

APPLICATION FOR ADMISSION AS A PROVISIONAL MEMBER

The Information Notes attached to this form will assist you in completing your application. Please read them carefully.

1 CHOICE OF COLLEGE (See Information Note 1)

- Chartered Accountants
 Associate Chartered Accountants
 Accounting Technicians

Reciprocal

Overseas accounting body: _____

Membership Number: _____

(Reciprocal applicants do not need to complete sections 3 and 5)

2 PERSONAL DETAILS – please use capital letters (See Information Note 2)

Your name as entered here will appear on any certificates awarded by the New Zealand Institute of Chartered Accountants.

First / Given Name	Preferred First Name (if different to formal)
Surname / Family Name	Title (Mr/Mrs/Ms/other)
Previous name (if applicable)	Date of Birth
Current Employer	
Position Title	

Business Address	<input type="checkbox"/> (tick if this is your preferred mailing address)	<input type="checkbox"/> (tick if this is your preferred billing address)
		Postcode
City / Town		Country (other than New Zealand)
Telephone		Cellphone
Email		Fax

Home Address	<input type="checkbox"/> (tick if this is your preferred mailing address)	<input type="checkbox"/> (tick if this is your preferred billing address)
		Postcode
City / Town		Country (other than New Zealand)
Telephone		Cellphone
Email		Fax

Alternative Address	<input type="checkbox"/> (tick if this is your preferred mailing address)	<input type="checkbox"/> (tick if this is your preferred billing address)
		Postcode
City / Town		Country (other than New Zealand)
Telephone		Cellphone
Email		Fax

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3 ACADEMIC QUALIFICATIONS (See Information Note 3)

Name of Qualification(s)

Awarding Tertiary Institution

Date Qualification(s) Awarded / /

4 BANKRUPTCY, CRIMES, OFFENCES AND DISCIPLINARY ACTION (See Information Note 4)

Please read information note [4] before answering these questions

YES

NO (please tick)

Have you ever been convicted of any crime or offence punishable by fine or imprisonment (which would be recorded on a criminal or traffic report issued by the Ministry of Justice) or are there any charges pending?

Are you, or have you ever been, adjudged bankrupt or made an assignment for the benefit of your creditors?

Are you, or have you ever been, subject to disciplinary proceedings by a statutory, professional, or other body (including the New Zealand Institute of Chartered Accountants) in respect of your professional capacity?

Are you, or have you ever been, subject to disciplinary proceedings by a tertiary education institution?

5 REGISTERED MENTOR (See Information Note 5)

Registered Mentor

Institute Number

Mentor's Place of Employment

Date Mentoring Relationship Commenced

Is your Mentor a near relative?

YES

NO (please tick)

6 DECLARATION (See Information Note 6)

I declare that

(insert name)

- The information provided in this application is true and correct.
- I will be bound by the Rules now in force or hereafter voted into existence and by the Code of Ethics now in force or amended from time to time by the Council of the New Zealand Institute of Chartered Accountants.
- I authorise the New Zealand Institute of Chartered Accountants to lawfully obtain at any time, from any person or entity, any information about me that the New Zealand Institute of Chartered Accountants considers necessary or desirable to obtain in order to process this application and to service and maintain my membership, and I authorise any such person or entity to release this information to the New Zealand Institute of Chartered Accountants.

Signed

Date / /

7 PROVISIONAL MEMBERSHIP APPLICATION FEE (See Information Note 7)

Cheques should be made payable to "Institute of Chartered Accountants of New Zealand" in NZ dollars. The four credit cards below are acceptable for payment. Please enter details below.

CREDIT CARD PAYMENT DETAILS

AMEX

MASTERCARD

VISA

DINERS

Card Expiry Date: /

Card Number:

Cardholder's Name:

Cardholder's Signature:

Amount Paid: \$

Any variation to the total amount due please explain:

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INFORMATION NOTES

GENERAL INFORMATION

Application Process

Use this form if you are applying for provisional membership. Please use blue or black ink, and write in block letters.

Consideration of your application can take up to 4 weeks. Please provide as much relevant information as possible. An incomplete application will not be considered until all the required information and documentation has been received.

Applicants with overseas qualifications that have not been recognised by the New Zealand Institute of Chartered Accountants should complete an application for Recognition of Overseas Study. The application form can be downloaded from the Institute's website (www.nzica.com)

Privacy Act

The information provided on this form will be used by the New Zealand Institute of Chartered Accountants to:

1. Process and assess this application
2. Maintain the membership database
3. Enable the New Zealand Institute of Chartered Accountants to carry out its various functions under the Institute of Chartered Accountants of New Zealand Act 1996 and the Rules of the Institute of Chartered Accountants, which may involve disclosure to other agencies for those purposes
4. Keep you informed about products and services that may be of interest to you, which may involve disclosure to selected agencies authorised by the New Zealand Institute of Chartered Accountants
5. Communicate with you and target professional development initiatives.

Provisional Membership

There are four components to the requirements for admission to full membership of each College of the New Zealand Institute of Chartered Accountants:

- academic study
- practical experience
- assessment of professional competence
- proof of good character and standing.

You should apply for provisional membership when you have satisfied the academic requirements and have begun, or are about to begin, completing the practical experience requirements. You must be a provisional member before you can apply to sit the Foundations Programme. Contact Registry Services Helpdesk for full details of membership requirements.

