



**Before you complete this form, please read the following information carefully:**

1. Leave of absence application is due 1 July each year and it will commence on 1 July, if approved.
2. Leave of absence is only available to current full financial members (AIPA, MIPA and FIPA) who are not working in the accounting or/and related industry temporarily and is not available to student or retired members.
3. A leave of absence from membership is available for a minimum period of one year to a maximum of three years per lifetime. Leave of Absence approval and approved period will be determined by the IPA based on the provided information from you and your IPA membership history.
4. A one-off fee of AUD \$75.00 is due and payable with this application.
5. Approval of this application will result in the immediate suspension of all the benefits of membership until such time as membership is resumed. At the same time, you are not permitted to use your IPA post nominals anymore and access to the IPA website will be suspended during the approved period of leave.
6. If you hold a Professional Practice Certificate (PPC) or a Public BAS Practitioner Certificate, these certificates will also be cancelled on approval of the leave of absence. Upon reinstatement from the Leave of Absence, if you are in public practice, you will need to re-apply for a Certificate and meet all current entry requirements.
7. Upon approval of your leave of absence, you are required to return your membership certificates and any practicing certificate (Public BAS Practitioner or PPC) you have.
8. Membership fees are not payable during the approved period of absence.
9. In calculating years of membership, approved periods of leave are not included.
10. Before your leave of absence of absence expires, we will send you a renewal notice and reinstatement e-form to complete. Once we approve the reinstatement and receive membership renewal payment, your membership will resume.
11. You will receive the outcome of this application by email.

**A Your personal details**

Mr  Mrs  Miss  Ms  Other, please state \_\_\_\_\_ Member ID \_\_\_\_\_

Given name(s) \_\_\_\_\_ Family name \_\_\_\_\_

**Contact details** Preferred mailing address (Please indicate if this address is  Residential or  Business)

Address \_\_\_\_\_ Suburb/Town/City \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

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**B**

**Request details**

I wish to apply for a Leave of Absence for a period of:  1 year  2 years  3 years

Effective from 1 / July / \_\_\_\_\_

Reason for this request:  Ill health  Maternity/Paternity leave  Travel  Not working in accounting or/and related industry  Other: \_\_\_\_\_

**Note:** A leave of absence is not automatically granted. Please provide sufficient detail in your application with documentary evidence to assist us in making a decision.

Information/evidence should include:

- The period during which you expect you will not be an active IPA member
- The reason(s) for a leave of absence
- Supporting document: Attach any supporting document to this application (e.g. medical certificate, employer statement, or/and statutory declaration).

Please indicate reason(s) for request:

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Note: If more space is required, please include additional page.

**C**

**Declaration**

I declare that:

- I will notify the IPA of any changes to the circumstances under which I have applied for a leave of absence.
- I will notify the IPA should I become bankrupt, be charged with any criminal offence or be the subject of an adverse finding by any professional or regulatory body.
- I will resume membership upon expiry of any approved leave of absence and be responsible for outstanding fees, provided that I meet the fit and proper person requirements.
- I relinquish all member benefits and rights including the use of my IPA post nominal and the IPA logo during my approved Leave of Absence.
- Whilst on leave of absence I understand that I am still subject to the provisions of the IPA Constitution, By-laws and Pronouncements\*.
- I have read and consented to IPA's Privacy Statement\* regarding the collection and disclosure of the information supplied.

I certify that the information provided on this application form and attachments is true and correct.

|                 |                         |
|-----------------|-------------------------|
| Full name _____ |                         |
| Signature _____ | Date ____ / ____ / ____ |

\*For more information, go to [www.publicaccountants.org.au](http://www.publicaccountants.org.au)

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## D Payment details

Your application must include payment of the Leave of Absence fee of AUD 75.00.

