

# Independence declaration

I (full name)  membership no

in acting as a Focus Session Leader (FSL) for the Institute of Chartered Accountants in Australia (Institute) agree to:

- abide by the module administration timetables, specified duration of focus sessions and recording requirements for candidate assessments
- accept payment terms as agreed
- not use any of the materials for any purpose other than those expressly outlined by the Institute for the Chartered Accountants Program. This includes, but is not limited to:
  - only using the material provided to me by the Institute to assist with the delivery of the Chartered Accountants Program focus session(s) to which I am assigned
  - not using the materials for any other purpose, including not using them to provide additional assistance to any candidates or to deliver other Institute products or programs, nor allowing the materials to be used by any other parties
- ensure that all materials provided are kept strictly confidential and appropriate security arrangements are put in place to facilitate this
- abide by the copyright regulations as outlined in the FSL notes
- not use my role as a FSL to recruit and/or encourage any candidate to leave their firm
- either destroy or return all materials to the Institute upon completion of the focus sessions.
  
- I declare I have no conflicts of interest with my role as a focus session leader in the Chartered Accountants Program.

Signature  Date

This declaration must be signed and returned to the Institute to confirm your agreement to abide by the conditions of acting as an FSL as outlined above and as detailed in the FSL notes provided for each module. Unauthorised use of the FSL materials will result in your appointment being terminated and this breach of agreement may be referred to the Institute's Professional Standards Division for disciplinary action.

If you have any concerns or queries about the requirements outlined, please email [denise.naidu@charteredaccountants.com.au](mailto:denise.naidu@charteredaccountants.com.au).