



INSTITUTE OF  
PUBLIC  
ACCOUNTANTS®

Professional  
Practice  
Certificate (PPC)  
Application

**Note: Please complete ALL sections in this application.**

**A**

## Your personal and business details

Member ID \_\_\_\_\_ Status: ☐ AIPA<sup>1</sup> ☐ MIPA ☐ FIPA

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other, please state \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)

Given name \_\_\_\_\_ Middle name \_\_\_\_\_ Family name \_\_\_\_\_

### Residential address

Street address \_\_\_\_\_

Suburb/Town/City \_\_\_\_\_ State/Territory \_\_\_\_\_ Postcode \_\_\_\_\_

**Business entity: If you have or belong to two entities, please complete sections A, C, E and H twice.**

Registered 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 \_\_\_\_\_

Preferred mailing address: ☐ Residential address ☐ Principal place of business ☐ Business postal address

<sup>1</sup>If you are an Associate (AIPA) member, see FAQ 4 for requirements.

**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 details on a separate page with any related official documentation.**

## C

**Professional services and statutory registrations**

Please provide details of services you provide in your professional capacity and relevant statutory registrations.

Services <u>you</u> provide in your professional capacity	Your personal statutory registration number(s)	Your company's statutory registration number(s), if any
<input type="checkbox"/> Tax advice in relation to financial planning	Tax Practitioners Board (TPB) Tax (financial) adviser _____	Tax Practitioners Board (TPB) Tax (financial) adviser _____
<input type="checkbox"/> Under the supervision of a registered tax (financial) adviser? Please provide details below. Supervisor's tax (financial) adviser number _____, Supervisor's ABN, if different from yours _____		
<input type="checkbox"/> Tax returns, tax advice, and/or tax planning	TPB Tax agent _____	TPB Tax agent _____
<input type="checkbox"/> Under the supervision of a registered tax agent? Please provide details below. Supervisor's tax agent number _____, Supervisor's ABN, if different from yours _____		
<input type="checkbox"/> Financial planning, investment advice and/or SMSF advice	<input type="checkbox"/> ASIC Australian Financial Services (AFS) Licensee _____ <sup>2</sup> <input type="checkbox"/> ASIC <b>Limited</b> AFS Licensee _____ <sup>2</sup> <input type="checkbox"/> ASIC AFS Authorised Representative _____ <input type="checkbox"/> ASIC Financial Adviser _____ (Licensee name _____) <input type="checkbox"/> AFS Licence number _____ OR <input type="checkbox"/> <b>Limited</b> AFS Licence number _____ _____	<input type="checkbox"/> ASIC Australian Financial Services (AFS) Licensee _____ <sup>2</sup> <input type="checkbox"/> ASIC <b>Limited</b> AFS Licensee _____ <sup>2</sup> <input type="checkbox"/> ASIC AFS Authorised Representative _____ <input type="checkbox"/> ASIC Financial Adviser _____ (Licensee name _____) <input type="checkbox"/> AFS Licence number _____ OR <input type="checkbox"/> <b>Limited</b> AFS Licence number _____ _____
<input type="checkbox"/> Audit	ASIC Registered Company Auditor _____	ASIC Registered Company Auditor _____
<input type="checkbox"/> SMSF audit	ASIC SMSF Auditor _____	
<input type="checkbox"/> Insolvency and bankruptcy	<input type="checkbox"/> ASIC Registered Company Liquidator _____ <input type="checkbox"/> ASIC Official Liquidator _____ <input type="checkbox"/> AFSA* Registered Trustee in Bankruptcy _____ * Australian Financial Security Authority	
<input type="checkbox"/> BAS	TPB BAS agent _____	TPB BAS agent _____
<input type="checkbox"/> Bookkeeping		
<input type="checkbox"/> Under the supervision of a registered BAS agent? Please provide details below. Supervisor's BAS agent number _____, Supervisor's ABN, if different from yours _____		
<input type="checkbox"/> Mortgage broking	<input type="checkbox"/> ASIC Australian Credit Licensee _____ <input type="checkbox"/> ASIC Credit Representative _____ (Licensee name _____) Licence number _____	<input type="checkbox"/> ASIC Australian Credit Licensee _____ <input type="checkbox"/> ASIC Credit Representative _____ (Licensee name _____) Licence number _____
<input type="checkbox"/> Financial reporting		
<input type="checkbox"/> Management accounting		
<input type="checkbox"/> Business or management consulting		
<input type="checkbox"/> Other (provide details)	Other statutory registration: Issuing body name _____ Registration type _____ Registration number _____	Other statutory registration: Issuing body name _____ Registration type _____ Registration number _____

<sup>2</sup>If the AFS Licence is under your entity's name and if you are the Responsible Manager, please provide documentary evidence.

