



Note: Please complete ALL sections in this application.

A Your personal and business details

Member ID _____ Status: AIPA¹ MIPA FIPA
 Mr Mrs Miss Ms Other, please state _____ Date of birth ___/___/___ (dd/mm/yyyy)
Given name _____ Middle name _____ Family name _____

Your business entity:

Business name _____
ABN _____ ACN _____
Website _____

Your interest in the business:

Sole trader Partner Principal Director Shareholder Other: _____

→ **Commencement date** ___/___/___ (compulsory)

Number of staff: 1 2-5 6-10 11-20 21-30 31-50 51+

Number of clients: 1-50 51-100 101-200 201-300 301-500 501+

Business contact details

Principal place of business _____
Postal address _____
Suburb/Town/City _____ State/Territory _____ Postcode _____
Phone/Fax numbers: Mobile _____ Business _____ Fax _____
Email address _____

B More information about you

Have you ever been declared bankrupt or insolvent? Yes No

Have you ever had any criminal convictions within or outside Australia? Yes No

Have you been the subject of an unfavourable decision by a professional or regulatory body? Yes No

Note: If you answered yes to any question(s) please provide detail of a separate page with any related official documentation.

C Tax Practitioners Board (TPB) BAS agent registration(s)

Individual BAS agent registration no. _____ Expiry date ___/___/___

Company/Partnership BAS agent registration no. _____ Expiry date ___/___/___

Go to the next page

D Professional services and professional indemnity (PI) insurance

Please indicate the services you offer to the public:

- BAS services prescribed by the Tax Agent Services Act 2009 or the Tax Practitioners Board¹
- Payroll Software customisation and training
- Bookkeeping **Other² (provide details)** _____

Please provide details of your current PI insurance:

Insurer _____ Cover amount \$ _____ **any one claim**

Start date ____ / ____ / _____ Expiry date ____ / ____ / _____

Schedule and Certificate of Currency (CoC) attached³

OR

I need to arrange PI Insurance with this application: please authorise the IPA's preferred insurance provider to contact me.³

¹For more information, visit www.tpb.gov.au/bas-services.

²Depending on services you provide to the public, you may need to apply for a Professional Practice Certificate instead of a Public BAS Practitioner Certificate (membership). Please refer to www.publicaccountants.org.au/membership/ppc/eligibility-and-requirements.

³Applying for PI insurance prior to approval of your membership application is done at your own discretion. However, the IPA will not finalise your membership as a Public BAS Practitioner application until we receive your PI insurance Schedule and CoC. **Please note that the cover amount minimum is \$1,000,000 any one claim any one claim, with at least one reinstatement, preferably unlimited reinstatement.**

E Declaration

I declare that:

- I have read the IPA's membership price list and understand that I will be charged a Public BAS Practitioner membership fee, if required - refer to the link in Section F next page.
- I understand that by providing the credit/debit card details or cheque details, I am confirming that I have sufficient funds and have authorised for IPA to process all the fees relevant to this application as prescribed in Section F. I also understand that my Public BAS Practitioner membership will not become active until the payment has been received by the IPA and I will receive a tax invoice/receipt via email upon successful payment.
- I have read the Privacy Policy* and consent to my personal information being collected, used and disclosed for the purposes outlined.
- I understand that the IPA has an investigations and disciplinary process* to accept written complaints against IPA members. As a condition of membership all IPA members are subject to this investigation and disciplinary process for alleged breaches of the IPA Constitution, By-laws, Pronouncements* and professional and ethical standards.
- If admitted to Public BAS Practitioner membership:
 - a. I agree to abide by the IPA Constitution, By-laws and Pronouncements and all standard setter and regulator rules, guidance statements and authoritative interpretations including, but not limited to those issued by the Accounting Professional and Ethical Standards Board (APESB), the TPB, the Australian Securities and Investments Commission (ASIC), the Australian Accounting Standards Board (AASB) and the Auditing and Assurance Standards Board (AUASB);
 - b. **I agree to complete the IPA's Public BAS Practitioner Program within six months of admission;**
 - c. I agree to maintain professional indemnity insurance that complies with IPA requirements;
 - d. I agree to advise the IPA should there be any business sale, merger, liquidation or litigation; and
 - e. I understand that I must apply for a Professional Practice Certificate if I offer professional services other than BAS services as prescribed by the Tax Agent Services Act 2009 to the public and my turnover exceeds the tax-free threshold or if I market my professional services to the public.

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.

F

Payment details (for members currently on Graduate Associate, Joint or Academic rates only)

Public BAS Practitioner membership is based on a financial year. If your current membership rate is not a full rate, you are required to pay a pro-rata difference in subscription. Please refer to www.publicaccountants.org.au/become-a-member/how-to-apply/fees.

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 _____

OFFICE USE ONLY
Pro-rata Public BAS Practitioner membership fee
\$ _____
All fees are GST inclusive

Signature _____ **Date** ____ / ____ / ____

Upon payment, you will receive a Tax Invoice email.

Did you know that the IPA has a *Find a Public BAS Practitioner* page on our website? If you wish to promote your business on the IPA website, once your Public BAS Practitioner membership is finalised, log into your IPA account and enter your business details on www.publicaccountants.org.au/find-an-accountant.

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

How to submit your form

Please scan and email your completed application with required documentary evidence to your local IPA office below.

New South Wales & Australian Capital Territory e nswdivn@publicaccountants.org.au	Queensland e gldivn@publicaccountants.org.au
South Australia & Northern Territory e sadivn@publicaccountants.org.au	Tasmania e tasdivn@publicaccountants.org.au
Victoria e vicdivn@publicaccountants.org.au	Western Australia e wadivn@publicaccountants.org.au