### Payment authority

I have enclosed a cheque/money order payable to "Institute of Public Accountants"

OR

Please charge my  AMEX  MasterCard  Visa

Card number \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_\_

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

*Upon payment, you will receive a Tax Invoice email.*

**Total amount due**  
**\$75.00**

All fees are GST inclusive

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**Any questions?** Please contact us on 1800 625 625 (9 am – 5 pm (AEST), Monday to Friday).

### How to submit your form:

- **Australian members:** Please scan and email your completed form with supporting documents to [membershipassessment@publicaccountants.org.au](mailto:membershipassessment@publicaccountants.org.au).
- **Overseas members:** Please scan and email your completed form with supporting documents to [overseas@publicaccountants.org.au](mailto:overseas@publicaccountants.org.au).

### Contact details for IPA offices

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| <b>New South Wales &amp; Australian Capital Territory</b><br><b>Street address</b> Level 10, 210 George Street, Sydney NSW 2000<br><b>Postal address</b> Locked Bag A6090, Sydney South NSW 1235<br><b>t</b> (02) 8262 6000 <b>f</b> (02) 9251 5201<br><b>e</b> <a href="mailto:nswdivn@publicaccountants.org.au">nswdivn@publicaccountants.org.au</a> | <b>Queensland</b><br><b>Street address</b> Level 11, 300 Queen Street, Brisbane QLD 4000<br><b>Postal address</b> GPO Box 2578, Brisbane QLD 4001<br><b>t</b> (07) 3034 0900 <b>f</b> (07) 3229 8586<br><b>e</b> <a href="mailto:qldivn@publicaccountants.org.au">qldivn@publicaccountants.org.au</a>            |
| <b>South Australia &amp; Northern Territory</b><br><b>Street address</b> Level 2, 422 King William Street, Adelaide<br><b>Postal address</b> PO Box 6368, Halifax Street SA 5000<br><b>t</b> (08) 8227 2255 <b>f</b> (08) 8227 1211<br><b>e</b> <a href="mailto:sadivn@publicaccountants.org.au">sadivn@publicaccountants.org.au</a>                   | <b>Tasmania</b><br><b>Street address</b> Level 1, 116 Bathurst Street Hobart TAS 7000<br><b>Postal address</b> GPO Box 244, Hobart TAS 7001<br><b>t</b> (03) 6231 2097<br><b>e</b> <a href="mailto:tasdivn@publicaccountants.org.au">tasdivn@publicaccountants.org.au</a>  |
| <b>Victoria</b><br><b>Street address</b> Level 6, 555 Lonsdale Street, Melbourne VIC 3000<br><b>Postal address</b> GPO Box 1637, Melbourne VIC 3001<br><b>t</b> (03) 8665 3150 <b>f</b> (03) 8665 3151<br><b>e</b> <a href="mailto:vicdivn@publicaccountants.org.au">vicdivn@publicaccountants.org.au</a>  | <b>Western Australia</b><br><b>Street address</b> Level 4, 1008 Hay Street, Perth WA 6000<br><b>Postal address</b> PO Box 7309, Cloisters Square WA 6850<br><b>t</b> (08) 9474 1775 <b>f</b> (08) 9474 2911<br><b>e</b> <a href="mailto:wadivn@publicaccountants.org.au">wadivn@publicaccountants.org.au</a>     |
| <b>Overseas</b><br><b>Street address</b> Level 6, 555 Lonsdale Street, Melbourne VIC 3000<br><b>Postal address</b> GPO Box 1637, Melbourne VIC 3001<br><b>t</b> (03) 8665 3100 <b>f</b> (03) 8665 3130<br><b>e</b> <a href="mailto:overseas@publicaccountants.org.au">overseas@publicaccountants.org.au</a>  | <b>Head Office</b><br><b>Street address</b> Level 6, 555 Lonsdale Street, Melbourne VIC 3000<br><b>Postal address</b> GPO Box 1637, Melbourne VIC 3001<br><b>t</b> (03) 8665 3150 <b>f</b> (03) 8665 3151<br><b>e</b> <a href="mailto:natoffice@publicaccountants.org.au">natoffice@publicaccountants.org.au</a> |