**D Competency in Australian corporations law and Australian taxation law** (Applicable for applicants without an eligible statutory registration)

If you do not hold an eligible statutory registration as an individual, please indicate completion details of tertiary studies in Australian corporations/company law and Australian taxation law with documentary evidence. **See FAQ 5 for more details.**

Subject	Date completed	Education institute
Australian corporations law		
Australian taxation law		
<b>Note: Please provide copies of transcripts of the above results with this application.</b>		

**E Professional indemnity (PI) insurance**

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

Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

☐ Schedule and Certificate of Currency (CoC) attached<sup>3</sup>

OR

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

<sup>3</sup>The IPA requires new members in professional practice to apply for the membership and a PPC simultaneously. The IPA will not finalise your membership or PPC application until we receive your PI insurance Schedule and CoC, meeting the requirements.

**Note: See FAQ 7 for requirements.**

**F Professional work experience in accountancy and related fields**

From	To	Position title	FT, PT or Casual	Employer name
e.g. 08/06/2012	Current	Partner	FT	Accounting for you
Responsibilities	Tax returns for individual, partnership, and company. Supervising two Accountants.			
Responsibilities				
Responsibilities				
Responsibilities				
Responsibilities				
Responsibilities				
Responsibilities				

**Note: See FAQ 4 & 6 for requirements.**

**Go to the next page**

**G****Mentored Experience Program (MEP)**

The MEP is one of the important requirements for your PPC assessment. Please select one of the statements relevant to you and provide documentary evidence. See FAQ 4 & 6 for more information.

- ☐ I have already completed the IPA MEP or obtained a full exemption from the IPA MEP in \_\_\_\_ / \_\_\_\_ (mm/yy).
- ☐ I have already completed a practical experience program with CA ANZ or CPA Australia: Please provide documentary evidence.
- ☐ I am applying for an exemption from the IPA MEP with this application: Please provide your resume (or complete Section F) detailing your work experience in the last 10 years or more for assessment.

**H****Declaration**

I declare that:

- I have read the IPA's membership price list and understand that I will be charged a PPC fee and a PSC levy. I understand that my first year PPC fee is pro rata according to the month in which I join, then annually thereafter due on 1 July - refer to the link in Section I for our current fees on the 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 I. I also understand that my PPC 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 Statement\* and consent to my personal information being collected, used and disclosed for the purposes outlined.
- If I have joined membership at the same time applying for a PPC, I understand that I may be asked to produce documentary evidence to substantiate my eligibility for membership and should I be unable to produce or otherwise prove my eligibility within 14 days I will forfeit my membership and PPC and all monies paid to the IPA.
- I understand that the IPA has an investigations and disciplinary process\* to accept written complaints against IPA members. I also understand that 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.
- I agree to abide by the lawful decisions of the IPA Board, 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 ASIC, the Australian Accounting Standards Board (AASB) and the Auditing and Assurance Standards Board (AUASB), including the requirements to:
  - a. Maintain professional indemnity insurance that complies with IPA requirements;
  - b. **Complete the IPA Professional Practice Program within six months** of issue of my PPC, if not exempted;
  - c. Undergo an **IPA professional practice quality assurance review** when required;
  - d. Undertake and keep a record of my continuing professional development activities, meeting the requirements of Pronouncement 7;
  - e. Advise 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;
  - f. Advise the IPA should there be any business sale, merger, liquidation or litigation; and
  - g. Comply with all requirements and statutory obligations imposed by the Professional Standards Scheme under professional standards legislation.

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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## I Payment details

- Your application must include payment of a PPC fee and a Professional Standards Councils (PSC) levy.
- Please refer to [www.publicaccountants.org.au/become-a-member/how-to-apply/membership-fees](http://www.publicaccountants.org.au/become-a-member/how-to-apply/membership-fees) for subscription fees.
- If you currently hold a Certificate of Public Practice (CPP) with CA ANZ, or a Public Practice Certificate with CPA Australia, you are eligible for a discounted rate. To qualify, please provide your current Certificate or tax invoice receipt for your practice certificate in the current financial/calendar year with this application.

