
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 years or more work experience in accounting, finance or business; including
2. 5 years or more
 - engaged full-time in providing Public Accounting Services; or
 - in 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.

NOTE: If you are a public practitioner either alone or in a partnership who offers Public Accounting Services in Australia or New Zealand, you need to ensure that you are meeting your CPA Australia membership obligations as a public practitioner prior to submitting this application form. Further information regarding your membership obligations as a public practitioner is available at cpaaustralia.com.au/public-practice/become-a-public-practitioner

IF YOU NEED HELP OR MORE INFORMATION

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

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

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

(A) ABOUT YOU

For information regarding the handling of your personal information please refer to the CPA Australia Privacy Policy at cpaaustralia.com.au/utilities/privacy

YOUR PERSONAL DETAILS

Membership number*		
Title*	Mr Mrs Ms Miss Other	
Given names*		
Preferred name (optional)		This will be used as your first name in our correspondence.
Last name*		
Email address*		Please ensure your email address is written clearly and is correct.
Mobile* e.g. +61 3 1234 5678		Please include the country code.

Fields marked with an asterisk (*) are mandatory.

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.

(B) DECLARATION

I declare that:

- I understand my personal information will be handled in accordance with the CPA Australia Privacy Policy at cpaaustralia.com.au/utilities/privacy/privacy-policy
- I am not aware of any further matter that may be relevant to your assessment of my qualifications and work experience, 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 submitting my documentation in digital form.
- If requested by CPA Australia, I will provide the colour scan copy of my original 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. For further information about the requirement, go to cpaaustralia.com.au/public-practice/become-a-public-practitioner
- CPA Australia has the right to assess my application and vary my level of membership accordingly.

Signature

Date

 / /

Please print and sign. Alternatively, CPA Australia accepts digital signatures, provided that the applicant's signed application form is sent via an email address registered to the applicant (a personal or individual work email address is acceptable).

WHAT AND WHERE TO SEND

Please send us your:

- application form (page 1)
- supporting documents (see below)

ATTACH YOUR SUPPORTING DOCUMENTS

You will need to send us high resolution colour copies of some of the following application documents in the following format: JPEG, BMP, GIF, PNG, PDF, TIFF. It is the applicant's responsibility to ensure that all scanned copies of documents are clear and legible. Please note the information you supply as part of this application will be used to ensure your ongoing compliance with CPA Australia's By-Laws and other membership requirements.

Any non-English documents will need to be officially translated. Please send us high resolution colour copy of the original language document and the official translation. We suggest that you tick each row in the checklist below when you have collected the documents to send to us.

If...	<input type="checkbox"/>	Please send us
You wish us to process your application	<input type="checkbox"/>	<p>Your completed and signed application</p> <p>Your curriculum vitae (CV) or resume demonstrating 15 years of experience in accounting, finance or business for each role include:</p> <ul style="list-style-type: none"> • company name • period of employment • job title • duties performed <p><input type="checkbox"/></p> <p>Information about your organisation</p> <ul style="list-style-type: none"> • an organisational chart showing your position within your organisation's structure. This may include details about the staff you are responsible for and who you report to • (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"/>	<p>Your evidence of five years of being engaged full-time in providing Public Accounting Services, through at least one character reference from the principal, partner and/or clients of your organisation. These will include:</p> <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"/>	<p>Your evidence of five years of experience in an executive position through workplace testimonials on organisational letterhead with:</p> <ul style="list-style-type: none"> • your full name • your position title • how long you have worked in your role • your duties and responsibilities

WHERE TO SEND YOUR APPLICATION

Please scan and email your application and documents to memberadmin@cpaaustralia.com.au

WHAT HAPPENS NEXT?

1. We will send you an acknowledgement email to let you know when we have received your application.
2. We will let you know if your application cannot be processed due to being incomplete or if there are any missing supporting documents that you will need to additionally provide.
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.

For any changes to processing times, please check our website at cpaaustralia.com.au/member-services/advance-to-fcpa-status