



A Your personal details

Previous member ID _____ Do you wish to reinstate or rejoin? Reinstate Rejoin¹

Mr Mrs Miss Ms Other, please state _____ Gender Male Female

Given name _____ Middle name _____ Family name _____

Preferred name _____ Previous name (if changed) _____

Name to appear on IPA membership certificate

Please indicate how you would like your name to appear on your membership certificate (eg John David Smith)

(If left blank we will use your formal name.)

Date of birth ____ / ____ / _____ (mandatory)

Contact details

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

Line 1 _____

Line 2 _____

Line 3 _____

Suburb/Town/City _____ State _____ Post code _____

Contact phone numbers Mobile _____ Business _____ Home _____

Email address (mandatory) _____

¹ *Reinstate: To return to the same or equivalent level of your previous membership by paying the back fees (payment of your membership fees from the day you resigned or your membership lapsed to the end of the last financial year) and current fee (payment of your membership fee for this financial year). You will keep your original join date.*
Rejoin: To reapply as a new member. Our current admission policies will be applied. Once approved, you will get a new join date.

B More information about you

Have you ceased to be a member of any professional body? No Yes

Have you ever been refused admission to the IPA or any other professional body? No Yes

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

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

Have you ever been declared bankrupt or insolvent? No Yes

If you answered Yes to any of these questions, please attach details on a separate page.

C Membership of other professional bodies

PROFESSIONAL BODY	MEMBERSHIP ID	COUNTRY	ADMISSION DATE	CURRENT MEMBER LEVEL	PAID THROUGH DATE
eg: CPA	12345	Australia	28/1/2009	ASA	31/12/2015

FOR MAR-062_V4_APR16

Contact details

Freecall (from within Australia): 1800 625 625. Please direct all enquiries regarding this application to your Divisional Office as listed below:
ACT/NSW: Locked Bag A6090, Sydney South NSW 1235 **QLD:** GPO Box 2578, Brisbane QLD 4001 **SA/NT:** PO Box 6368, Halifax Street SA 5000
TAS: GPO Box 244, Hobart TAS 7001 **VIC:** GPO Box 1637, Melbourne VIC 3001 **WA:** PO Box 7309, Cloisters Square WA 6850



D Qualifications

Please include details of fully completed qualifications

QUALIFICATION	MAJOR	EDUCATION INSTITUTE	LOCATION & COUNTRY	DATE COMPLETED*
eg: Bachelor of Commerce	Accounting	University of NSW	Sydney, Australia	22/10/11

*The date when all requirements were completed and you became eligible to receive the award.

Supporting documents required if you do not hold an Australian core accounting qualification (for those who rejoin only)

You must provide copies of award certificates and transcripts of results for relevant qualifications obtained OVERSEAS and any Australian NON-CORE ACCOUNTING qualifications.

Note: See FAQ 1 (page 4) for requirements.

E Current employment and relevant experience

POSITION HELD	F/T, P/T, CASUAL	NAME OF EMPLOYER	FROM	TO
eg: CFO	FT	The IPA	1/7/12	current

F Professional services

Additional requirements apply if you offer or plan to offer professional accounting and related services to the public for a fee that will exceed the ATO tax-free threshold in any one year. This includes as a partner, director or owner of a business, billing under your own ABN, or acting in a statutory capacity such as a registered tax agent or SMSF auditor. A separate application for a Professional Practice Certificate My Public Accountant (PPC - MPA) will be required. Please contact your local IPA office on 1800 625 625 for further information. Please also refer to FAQ 2 (page 4).

Do you provide or intend to provide professional accounting or related services to the public? Yes No

If you answered Yes to the above:

Business name: _____ ABN: _____

Your interest in the business:

Sole trader Partner Company Director Shareholder Employee

If 'Yes' please state the nature of services provided: _____

Is your income from providing services more than \$18,200 (current threshold)? Yes No Is this business operating part time? Yes No

Do you have any statutory registrations? Yes No Are you a registered tax agent? Yes No

Do you audit Self Managed Super Funds (SMSFs)? Yes No Are you a registered BAS agent? Yes No

Note: If you answered Yes to any of the above questions, we may need further information before finalising our assessment.



G Payment details

Your application must include payment of:

- A non-refundable application fee of \$150. If you have applied on-line, your \$150 application fee has already been paid; **AND**
- Membership fees payable (see www.publicaccountants.org.au/become-a-member/fees); **AND**
- For reinstatement, back fees should also be paid. For further information on total amount payable, please contact your Divisional Office.

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 by email.

OFFICE USE ONLY

Application fee \$150
(non-refundable)

Membership current fee

Membership back fee

Total amount due

Campaign code #
(If applicable)

All fees are GST inclusive

H Declaration

I declare that:

- I have read the Institute's membership price list and understand that I will be charged an application fee, a membership fee and a membership back fee *(if applicable)*
Note: If you rejoin, your first membership fee is prorata according to the month in which you join, then annually thereafter due on July 1st. Refer to the link in Section G above
- I understand that by providing my credit/debit card details or cheque payment that I am confirming I have sufficient funds to pay for all fees relating to this application. I also understand that my membership will not become active until the payment has been received by the IPA
- I have read the Institute's Privacy Statement² and consent to my personal information being collected, used and disclosed for the purposes outlined
- I understand that my eligibility for membership and any offer of admission to membership at a particular level will be based on the evidence provided
- If re-admitted to membership:
 - a. I agree to abide by the IPA Constitution, Regulations, Pronouncements and By-Laws,³
 - b. I agree to undertake and keep a record of my continuing professional development activities (80 hours biennial)
 - c. I acknowledge that 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 unless I meet the PPC - MPA requirements of IPA