### 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.

#### OFFICE USE ONLY

PPC fee \$ \_\_\_\_\_

PSC levy **\$95.00**

**Total amount due \$ \_\_\_\_\_**

All fees are GST inclusive

### Checklist

<input checked="" type="checkbox"/>	Please review your application and documentary evidence carefully before submitting your application.
<input type="checkbox"/>	Have completed <b>all fields</b> each section including Section H declaration and Section I payment
<input type="checkbox"/>	Details of <b>statutory registrations</b> under your name in the Section C. If the AFS Licence is under your entity's name and you are the Responsible Manager, provide documentary evidence.
<input type="checkbox"/>	Your <b>transcripts showing completion of tertiary studies in Australian corporations law and Australian taxation law</b> , for those who do not hold an eligible statutory registration as an individual. And if you have completed the units over 10 years ago, <b>documentary evidence of your industry experience and Continuing Professional Development records</b> for assessment. See FAQ 5.
<input type="checkbox"/>	<b>Schedule and Certificate of Currency for your professional indemnity insurance</b> . If the policy is not in your name or your business name, please include sufficient additional evidence to demonstrate that you are covered under that policy for the services you provide.
<input type="checkbox"/>	<b>Documentary evidence of experience in a professional practice or other relevant environment and MEP evidence</b> (e.g. your current resume, work references, client testimonials or completion of the Section F in the application)
<input type="checkbox"/>	<b>For a discounted IPA PPC rate, documentary evidence of your CA ANZ CPP or CPA Australia Public Practice Certificate</b> : current Certificate, or tax invoice receipt in the current financial/calendar year.

**Did you know** that the IPA has a *Find an Accountant* page on our website? If you wish to promote your business on the IPA website, once your PPC is approved, log into your IPA account and enter your business details on [www.publicaccountants.org.au/find-an-accountant](http://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 application:

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

<b>New South Wales &amp; Australian Capital Territory</b> e <a href="mailto:nswdivn@publicaccountants.org.au">nswdivn@publicaccountants.org.au</a>	<b>Queensland</b> e <a href="mailto:qlddivn@publicaccountants.org.au">qlddivn@publicaccountants.org.au</a>
<b>South Australia &amp; Northern Territory</b> e <a href="mailto:sadivn@publicaccountants.org.au">sadivn@publicaccountants.org.au</a>	<b>Tasmania</b> e <a href="mailto:tasdivn@publicaccountants.org.au">tasdivn@publicaccountants.org.au</a>
<b>Victoria</b> e <a href="mailto:vicdivn@publicaccountants.org.au">vicdivn@publicaccountants.org.au</a>	<b>Western Australia</b> e <a href="mailto:wadivn@publicaccountants.org.au">wadivn@publicaccountants.org.au</a>

## Frequently asked questions (FAQ)

### 1. Do I need to hold a PPC?

You must hold a PPC if you meet any of the following criteria as per the IPA By-laws:

- Who provide accounting and related services to the public such as financial reporting; bookkeeping; insurance; auditing and including those Members signing off as an auditor of a self-managed superannuation fund (SMSF); taxation; corporate reconstruction/advisory; bankruptcy; financial planning/investment advice; superannuation; business/management consulting; company secretarial/Board; advice/Counsel Associated with the sale, listing or purchase of a business or securities; and all similar activities; or otherwise as deemed by the IPA;
- Whose firm is advertised or promoted as "Institute of Public Accountants" and/or as a part of that promotion uses any other branding or intellectual property of the IPA and irrespective of the business activity of that firm;
- Where the Member is a partner or principal of the firm and irrespective of their functional responsibilities;
- Where the Member provides services on contract to an accounting firm and the Member is not covered by that firm's professional indemnity insurance;
- Holds any beneficial equity in the practice; OR
- Where the IPA otherwise deems the service to be that which the member must have a Professional Practice Certificate.

### 2. Are there any exemptions from the requirement to hold a PPC?

Yes, if your gross income from professional practice services is below the ATO tax-free threshold (currently \$18,200 per annum) as per the IPA By-laws.

### 3. What is the difference between a PPC and a Public BAS Practitioner Certificate?

The Public BAS Practitioner Certificate is available to IPA members who are registered BAS agents and who provide bookkeeping and BAS services only to the public. Registered BAS agents who provide additional services must hold a PPC. If you wish to apply for a Public BAS Practitioner Certificate, please contact us to obtain the relevant application form.

### 4. Are all Associate (AIPA) members eligible to hold a PPC?

Yes, as long as you meet the requirements. AIPA members who hold an eligible statutory registration (see FAQ 5 below) must provide satisfactory evidence of at least 12 months of work experience in a professional practice as well as the Mentor Experience Program (MEP) commencement or completion/full exemption. Associate members who do not hold a statutory registration or Associate members who hold an individual BAS agent registration must provide evidence of at least 24 months of work experience in a professional practice, along with the MEP commencement or completion/full exemption.

### 5. Do I need to provide evidence of competency in Australian corporations law and Australian taxation law?

If you do not provide any statutory registration required services for a fee and if you do not hold an eligible statutory registration\* as an individual, you are required to provide evidence of competency in Australian corporations/company law and Australian taxation law, in which you have completed fewer than 10 years at the time of your PPC application. Knowledge in these areas is critical to the provision of professional services to the public.

