

NOTIFICATION OF MENTORING RELATIONSHIP OR EMPLOYMENT IN ATO

Use this form to notify the New Zealand Institute of Chartered Accountants of the details of your current mentoring relationship and/or that you are employed in an ATO. Also use the form to notify the New Zealand Institute of Chartered Accountants if you change your mentor and/or ATO.

This form is optional. However, it allows the New Zealand Institute of Chartered Accountants to contact you if there are any changes to the status of your ATO or mentor, which may impact upon your eligibility for admission.

The New Zealand Institute of Chartered Accountants will **not** use this form to confirm or verify details of your specified practical experience – you must maintain your own records.

1 PERSONAL DETAILS

First/Given Name	Surname/Family Name
Email	
Institute No	
Position title	
Current employer	
Preferred postal address	
	Post code
City / town	Country (if other than New Zealand)
Telephone	Fax

2 REGISTERED MENTOR / ATO DETAILS

Mentor's First/Given Name	Surname/Family Name
Institute Number	
Date mentor registered with New Zealand Institute of Chartered Accountants	
ATO name (Chartered Accountants and Associate Chartered Accountants)	
ATO approval / renewal date (Chartered Accountants and Associate Chartered Accountants)	
Date mentoring relationship commenced / will commence	

3 PREVIOUS REGISTERED MENTOR / ATO DETAILS (if applicable):

Previous mentor's First Given Name	Surname/Family Name
Name of previous ATO (Chartered Accountants and Associate Chartered Accountants)	
Date previous mentoring relationship ended	
Signed	Dated

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INFORMATION NOTES

Provisional members are required to have a mentor who is registered with the New Zealand Institute of Chartered Accountants for the full period of their **specified practical experience**. A mentor must be registered with the New Zealand Institute of Chartered Accountants by formal application. A mentor application form may be downloaded from the New Zealand Institute of Chartered Accountants' website at www.nzica.com

Provisional members of the College of Chartered Accountants and the College of Associate Chartered Accountants must also be employed in an approved training organisation (ATO) for the period of their specified practical experience. An ATO application form may be downloaded from the Institute's website.

If, to meet the New Zealand Institute of Chartered Accountants' ATO requirement, you have completed your specified practical experience in an Institute of Chartered Accountants of Scotland authorised training office (ICAS – ATO) or Institute of Chartered Accountants of England and Wales authorised training organisation (ICAEW – ATO), please indicate this in section 2 of the application form. The New Zealand Institute of Chartered Accountants will confirm with ICAS or ICAEW (as appropriate) whether that organisation meets the requirement.

If, to meet the New Zealand Institute of Chartered Accountants' mentoring requirement, you have completed your specified practical experience with an ICAS counselling member or ICAEW counsellor or member responsible for training, please indicate this in section 2 of the application form. The New Zealand Institute of Chartered Accountants will confirm with ICAS or ICAEW (as appropriate) whether that individual meets the requirement.

Practical experience gained before having a registered mentor, or before your employer becomes an ATO (CA or ACA only), will be considered as **general practical experience** only.

Please inform the New Zealand Institute of Chartered Accountants if you change your mentor and/or ATO. When you change your mentor, an "interim" mentor's report must be completed. Please retain this "interim" report and submit it with your application to transfer to full membership.

If you also require information on whether your mentor and/or employer is registered, then please contact Registry Services Helpdesk at the details below.

On completion please return to:

Registry Services Helpdesk
New Zealand Institute of Chartered Accountants
PO Box 11 342
Wellington
NEW ZEALAND
Telephone +64 04-474 7840
Email registry@nzica.com
Website www.nzica.com