

Chartered Accountants Leadership Academy Subscription Form – Company

How to subscribe

Return this completed subscription form by fax, post, email **or** by simply 'clicking' on the red **Submit Form** button at the bottom of page 3.

Post Institute of Chartered Accountants in Australia
GPO Box 9985, Sydney NSW 2001

Fax 02 9262 4841

Email service@charteredaccountants.com.au

Your company must be incorporated or have its primary place of business in Australia for you to register as a company user.

i For further information or assistance, please contact the Institute Customer Service Centre on **1300 137 322** or email leadership.academy@charteredaccountants.com.au

The Institute of Chartered Accountants in Australia. ABN 50 084 642 571

Note: This document becomes a tax invoice upon payment.

1. Please complete your company details

Legal Entity Name

Trading Name

ABN/ACN

Address

Town/ city

State Postcode

Country

Is the company an Institute of Chartered Accountants in Australia Chartered Accounting Firm?

Yes No

2. 'Subscription contact' within the company

Please nominate your HR representative or Training Manager as your Chartered Accountants Leadership Academy subscription contact.

Identification Number (if applicable)

Email

First name

Surname

Position

Phone

Fax

Mobile

3. List of 'users' to register

Please list below the names and details of **ALL** the users to register from your company (**a minimum of four required**).

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

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3. List of 'users' to register (continued)

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

Identification Number (if applicable)

Email

First name

Surname

DOB

Position

Phone

Choice of package (please tick one) Gold Platinum

4. Select your package

Gold – Company

	Member	Number Non- of users	Non- member	Number of users	Total \$
4 – 24 people (PDLAG211)	<input type="checkbox"/> \$940	x <input type="checkbox"/>	<input type="checkbox"/> \$1,081	x <input type="checkbox"/>	= <input type="text"/>
25 – 49 people (PDLAG311)	<input type="checkbox"/> \$880	x <input type="checkbox"/>	<input type="checkbox"/> \$880	x <input type="checkbox"/>	= <input type="text"/>
50+ people (PDLAG411)	<input type="checkbox"/> \$800	x <input type="checkbox"/>	<input type="checkbox"/> \$800	x <input type="checkbox"/>	= <input type="text"/>

Platinum – Company

4 – 24 people (PDLAP211)	<input type="checkbox"/> \$2,090	x <input type="checkbox"/>	<input type="checkbox"/> \$2,403.50	x <input type="checkbox"/>	= <input type="text"/>
25 – 49 people (PDLAP311)	<input type="checkbox"/> \$1,947	x <input type="checkbox"/>	<input type="checkbox"/> \$1,947	x <input type="checkbox"/>	= <input type="text"/>
50+ people (PDLAP411)	<input type="checkbox"/> \$1,848	x <input type="checkbox"/>	<input type="checkbox"/> \$1,848	x <input type="checkbox"/>	= <input type="text"/>

Total amount payable \$

All prices quoted is in \$AUS and include GST.

5. Conflict of Interest Check

Deloitte is a content provider for the Chartered Accountants Leadership Academy, as a result, you will need to provide answers to the following questions which will be used by Deloitte to perform a conflict of interest check. This is a legislated obligation and we cannot proceed with your subscription until this check has been satisfied with Deloitte.

Auditor

Is either your organisation, its parent companies, shareholders, or it's ultimate parent company (where applicable) audited by Deloitte?

Yes No → (If 'yes', please list below)

Ownership

Does your organisation have any shareholders with greater than 20% interest?

Yes No → (If 'yes', please list below)

1. Parent Shareholder name

 ABN/ACN Shareholding (%)

2. Parent Shareholder name

 ABN/ACN Shareholding (%)

3. Parent Shareholder name

 ABN/ACN Shareholding (%)

Disclaimer

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6. Payment details

Please pay by: Cheque (payable to the Institute of Chartered Accountants in Australia)
 Chartered Accountants American Express
 Amex Visa MasterCard Diners

Card holder name

Card number

Expiry date

Card holder signature

7. Terms & conditions

I have read and agree to the Terms & Conditions listed below and to the full terms and conditions listed on our website.

For full terms and conditions see our website
charteredaccountants.com.au/leadershipacademy

Payments

The Institute of Chartered Accountants does **not accept cash** payments. Payment methods accepted include cheque, EFTPOS and credit cards. A dishonour fee of **\$25** will be charged for each cheque that is not cleared or honoured by the bank or financial institution.

By submitting this form to the Institute of Chartered Accountants in Australia you acknowledge that you agree to the Terms & Conditions.

What happens next?

If you satisfy the conflict of interest check, a confirmation email will be sent to each registered user noted on this form after payment has been processed.

This email will include:

- > Login information
 - > Commencement date of your subscription
 - > How and where to access the Chartered Accountants Leadership Academy.
- The tax invoice will be sent to the subscriber company contact.

If the conflict of interest check was unsuccessful, a Business Manager from the Institute of Chartered Accountants will contact you to discuss.

Duration

Each subscription will be for a period of 12 months. See commencement date in confirmation email.

Cancellation and transfer policy

A company subscription can only be transferred to another nominated party within your company via a written request to your Institute Business Manager by the company contact. Refund requests will be accepted only if written notification is received from the company contact and will be considered on a case by case basis. Refunds will be provided as a pro-rata of the annual subscription amount.

Content

The Institute reserves the right to change content and pricing of the Chartered Accountant Leadership Academy without notification.

CPE Hours

You can accrue CPE hours for all the time spent training in the Chartered Accountants Leadership Academy. Your Chartered Accountants Leadership Academy profile will provide you with your up to the minute Leadership Academy usage. The Institute will update your Leadership Academy accrued CPE hours on a quarterly basis, or you can update your own records at your convenience. Only the registered individual can accrue CPE hours.

Submit >

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/privacy_policy 0811-21