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

Signature Date / /

² Privacy Statement The Institute of Public Accountants acknowledges the importance of privacy and of safeguarding personal information. Any personal details provided to the IPA will be protected in line with the Australian Privacy Principles and the laws and regulations regarding such matters as are applicable in Australia. We will not collect or monitor any personal information about you without your consent nor will we use or disclose to others your personal details without prior authorisation unless: it is required by the law or the courts; it is necessary because of the service you are using or for a service you have requested; or to protect the rights or property of others. This information is being gathered to process your application; you may withhold providing the information but this will make processing your application difficult. The information requested is intended only for the use of the IPA and our approved service providers. For full Privacy Policy and Collection Notice, go to www.publicaccountants.org.au/portal/privacy-and-policy.

³ The IPA Constitution, By-Laws and Pronouncements are available on the IPA website – publicaccountants.org.au/about-us/ipa-rules-and-standards. Failure to comply with these standards may expose a member to disciplinary action.

I IPA Program

The IPA Program is conducted in association with the University of New England Graduate School of Business. This is the IPA's key pathway to professional advancement. Please refer to FAQ 6 or visit www.publicaccountants.org.au/become-a-member/ipaprogram. If you would like to be contacted by a staff member for more information on the IPA Program please tick here. Yes

Contact details

Frequently asked questions

1. What evidence do I need to provide?

All applicants must complete our Membership Reinstatement or Rejoin Application. If you rejoin and if you hold an Australian award in a core accounting course or if you a current member of an International Federation of Accountants (IFAC) Member Body or if you are a current BAS or tax agent with the Tax Practitioners Board, no evidence is required. Members admitted under this pathway may be subject to audit as per the declaration made in section (H). If you hold an overseas qualification or Australian non-core accounting qualification only, you need to provide copies of award certificates and transcripts for assessment of your eligibility for membership.

Documents that are not in English must be submitted with a certified accredited English translation.

Please also include any official Australian assessment of an overseas qualification.

Additional evidence may be required depending on your circumstances.

2. When is a Professional Practice Certificate My Public Accountant (PPC - MPA) required?

An IPA member is required to hold a PPC-MPA if you offer or plan to offer professional accounting and related services to the public for a fee that will exceed the ATO tax-free threshold in any one year.

Accounting and related services include financial accounting services, taxation, auditing, BAS services, bookkeeping, financial and investment advice, insolvency and reconstructions, business or management consulting, superannuation advice, insurance and information technology.

Statutory registrations include tax agent, tax (financial) adviser, Australian Financial Services Authorised Representative, Registered Auditor, SMSF Auditor, Registered Liquidator, Official Liquidator, Credit Representative, Registered Trustee in Bankruptcy, Licensed Municipal Auditor.

3. What fees will apply?

All new applicants must pay the non-refundable application fee of \$150. If you rejoin membership fees are calculated on a pro-rata basis which is calculated at the time you rejoin the IPA. Please see www.publicaccountants.org.au/become-a-member/fees. For reinstatement, membership back fees and current financial year full fee are to be paid.

4. How do I advance to full (MIPA) membership?

You must undertake and complete the IPA Program and the Mentored Experience Program (MEP). Your IPA Program pathway will depend upon your existing qualifications. Please refer to FAQ 6 for details on pathways.

5. How do I advance to Fellow (FIPA) membership?

You must have been a full (MIPA) member for at least 7 consecutive years, and have had at least 10 years relevant work experience (the last 5 years of which must be at a senior level). Members must provide a resume/contemporary references detailing their work experience (position held and duration, responsibilities and duties) when applying for advancement to FIPA.

6. What is the IPA program and why do I have to undertake the program?

The IPA Program is delivered exclusively to IPA members by the Graduate School of Business of the University of New England (UNE). Jointly designed by the IPA and UNE, the IPA Program is the only Australian professional accounting body program that provides you with a globally recognised and accredited university postgraduate qualification allowing you to obtain a Graduate Certificate in Public Accounting and/or a Master of Commerce (Public Accounting); whilst allowing you to meet the educational requirements needed to advance your membership to Member (MIPA) status. It is conducted online. With no classes to attend, you can study at your own pace and on your own terms.

Associate (AIPA) members must complete the IPA Program to satisfy the educational requirements for advancement to full (MIPA) membership. There are two IPA Program pathways – entry via

- I. a Diploma of Accounting or an Advanced Diploma of Accounting – must complete the Master of Commerce (Public Accounting); and
- II. a Bachelor degree in Accounting – need only complete the Graduate Certificate in Public Accounting.

Completion of the IPA Program and the IPA Mentored Experience Program (MEP) is required for advancement to full (MIPA) membership.

7. What is the Mentored Experience Program (MEP)?

The Mentored Experience Program (MEP) is designed to provide a structured approach to your workplace learning and ongoing professional development. It is entirely a work-experience based program guided by a mentor and is a support mechanism for your career development. The purpose of the program is for you to work with a more experienced accountant who can guide and assist you in the early stages of your career. In the program you will complete suitable work experience and provide documentary evidence relating to a number of agreed areas of work activity under the supervision of a mentor.

The MEP is an important condition for advancement to MIPA level. Please see www.publicaccountants.org.au/students/mentored-experience-program.

PLEASE NOTE:

- If any information is incomplete or documents not submitted with the application IPA will be unable to finalise your assessment.
- We encourage you to speak to your IPA Divisional Office if you require clarification of your eligibility for membership or assistance with any aspect of this application process.