If you have completed these units over 10 years ago from now, along with your transcripts, you should also provide documentary evidence of industry experience and related Continuing Professional Development records from the dates you had completed the units, for assessment.

\*Eligible statutory registrations are as below. All statutory registrations must be under your name.

ASIC: AFS Licensee, Limited AFS Licensee, AFS Authorised Representative, Financial Adviser, Registered Company Auditor, SMSF Auditor, Registered Company Liquidator, Official Liquidator, Australian Credit Licensee, Credit Representative

TPB: tax (financial) adviser, tax agent

AFSA: Registered Trustee in Bankruptcy

### 6. What professional practice experience is required?

All members with an eligible statutory registration are required to have a minimum of 12 months experience in a professional practice environment as an employee or principal or at a senior level in the practice environment. AIPA members with no statutory registration or a BAS agent registration only are required to have a minimum of 24 months experience in a professional practice environment. Documentary evidence of experience can include a current resume, work references, client testimonials or completion of the Section F in the application. Along with the experience requirement, you are also required to have commenced or completed the MEP, or obtained a full exemption from the MEP.

## 7. What professional indemnity (PI) insurance cover do I require?

All PPC holders must hold PI insurance, complying with the IPA By-laws 9.1.11 and the IPA Professional Standards Scheme requirements as below:

- (1) The policy obtained from an Australian Prudential Regulation Authority (APRA) regulated insurer, [www.apra.gov.au/register-general-insurance](http://www.apra.gov.au/register-general-insurance) (underwriter/insurer);
- (2) Insuring all services you provide to the public (insured/professional business);
- (3) Limit of indemnity of \$2,000,000 any one claim (= IPA Professional Standards Scheme cap liability as of 1 January 2019);
- (4) Insurance being valid at the time of the PPC application and not expiring in the next three months
  - ➔ If your current PI insurance expires within the next three months, please provide both the current PI insurance Schedule and CoC and new PI insurance Schedule and CoC.
  - ➔ If you have a PI insurance which is valid from a future date, we cannot assess your PPC application until the start date.
- (5) The policy to include a minimum of one reinstatement, preferably unlimited reinstatements;
- (6) The policy excess (deductible) being no more than 2% of the policy limit of indemnity or \$200,000, whichever is the lower amount; AND
- (7) Be defence cost exclusive, however if the policy is defence cost inclusive, the policy sets an additional 25% above the policy limit of indemnity amount to fund defence costs.

Please check [www.publicaccountants.org.au/insurance/pi](http://www.publicaccountants.org.au/insurance/pi) for the IPA preferred PI supplier.

## 8. Do I need to complete the Professional Practice Program (PPP)?

Yes, all new PPC holders must complete the PPP within six months after the issue of their PPC as per the IPA By-laws and Pronouncement 12. This two-day program is conducted in workshop format in capital city locations. Please check [www.publicaccountants.org.au/membership/ppc/ppp](http://www.publicaccountants.org.au/membership/ppc/ppp) for the next session scheduled for your closest location as well as for more information about the program.

The PPP is designed to assist members in establishing and/or developing their professional practice. The program focuses on non-technical skills such as practice structures, strategic planning, marketing, risk management, quality assurance and practice development.

## 9. What are Professional Standards Schemes?

Professional Standards Schemes are legal instruments that bind associations to monitor, enforce and improve the professional standards of their members, and protect consumer of professional services. With these commitments, Professional Standards Schemes cap the civil liability or damages the professional who take part in association's scheme may be required to pay if a court upholds a claim against them. The Scheme does not replace a PI insurance requirement, but Scheme participants do not need to have their PI insurance indemnity limit more than their participating Scheme cap.

The IPA has a national Professional Standards Scheme in place and the Scheme applies to all IPA members who hold a PPC, and who are not otherwise excluded. The IPA Professional Standards Scheme protects members who participate in the Scheme from significant financial loss as the Scheme has a cap that limits the amount of damages a member (or underwriter) has to pay a client in the event a claim is upheld in court against a member. This is important in an increasingly litigious environment. The current Professional Standards Scheme limits members' occupational liability to \$2,000,000 (Scheme cap).

Under the professional standards legislation, there are ongoing statutory obligations you need to comply with, such as PI insurance compliance, CPD requirements, practice risk management and annual reports where you are required to complete a declaration including insurance data. For more information, go to

[www.publicaccountants.org.au/membership/ppc/professional-standards-scheme](http://www.publicaccountants.org.au/membership/ppc/professional-standards-scheme) and [www.psc.gov.au/professional-standards-schemes/ongoing-responsibilities](http://www.psc.gov.au/professional-standards-schemes/ongoing-responsibilities).