



**Please complete all sections**

All Members who provide accounting and/or accounting related services to the public pro-bono or for a fee must hold either a *Limited-PPC* or a *PPC*.

**A**

**Your personal and business details**

Member ID (if already a Member) \_\_\_\_\_ Designation:  AIPA  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, B, E and H twice.**

Registered business name \_\_\_\_\_

ABN \_\_\_\_\_ ACN \_\_\_\_\_

Website \_\_\_\_\_

Your interest in the business:

Sole trader  Partner  Principal  Director  Shareholder  Other \_\_\_\_\_

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  Business address  Business postal address

## B Professional services and statutory registrations

Please provide details of services you provide and your statutory registrations.

Professional services you provide	Your personal statutory registration numbers	Your company statutory registration numbers (if any)
<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  <i>If the AFS Licence is under your entity's name and if you are the Responsible Manager, please provide documentary evidence</i>	<input type="checkbox"/> ASIC Australian Financial Services (AFS) Licensee _____ <input type="checkbox"/> ASIC Limited AFS Licensee _____ <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"/> Limited AFS Licence number _____	<input type="checkbox"/> ASIC Australian Financial Services (AFS) Licensee _____ <input type="checkbox"/> ASIC Limited AFS Licensee _____ <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"/> Limited 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 _____

**C 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

*If you answered YES, please provide details on a separate page with supporting documentation.*

**D Competency in Australian Corporations Law and Australian Taxation Law**

If you do not hold an eligible statutory registration as an individual, please indicate completion details of tertiary studies in Australian Corporations Law and Australian Taxation Law with documentary evidence.

Subject	Date completed	Education institute
Australian Corporations Law		
Australian Taxation Law		

*Please attach these qualifications*

**E Professional indemnity (PI) insurance**

Your PI insurance must be a minimum of **\$2 million per claim / reinstatement** for practices with a turnover up to \$10 million (ex-GST) **and \$10 million per claim / reinstatement** for practices with a turnover of \$10 million and over (ex-GST). All policies must have at least one reinstatement. New members in practice must apply for membership and a PPC simultaneously and the IPA cannot finalise your membership and PPC application until we receive your PI insurance Schedule and Certificate of Currency compliant with By-law 9.1.11.

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

Commencement date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

- Schedule and Certificate of Currency (CoC) attached  
 OR  
 I need to arrange PI Insurance and authorise IPA-Insure to contact me.

*For PI insurance requirements see Chapter-9 of the IPA By-laws or FAQ-8 below*

**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
<b>Responsibilities</b>	Tax returns for individual, partnership, and company. Supervising two Accountants.			
<b>Responsibilities</b>				
<b>Responsibilities</b>				
<b>Responsibilities</b>				

**G**

**Mentored Experience Program (MEP)**

The MEP is an important requirement for your PPC assessment. Please select one of the statements relevant to you and provide documentary evidence.

- I have commenced or completed the IPA MEP. Please provide documentary evidence.
- 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.

For MEP visit <https://www.publicaccountants.org.au/education/mentored-experience-program>

**H**

**Declaration**

I declare that:

- I have read the IPA membership fee structure and understand that I will be charged for a PPC and the Professional Standards Scheme levy. I understand that my first year PPC fee will be calculated on a pro-rata basis, determined by the month I join the IPA. Fees thereafter are annually based, being due by the 1 July each year. Refer to Section I for fees.
- 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 ([Privacy Policy \(publicaccountants.org.au\)](https://www.publicaccountants.org.au/privacy-policy)) and consent to my personal information being collected, used and disclosed for the purposes outlined.
- If I have applied for 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 of an IPA request, I will forfeit my fees for membership, PPC and any other 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 other IPA professional and ethical standards.
- I agree to abide by the decisions of the IPA Board, IPA Constitution, By-laws and Pronouncements and rules set by the regulators, including guidance statements and authoritative interpretations including, but not limited to, those issued by the Accounting Professional and Ethical Standards Board (APESB), the TPB, ASIC, the Australian Accounting Standards Board (AASB), the Auditing and Assurance Standards Board (AUASB) and the Professional Standards Councils (PSC), including the requirements to:
  - a. Maintain PI insurance that complies with Chapter-9 of the IPA By-laws;
  - b. Complete all modules of the IPA Professional Practice Program (PPP) within six months of being issued with a PPC, if not exempted from the PPP;
  - c. Undergo an IPA Quality Review Program (QRP) Member assurance review as required;
  - d. Undertake and keep a record of my CPD in accordance with 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 a professional or regulatory body;
  - f. Advise the IPA if there is a sale, merger, liquidation or litigation of the Member practice; and
  - g. Comply with all requirements of the IPA Professional Standards Scheme and the professional standards legislation.

