read and agree to the Privacy Statement at cpaaustralia.com.au/privacystatement and consent to my personal information being collected, used and disclosed for the purposes outlined and as stated in the Privacy Statement.

I declare that:

- I am not aware of any further matter that may be relevant to your assessment of my qualifications and whether I am a fit and proper person to be a member of CPA Australia.
- I will continue to be a fit and proper person and will disclose any circumstance(s) that affect this requirement.
- I warrant that my supporting documentation has not been altered prior to certification or prior to submitting my documentation in digital form.
- I have arranged certification of my supporting documentation by a person authorised to certify documents in accordance with the guidelines of this application.
- If requested by CPA Australia, I will provide my original documentation and/or the original certified copy of my documentation.
- The information and the answers I have provided to any questions are complete and accurate and I will, if anything alters in the future, notify CPA Australia.
- I will be bound by CPA Australia's Constitution, By-Laws, Code of Professional Conduct and applicable Regulations of the Board from time to time in force.
- I authorise CPA Australia to obtain any information from any person or entity about me as it considers necessary in order to process my application and to service and maintain my membership. I authorise such person or entity to release this information to CPA Australia.
- I acknowledge that, unless I meet the requirements of CPA Australia, I am not permitted to act as a principal in public practice or hold myself out as being a principal in public practice, or undertake any public accounting services in my own right.
- CPA Australia has the right to assess my application and vary my level of membership accordingly.

Your signature

Date / /
D D M M Y Y Y Y

Please print and sign. We do not accept digital signatures.



Fellow of CPA Australia (FCPA) Application

What to send us

What to send

Please send us your:

- application form (pages 2 to 3)
- supporting documents (see below)

Attach your supporting documents

You will need to send us **certified true copies** of some of the following application documents. Page 5 of this form provides information about certifying your documents.

We suggest that you tick each row in the checklist below when you have collected the documents to send to us.

If...	✓	Please send us
You wish us to process your application	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Your completed application Your curriculum vitae (CV) or resume demonstrating 15 years of experience in accounting, finance or business For each role include: <ul style="list-style-type: none"> • company name • period of employment • job title • duties performed Information about your organisation <ul style="list-style-type: none"> • an organisational chart showing your position within your organisation's structure. This may include details about the accounting staff you are responsible for and who you are supervised by • (optional) provide information that indicates the size of the organisation through published organisation annual reports or other relevant documents that include information on annual turnover and number of employees
You are in public practice	<input type="checkbox"/>	Your evidence of five years of experience as a public accountant through original or certified true copies of character references from the principal, partner and clients of your organisation. These will include <ul style="list-style-type: none"> • your full name • your relationship with the reference • your position title • how long you have worked in your role • your duties and responsibilities
You are not in public practice	<input type="checkbox"/>	Your evidence of five years of experience in an executive position through original or certified true copies of workplace testimonials on organisational letterhead with <ul style="list-style-type: none"> • your full name • your position title • how long you have worked in your role • your duties and responsibilities

! Please note

Please do **not** staple this form or any documents together. However, you can use a paper clip to hold your pages together. Please do not attach any 'sticky notes' to your application.

You need to send us certified copies of your supporting documents

When you send us copies of your documents, they must be

- certified true copies of the originals
- in English
 - you will need to have non-English documents officially translated. Please send us a certified true copy of the original language document and a certified true copy of the translation

Please do **not** send original documents. They will not be returned.

What is a “certified true copy” of an original?

