

**Application by a member for an
Exemption from holding a current Certificate of Public Practice**



Please fill in your member ID, if known (please use a BLACK pen)

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Please complete **ALL** the sections (1 – 3) below, and return the application with payment to the Institute's office (see page 2 for contact details). **Please print in BLOCK LETTERS.**

Section 1 – Personal details

Title Mr Mrs Miss Ms Dr

Given name/s (in full)

Family name Preferred name

Date of birth
Day Month Year

Section 2 – Contact details

1. Personal contact details

Street address

State Postcode Country

PO Box address

State Postcode Country

Email (home)

Phone (home) Fax (home)

Mobile

2. Business contact details

Company name

Position in company

Street address

State Postcode Country

PO Box address

State Postcode Country

Email (work)

Phone (work) Fax (work)

3. Preferred contact details

Postal address: Home street address Home PO Box address
 Business street address Business PO Box address

Email address: Home Business

The Institute of Chartered Accountants in Australia
Exemption from holding a current Certificate of Public Practice

Section 3 – Declaration

I,

am applying for an exemption from holding a Certificate of Public Practice with the Institute of Chartered Accountants in Australia as I hold a Practising Certificate with CPAA. **(Please find attached confirmation of my current status from CPAA.)**

- I recognise that if granted this exemption my firm will then:
- > Not be compliant with R9/1205; and consequently
 - > Not be entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo
- I undertake to advise the Institute of any variation in my status as a CPAA member holding a Practising Certificate.

Applicant's signature

Date

• •

Day Month Year

Section 4 – Submitting your application form

Application form

Please submit your completed application to:

Mail	Customer Transactions Team The Institute of Chartered Accountants in Australia GPO Box 9985, Sydney 2001 Australia
Fax	+61 2 9262 1298
Email	service@charteredaccountants.com.au
In person	
ACT	L10, 60 Marcus Clarke Street, Canberra
NSW	33 Erskine Street, Sydney
Qld	L32, Central Plaza One, 345 Queen Street, Brisbane
SA	L11, 1 King William Street, Adelaide
Vic	L3, 600 Bourke Street, Melbourne
WA	Ground Floor, BGC Building, 28 The Esplanade, Perth

For further enquiries or additional information please contact the Chartered Accountants Service Centre on:

Web	charteredaccountants.com.au
Phone	
Australia	1300 137 322
Overseas	+61 2 9290 5660
Email	service@charteredaccountants.com.au
Fax	+61 2 9262 1298

Privacy statement

The Institute of Chartered Accountants in Australia respects the privacy of individuals and acknowledges that the information you provide on this form is 'personal information' as defined by the Commonwealth *Privacy Act*. The information is being collected for the purpose of processing your application. The provision of this information is voluntary, but if it is not provided the Institute may be unable to process your application. If your application is successful, the information will also be used for the purposes listed in the Institute's privacy policy – a copy of which is at charteredaccountants.com.au/A116990340

ABN 50 084 642 571 The Institute of Chartered Accountants in Australia Incorporated in Australia Members' Liability Limited. 1208-01_09