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

Full name \_\_\_\_\_

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

**I**

**Payment details**

- Your application must include payment for membership (if not a Member), a PPC and the Professional Standards Councils (PSC) levy.
- Please refer to [publicaccountants.org.au/become-a-member/how-to-apply/membership-fees](http://publicaccountants.org.au/become-a-member/how-to-apply/membership-fees) for subscription fees.
- If you currently hold a CA ANZ Certificate of Public Practice (CPP) or a CPA Australia PPC, you are eligible for a discounted joint-member rate on your IPA PPC. Please provide the tax invoice receipt for your CPP or PPC for the current 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	
Membership fee	\$ _____
PPC fee	\$ _____
PSC levy	\$ <b>95.00</b>
<b>Total due</b>	<b>\$ _____</b>
<i>Fees are GST inclusive</i>	

**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 CoC 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 the discounted joint-member PPC rate</b> , we require documentary evidence of your CA ANZ CPP or CPA Australia PPC, or tax invoice receipt in the current year.

The IPA have a **Find an Accountant** page on our website. If you wish to promote your business on the IPA website, log into your IPA account and enter your business details on [publicaccountants.org.au/find-an-accountant](http://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. Who should hold a or PPC?

All Members must hold a PPC if they:

- provide accounting and/or accounting related services to the public for a fee, but not including those activities provided by a Member who is employed in a PAYG salaried role, or
- provide accounting and/or accounting related services to the public such as financial reporting; bookkeeping; insurance; auditing, self-managed superannuation fund (SMSF) auditing; 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, or
- are a partner or principal of a practice, irrespective of their functional responsibilities, or
- provide accounting and/or accounting related services on contract to an accounting firm and the Member is not covered by that firm's professional indemnity insurance, or
- hold any beneficial equity in the practice, or
- are deemed by the IPA that a Member should hold a PPC as they are providing accounting and/or accounting related services to the public and will earn, or is earning over the tax-free threshold of \$18,200pa (ex-GST) or has a statutory registration with ASIC, the TPB or any other government body.

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

Yes if your practice annual turnover is less than the tax-free threshold (ex-GST) being \$18,200pa, and you do not hold a statutory registration with ASIC, the TPB or any other government body, then you can apply for a Limited-PPC.

Applications for a Limited-PPC are on a different form to a PPC Application.

### 3. Can a PPC holder advertise their professional services to the public?

Yes PPC holders are permitted to advertise their professional services to the public and are permitted to have a website to advertise their professional services.

### 4. How does a Public BAS Practitioner Certificate differ from a PPC?

The Public BAS Practitioner (PBASP) Certificate is membership and a PPC rolled into a single discounted offering. It is only available to Members who are registered with the Tax Practitioners Board as a BAS agent and only provide bookkeeping and BAS agent services to the public as defined by the TPB.

If a Member provides services in addition to bookkeeping or BAS agent services, they must hold a PPC.

If you wish to apply for a PBASP Certificate, please contact the IPA.

### 5. Is an AIPA Member eligible to hold a PPC?

An AIPA Member is eligible to hold a PPC if they meet the PPC entry requirements. An AIPA Member who holds a statutory registration 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, completion or full exemption.

An AIPA Member who does not hold a statutory registration must provide evidence of at least 24 months of work experience in a professional practice, along with the MEP commencement, completion or full exemption.

### 6. What evidence of Australian Corporations Law and Australian Taxation Law is required?

You are required to show evidence of competency in Australian Corporations Law and Australian Taxation Law if you do not hold a statutory registration with ASIC, the TPB or any other government body. This study must have been completed within the last 10 years. If the study was completed over 10 years ago, you will be required to provide evidence of relevant industry experience and CPD for IPA assessment.

\*Eligible statutory registrations are below and must be in the Members 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

## 7. What 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 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 MEP commencement, completion or full exemption.

## 8. What level professional indemnity (PI) insurance is required?

PPC holders must hold PI insurance that complies with Chapter-9 of the By-laws, paragraph 9.1.11.