NOTE 1 – CHOICE OF COLLEGE

Indicate the College you wish to enter.

NOTE 2 – PERSONAL DETAILS

Please provide business and home addresses. An alternative address can also be provided if appropriate. If any of these details change, you should advise Registry Services Helpdesk immediately to avoid any delay in receiving information and goods. Your name as entered here will appear on any certificates awarded by the New Zealand Institute of Chartered Accountants.

NOTE 3 – ACADEMIC QUALIFICATIONS

You must submit a current official academic transcript and, if applicable, evidence that you have completed a Bachelor's degree with your application. These documents must be the originals or photocopies certified by a solicitor or Justice of the Peace. Uncertified photocopies will not be accepted. If any of your academic transcripts are in a name different from that which you now use, please supply official documentation, eg. Deed poll documentation or marriage certificate.

The current academic requirements for the Colleges are:

College of Chartered Accountants

A four year recognised programme of degree-level study at a New Zealand Institute of Chartered Accountants-approved tertiary institution.

College of Associate Chartered Accountants

A bachelor's degree awarded by a New Zealand Institute of Chartered Accountants' approved tertiary education institution either:

- a) with an accounting major
- or
- b) including (or as additional) required accounting and business courses.

College of Accounting Technicians

Two years of full-time equivalent tertiary study, comprising one of:

- i. the New Zealand Diploma in Business (with specified topic coverage), or
- ii. the National Certificate in Business Studies (in accounting), or
- iii. the National Diploma in Accounting, or
- iv. degree-level study at a New Zealand Institute of Chartered Accountants-approved tertiary education institution (with specified topic coverage), or
- v. study deemed by the New Zealand Institute of Chartered Accountants as comparable to (i).

NOTE 4 – BANKRUPTCY, CRIMES, OFFENCES AND DISCIPLINARY ACTION

A positive answer to any of the questions in this section will not automatically result in a declined application. Each case will be considered individually on its merits. The New Zealand Institute of Chartered Accountants will keep details given in this section confidential.

If you have been convicted of any offence (including traffic offence) in New Zealand or any other jurisdiction, please provide a copy of your criminal record. In New Zealand this information can be obtained from:

The Privacy Assistant

Privacy Unit, Ministry of Justice, National Office

PO Box 2750

Wellington

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INFORMATION NOTES

Please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing a copy of your criminal record. The relevant application form and information form can be downloaded at www.justice.govt.nz.

If you have ever been adjudged **bankrupt** please provide a copy of the bankruptcy notice from the Official Assignee and a Discharge of Bankruptcy notice (if applicable).

If you have made an assignment for the benefit of your creditors please provide appropriate documentation.

If you have been subject to **disciplinary proceedings** by a:

- Tertiary institution or any other regulatory body
- Statutory body
- Professional or other body

please provide detailed information.

NOTE 5 – REGISTERED MENTOR

If you have already commenced your specified practical experience (SPE) or have been assigned a mentor, then please complete this section.

SPE may commence only after you have completed the academic component **and** have completed **12** months of full-time equivalent general practical experience.

SPE must be completed under the guidance of a mentor registered with the New Zealand Institute of Chartered Accountants.

Candidates seeking membership of the College of Chartered Accountants must complete their SPE in a New Zealand Institute of Chartered Accountants-approved training organisation (ATO).

The New Zealand Institute of Chartered Accountants *Code of Ethics* defines that a “near relative” includes:

- a spouse or spouse equivalent;
- b minor child or person to whom a member has a parental relationship;
or
- c any other close relative who is financially dependent on the member; or on the spouse or spouse-equivalent of the member; or on whom the member is financially dependent.

NOTE 6 – DECLARATION

The information you give in the application form is covered by the declaration. The Code of Ethics is enforced by disciplinary powers based on the Institute of Chartered Accountants of New Zealand Act 1996 and the Rules of the New Zealand Institute of Chartered Accountants.

NOTE 7 – FEES

The current application fee for provisional membership may be found in the “Application Fee Schedule” on the New Zealand Institute of Chartered Accountants’ website. The application fee is non-refundable. Payment must accompany your application.

Once you have been admitted to provisional membership you will be invoiced for the membership subscription on a pro rata basis. Refer to the New Zealand Institute of Chartered Accountants’ website for further details on the annual membership subscription.

CHECKLIST

In order that your application may be processed quickly, please ensure that you have included the following with your application, where applicable:

- Certified copy of your academic transcript and academic qualifications e.g. degree or diploma certificate
- Deed poll /marriage certificate (if relevant, see Note 3)
- Ministry of Justice criminal and traffic report, and/or discharge of bankruptcy notice, if applicable (refer Note 4)
- Application fee

RETURN ADDRESS

Please send your completed application to:

Registry Services Helpdesk
New Zealand Institute of Chartered Accountants
7th Floor, Tower Building
50 Customhouse Quay
PO Box 11342
Wellington 6142

FURTHER INFORMATION

For further information on the admission requirements for provisional membership (including details of academic requirements) or the application process please contact us on:

Registry Services Helpdesk
Tel: 00 64 4-474 7840
Fax: 00 64 4-473 6303
Email: registry@nzica.com
Website: www.nzica.com