

## GUIDANCE NOTES FOR CPA AUSTRALIA MEMBERS APPLYING FOR CIPFA MEMBERSHIP

You should refer to these notes before completing the Institute's Application for Election to Membership Form.

### Introduction

In June 2007 CIPFA and CPA Australia entered into a Mutual Recognition Agreement to further develop the relationship between the two bodies and establish guidelines on how qualified members can gain reciprocal membership.

CIPFA has agreed to admit CPA Australia members in the status of Chartered Public Finance Accountant and use the designatory letters CPFA provided they have:

- a) completed the CPA program; and
- b) gained three years relevant work experience recognised by CIPFA.

CIPFA is not obliged to admit as its member any member of CPA Australia who is the member of CPA Australia by virtue of an MRA or any other mutual recognition arrangement with another professional body.

### Section A1

Applicants are required to give the date they became a CPA Australia member, their membership number, and a CV which evidences their work experience.

### Section A2 (a) and (b)

Applicants should be aware of these documents which, if their application for membership is approved they are required to observe. These documents are available from the CIPFA website.

### Section A2 (d)

With regards to Continuing Professional Development (CPD) CIPFA requires all members to register in its scheme and annually confirm participation by completing and returning a Statement of Declaration. If you are asked by CIPFA to provide evidence of your CPD activities, paperwork from a recognised professional body, CPA Australia will be accepted in place of CIPFA's paperwork.

Full details of the CIPFA CPD scheme are available on the CIPFA Learning Centre at [www.cipfa.org.uk/clc](http://www.cipfa.org.uk/clc). Once elected, members have full access to the password protected areas of the website.

### Section A3

For applications submitted during 2009 a £140.00 application fee **must** accompany the application form. Applications will not be submitted to Council or Board if the fee has not been received.

### Section A4

Applicants must accept that a condition of CIPFA membership is that they retain membership of CPA Australia.

### Section A5

A condition of CIPFA membership is that applicants must accept and agree that CPA Australia and CIPFA will share information regarding your membership for the purposes of managing those memberships, which will include:

- (a) Allowing CPA Australia and CIPFA to verify that the applicant is a financial member of good standing of the other body (either at the time of application or at any time during the term of the MRA) and has met the entry requirements;
- (b) Ensuring that the member has retained membership of his/her "original" professional body;
- (c) Conducting analysis of the members availing themselves of the terms of the MRA; and
- (d) Providing information about any professional conduct issues concerning the member.

### Section A6

Applicants must sign and date this section as a declaration that they have read, understood and agree to these statements.

### Section B

Each question must be answered. If 'yes' is answered to any of the three questions within this section, details must be supplied. Applications will then be referred to the Investigations Committee to assess the impact upon the application.

### Section C

Must be completed as stated in the application.

### Section D

Please complete with your current employment details.

### Other Information

#### Submission schedule

Applications can be approved at any of the below meetings. Once completed, the original application form must be returned to the Membership department *at least ten days prior* to the meeting.

#### **Council**

8 December 2010

14 April 2011

23 June 2011

#### **Members & Students Development Board**

17 February 2011

5 May 2011

#### 2010 Annual Subscriptions

On acceptance into membership the subscription fee below will be payable to cover the period of membership up to 31 December.

	<b>2010</b>	<b>2011</b>
• Applications approved prior to 30 June	£280.00	£285.00
• Applications approved between 1 July and 31 December	£140.00	£142.50

#### Membership Certificate

Shortly after acceptance into membership a CIPFA membership certificate will be sent to the applicant.

Please note that the information given on the application form will be used by CIPFA to administer and manage your membership and will be held on our database. From time to time we may send you information regarding CIPFA Group products and services, but CIPFA will not sell or pass on your details to third parties without your consent.