Members may be excluded from the Professional Standards Scheme if they don't hold Professional Indemnity insurance in accordance with this By-law. Professional indemnity insurance must provide:

- (a) cover for the amount(s) specified by the Board of Directors for each and every claim, currently until 31 December 2021, not being less than \$2 million for each reinstatement (any one claim);
- (b) cover for the amount(s) specified by the Board of Directors for each and every claim, commencing on 1 January 2022:
  - not being less than \$2 million for each reinstatement for Members that generated annual fee income (excluding goods and services tax) of less than \$10 million in the financial year immediately preceding any act or omission that has given rise to an occupational liability (damages claim); or
  - not being less than \$10 million for each reinstatement for Members that generated annual fee income (excluding goods and services tax) of \$10 million or more in the financial year immediately preceding any act or omission that has given rise to an occupational liability (damages claim); or
  - not being less than the monetary ceiling (Scheme cap) specified by the Board of Directors who under section 26 of the Professional Standards Act 2003 (Vic), have the discretionary authority to specify, on application by a Member, a higher monetary ceiling for that Member, not exceeding \$75 million.
- (c) a policy excess (deductible) of no more than an amount determined by the Board of Directors from time to time, currently being no more than 2 per cent of the policy limit of indemnity, or \$200,000, whichever is the lower amount;
- (d) cover obtained from an Australian Prudential Regulation Authority (APRA) regulated insurer, which can be verified at: <https://www.apra.gov.au/register-general-insurance>;
- (e) a minimum of one reinstatement and preferably unlimited reinstatements;
- (f) a defence cost exclusive policy, however if the policy is defence cost inclusive, the policy sets an additional 25 per cent above the policy limit of indemnity amount to fund defence costs;
- (g) unlimited retroactive cover;
- (h) cover for defamation;
- (i) cover for claims arising out of the dishonesty of an employee;
- (j) cover for the cost of replacing or repairing documents lost, damaged or destroyed;
- (k) cover for any civil legal liability or any act, error or omission, subject to reasonably common exceptions; and
- (l) run-off cover for claims against the Member after cessation of business or ceased to hold a Professional Practice Certificate for a period of at least seven years, however if the policy does not include run-off cover, the Member must arrange and maintain run-off cover for a period of seven years following cessation of the business.

*Your PI insurance policy MUST be valid for at least three months beyond your PPC application date.*

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

#### **9. What are the Professional Practice Program (PPP) requirements?**

PPC holders are required to complete all modules of the IPA PPP within six months of receiving their PPC. Please check [publicaccountants.org.au/membership/ppc/ppp](http://publicaccountants.org.au/membership/ppc/ppp) for session details and enrolment.

The PPP is a comprehensive program and focuses on technical and non-technical skills including professional and ethical standards, practice structures, strategic planning, marketing, risk management, quality assurance and practice development.

#### **10. Who is eligible for the IPA Professional Standards Scheme?**

PPC holders automatically join the IPA Professional Standards Scheme. PPC holders may be exempted, but only if they are a Scheme Participant in the CA ANZ or CPA Australia Scheme.

Limited-PPC holders are not eligible to be a participant in the IPA Professional Standards Scheme.

#### **11. What are Professional Standards Schemes?**

A Professional Standards Scheme (Scheme) is a legal instrument that binds professional associations to monitor, enforce and improve the professional standards of Members to protect the consumers. A Scheme caps the civil liability required to be paid if a court upholds a claim against a Member. A Scheme does not replace PI insurance, it complements PI insurance by providing a holistic litigation protection mechanism as the PI insurance and Scheme work together to protect Members and consumers.

The IPA Scheme has two Scheme caps - \$2 million and \$10 million, which is determined by the practice annual turnover. Practices with a turnover up to \$10 million (ex-GST) have a \$2 million cap and practices with a turnover of \$10 million or more (ex-GST) have a \$10 million cap. PI insurance must align with the Scheme cap.

No PPC holder should have less than \$2 million PI insurance for each reinstatement.

The Scheme permits a variation of the Scheme cap up to \$75 million. Members who wish to vary their Scheme cap can apply to the IPA and demonstrate they hold PI insurance up to the higher amount of the Scheme cap.

Joint CA ANZ or CPA Australia Members can apply for an exemption from the IPA Scheme.

Information about the IPA Scheme can be found at: [publicaccountants.org.au/membership/ppc/professional-standards-scheme](http://publicaccountants.org.au/membership/ppc/professional-standards-scheme) and [psc.gov.au/professional-standards-schemes/ongoing-responsibilities](http://psc.gov.au/professional-standards-schemes/ongoing-responsibilities).

Professional Standard Schemes require an enormous amount of work to have approved and to retain. The application process is around 1,000 pages with 100 annexures. The IPA are required to report annually to the Professional Standards Councils (PSC) on how the IPA manage Members professional activities, PI insurance claims and Members risk management framework. Schemes last for a maximum of five years only.

Please respect the Scheme we have and if you have any questions, please contact the IPA for assistance.