

APPLICATION FOR CONFIRMATION OF ELIGIBILITY TO ENROL FOR 2012 PAS/PCE

IMPORTANT DATES

Please read the following information before completing the attached application form. This information will assist you to ensure your eligibility. An incomplete or incorrect application for confirmation of eligibility may result in delays.

Your application for confirmation of eligibility to enrol in the 2012 PAS/PCE programme must be received by NZICA no later than 12 December 2011.

Provided that your application is received by 12 December 2011 it will be processed by the deadline to complete enrolment of 31 January 2012. If your application is not received by 12 December 2011 you may be unable to sit PAS/PCE in 2012.

If you are eligible to enrol in the PAS/PCE programme, NZICA will send you an email confirming your eligibility.

ELIGIBILITY CRITERIA

To be eligible to undertake PAS/PCE:

- a) You must be a current provisional member of the CA College.
- b) You must have passed PCE 1 or the Foundations Programme.
- c) You must have **completed 12 months full-time (or full-time equivalent) specified practical experience** by 1 April 2012 (confirmed by your mentor), following completion of the ACA or CA academic requirements, and
- d) You must be employed in an ATO, with a registered mentor, throughout the duration of the PAS/PCE programme.

DISPENSATION CRITERIA

You may be considered for a dispensation from the requirement to have 12 months of specified practical experience by 1 April 2012 if you have completed 6 months full-time (or full-time equivalent) specified practical experience by 1 April 2012 and can provide evidence of:

- (i) Several years of senior level accounting experience; or
- (ii) At least 2 years accounting experience in an ATO by 1 April 2012; and
- (iii) A letter of support from your employer.

2012 PAC/PCE ONLINE ENROLMENT

To enrol in the 2012 programme, you must complete your provisional enrolment online (update profile and issue invoice) by no later than 12 December 2011. Do not wait for confirmation of your eligibility from NZICA before enrolling online. To enrol please visit <http://www.nzica.com/PASenrol.aspx>. Your enrolment will be complete when your confirmation of eligibility has been verified and your fee receipted (deadline 31 January 2012).

NOT ELIGIBLE?

If you do not meet the eligibility criteria you will not be eligible to enrol in the 2012 PAC/PCE programme. If you are not employed in an ATO with a registered mentor at the commencement or for the duration of the PAS/PCE programme your eligibility may be revoked.

FURTHER INFORMATION

Contact details for enquiries and NZICA's postal address are below:

CUSTOMER SERVICE CENTRE

New Zealand Institute of Chartered Accountants
Tower Building
50 Customhouse Quay
PO Box 11 342
Wellington 6142

Phone: 64-4-474-7840 or 0800 469 422
Fax: 64-4-473-6306
Email: customer@nzica.com
Website: www.nzica.com

APPLICATION FOR CONFIRMATION OF ELIGIBILITY TO ENROL FOR 2012 PAS/PCE

This application should be completed in order to apply for confirmation of your eligibility to enrol in the PAS/PCE programme. Your application must be received by NZICA by no later than 12 December 2011. If your application form is not received by 12 December 2011 you may not be able to sit PAS/PCE in 2012.

To enrol in the PAS/PCE programme please visit <http://www.nzica.com/PASenrol.aspx> and complete provisional enrolment no later than 12 December 2011. Do not wait for confirmation of eligibility from NZICA before emailing your enrolment form to Prep.

All sections of the application must be completed by you or (section 4) by your mentor.

1 PERSONAL DETAILS – PLEASE USE BLOCK LETTER

First / Given Name	Surname/Family Name
Email	NZICA ID
Position Title	
Current Employer	
Business Address	<input type="checkbox"/> (*if this is your preferred contact address)
	<input type="checkbox"/> (*if this is your preferred billing address)
	Postcode
City/Town	Country (other than NZ)
Telephone	Fax
Home Address	<input type="checkbox"/> (* if this is your preferred contact address)
	<input type="checkbox"/> (*if this is your preferred billing address)
	Postcode
City/Town	Country (other than NZ)
Telephone	Fax

2 Completion of PCE 1/Foundations programme

- I passed PCE 1/ Foundations programme in _____ (enter month and year) **OR**
 I am currently enrolled in the Foundations programme.

3 Official Academic Transcript

(Please note: If you are a Provisional CA member you are not required to complete section 3).

- I have attached a certified copy or original official academic transcript with my application for provisional membership **OR**
 I will complete study in semester 2 to satisfy NZICA's academic requirements and confirm that I will forward a certified copy or original official academic transcript to NZICA by 12 December 2011.

Please note: Original copies of transcripts will be returned to applicants when forwarding transcripts to NZICA please ensure you indicate your NZICA ID.

4 Specified Practical Experience

I completed the following specified practical experience after completing the academic requirements for the ACA or CA College and the general practical experience requirement.

Position(s) held	From	To	Employer/ATO	Registered Mentor
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

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5 Your registered mentor

Who is your current mentor? _____
First name Surname

Are you a near relative of your mentor? Yes No

The following declaration must be signed by your current registered mentor, who must be a:

- Full and current member who has registered mentor status with NZICA, or a
- Full and current member of an overseas accounting body affiliated with IFAC (International Federation of Accountants), who has registered mentor status with NZICA.

DECLARATION BY MENTOR

I, _____
First name Surname

declare that the above applicant will have completed a minimum of 12 months full-time (or full-time equivalent) specified practical experience by 1 April 2012.

NZICA ID _____ Date mentor status approved _____

Signature: _____ Date: _____

Note to Mentor: For further information on the PAS/PCE programme, please refer to the 2012 PAS/PCE Information Booklet available on NZICA's website www.nzica.com

6 DECLARATION BY APPLICATION (TO BE COMPLETED BY YOU)

The information you have provided in this application form is covered by this declaration. A false or misleading declaration will constitute a breach of the Institute's Code of Ethics.

I, _____
First name Surname

declare the above information is true and correct.

Signature _____ Date _____

NZICA USE ONLY			
	Y	N	Date
Provisional CA			ACA academics completed
PCE 1 or Foundations completed			CA academics completed
12 months SPE by 1 April 2012.			GPE end date
			Mentor approval date
			ATO approval date
			SPE start date
Notes:			