

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



Please fill in your Identification Number, if known (please use a BLACK pen)

Grid for Identification Number

Please complete ALL the sections (1 – 5) 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

Form for Section 1: Personal details including Title, Given name/s, Family name, Preferred name, and Date of birth.

Section 2 – Contact details

1. Personal contact details

Form for 1. Personal contact details including Street address, PO Box address, Email (home), Phone (home), Fax (home), and Mobile.

2. Business contact details

Form for 2. Business contact details including Company name, Position in company, Street address, PO Box address, Email (work), Phone (work), and Fax (work).

3. Preferred contact details

Form for 3. Preferred contact details including Postal address and Email address options.

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

### Section 3 – Consent of employer

If you are qualified as both a Chartered Accountant and CPA, and are commencing practice as a CPA while currently employed in a Chartered Accountants firm, you are required to include a 'Letter of consent' from your employer with this application.

### Section 4 – 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.

- 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 Public Practice Certificate (PPC)
- I consent for the Institute to periodically check with CPAA to confirm I continue to hold a PPC.

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/privacy\\_policy](http://charteredaccountants.com.au/privacy_policy)

Applicant's signature

Date

### Section 5 – Checklist

Please attach the following to this application:

- Confirmation of current status from CPA Australia
- Firm letterhead
- 'Letter of consent' from your employer if Section 3 is applicable.

### Section 6 – 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
In person	
ACT	L10, 60 Marcus Clarke Street, Canberra
NSW	33 Erskine Street, Sydney
Qld	L32, Central Plaza One, 345 Queen Street, Brisbane
SA	Westpac Building, L29, 91 King William Street, Adelaide
Vic	L3, 600 Bourke Street, Melbourne
WA	Ground Floor, BGC Building, 28 The Esplanade, Perth

OR

Submit  
by  
email

Click the 'Submit by email' button to email this form to [service@charteredaccountants.com.au](mailto:service@charteredaccountants.com.au)

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

Web	<a href="http://charteredaccountants.com.au">charteredaccountants.com.au</a>
Phone	
Australia	1300 137 322
Overseas	+61 2 9290 5660
Email	<a href="mailto:service@charteredaccountants.com.au">service@charteredaccountants.com.au</a>
Fax	+61 2 9262 1298

ABN 50 084 642 571 The Institute of Chartered Accountants in Australia Incorporated in Australia Members' Liability Limited. FORMS\_CT-09 (08/11)