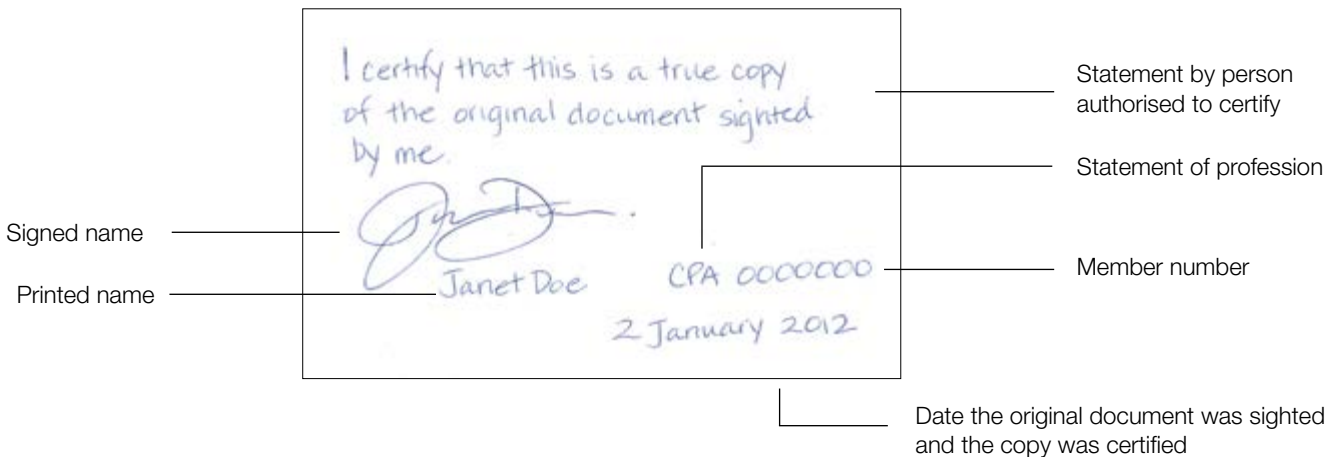
A certified true copy is a copy of an original document that is verified as being authentic. An authorised person must certify the copy after seeing the original document. A list of authorised people who can certify documents is below.

What needs to be certified?

- copies of all identity documents
- documents relating to your education (e.g. academic transcripts, academic award or letter of completion)
- documents relating to professional memberships
- non-English documents, as listed above, and the corresponding English versions that have been translated by a professional translator

How do I get my documents certified?

1. photocopy your original documents
2. take your original documents and photocopies to a person who is authorised to certify documents (see below)
3. have the authorised person certifying
 - write on each copy “I certify this is a true copy of the original document sighted by me”
 - sign and print their name
 - state their profession or occupation group (as below)
 - member number (if applicable)
 - the date certified (within the last 12 months)



We do not accept

- photocopies or faxes of certified documents
- certifications where the identity of the person certifying cannot be read
- certification made by a person not authorised to certify documents
- certification made by yourself, on your own documents, even if you are a person authorised to certify documents

Who can certify my documents?

The following people are authorised to certify documents:

- staff at your nearest CPA Australia office listed on the CPA Australia website cpaaustralia.com.au/contact
- CPA or FCPA (Fellow) but **not** an Associate member of CPA Australia
- full member of a recognised International Federation of Accountants (IFAC) professional body as listed on www.ifac.org/about/member-bodies
- commissioner for oaths
- Justice of the Peace
- solicitor or lawyer
- migrant agent registered with Migration Agents Registration Authority (MARA)
- dentist, medical practitioner, pharmacist or veterinary surgeon
- bank manager or school principal
- police officer, sheriff or sheriff's officer
- notary officer
- Australian consular or diplomatic officer
- any other official, who in your home country, is authorised to endorse documents and legal declarations or to witness sworn affidavits

Where to send your application

Your application and documents can be:

- scanned* and emailed to **ma.comms@cpaaustralia.com.au**
- mailed to one of the addresses below, or
- brought to your nearest CPA Australia office listed on the CPA Australia website at **cpaaustralia.com.au/contact**

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Your location	Mail your application to
Australia & all other locations	CPA Australia Member Advisory and Information Services GPO Box 2820 Melbourne VIC 3001 AUSTRALIA Telephone: 1300 73 73 73 (in Australia) or + 61 3 9606 9677 (outside Australia)
Greater China	CPA Australia 20/F Tai Yau Building 181 Johnston Road Wanchai HONG KONG Telephone: +852 2891 3312
Malaysia	CPA Australia Suite 10.01 Level 10, The Gardens South Tower Mid Valley City Lingkaran Syed Putra 59200 Kuala Lumpur MALAYSIA Telephone: +603 2267 3388
Singapore	CPA Australia 1 Raffles Place #31-01 One Raffles Place SINGAPORE 048616 Telephone: +65 6671 6500

What happens next?

- 1. We will send you an acknowledgement email**
- 2. We will let you know if your application cannot be processed due to being incomplete**
- 3. We will let you know the outcome of your application**

In general, you should receive our response by email within 10 working days of receiving your application. Please check that you have provided the correct clearly written email address to contact you.