

**APS 12 Statement of Financial Advisory Service Standards  
Notification Form - Clause 22**

A requirement for APS 12 is notifying The Institute of the following:

**22. Notification.**

**22.1** *Members must notify the Institute of Chartered Accountants in Australia (the Institute) when they:*

- **Commence the holding of an *AFS Licence*;**
- **Cease to hold an *AFS Licence*;**
- **Become a *Representative/Authorised Representative* of an *AFS Licensee*;**  
or
- **Cease as a *Representative/Authorised Representative* of an *AFS Licensee*.**

**This must be done as soon as possible, but no later than the return of their annual membership renewal.**

**22.2** *Members must provide the full name of the *AFS Licensee* and the *AFS Licence* number and the effective date of the change as part of the notification required under Clause 22.1.*

Institute Member Id: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Australian Financial Services (AFS) Licence Number: \_\_\_\_\_

Full name of ASF Licence Holder: \_\_\_\_\_

**Please complete and ✓ as appropriate:**

Date: \_\_\_\_\_  Commenced/  Ceased holding an AFS Licence

Date: \_\_\_\_\_  Became/  Ceased as a Representative/  
Authorised Representative

Representative/ Authorised Representative Number: \_\_\_\_\_

**Please return to Special Interest Coordinator by fax to: 02 9262 1310**