

New Zealand

Application for Admission as a Provisional AT Member via Experience pathway

Use this form if you are applying for **provisional Accounting Technician (AT) membership** via Experience pathway.

Provisional AT members cannot offer accounting services to the public (including bookkeeping).

If you are unsure if this applies to your circumstances, please contact us before you apply.

Full AT members can offer accounting services to the public up to a pre-determined threshold. For further information please refer to our website.

Please submit the your completed application to assessment@charteredaccountantsanz.com

Please read the **Guide** attached to the back of this form (pages 7-8) to assist you in completing your application.

Section 1 – Applicant’s details

Title Mr Mrs Miss Ms Other (please specify)

Given name/s (in full) Surname

Preferred name Previous surname (if applicable)

Date of birth / /
(DD/MM/YYYY) Gender Male Female

Home contact details Preferred mailing address Preferred billing address

Street address

Town/City Postcode Country (other than NZ)

Phone Mobile

Email Preferred email

Business contact details (if applicable) Preferred mailing address Preferred billing address

Street address

Town/City Postcode Country (other than NZ)

Phone Mobile

Email Preferred email

Section 2 – Employment history

List your Accounting Technician or relevant work history in chronological order with the most recent first (**Note:** If insufficient space, copy this page and attach to this form).

Current employment

Company name

Position title

Commencement of employment

(MM/YYYY)

=

years

months

Key responsibilities, activities undertaken, major achievements and/or projects.

Previous employment

Company name

Position title

Duration of employment

(MM/YYYY)

to

(MM/YYYY)

=

years

months

Key responsibilities, activities undertaken, major achievements and/or projects.

Company name

Position title

Duration of employment

(MM/YYYY)

to

(MM/YYYY)

=

years

months

Key responsibilities, activities undertaken, major achievements and/or projects.

Company name

Position title

Duration of employment / to / = years months
(MM/YYYY) (MM/YYYY)

Key responsibilities, activities undertaken, major achievements and/or projects.

Section 3 – AT Program requirements

Once you are approved as a provisional AT member you will need to complete AT Program Course and the AT Supervised Practical Experience logbook within the required timeframe.

I confirm that I have the following:

- Referee to verify at least 5 years (60 months) of the relevant practical experience that appears on my Employment history summary.
- CA ANZ member to support me through AT Supervised Practical experience with logbook.

In addition I will:

- Enrol and complete the AT Program course. More detailed information on the AT Program course is available on our webpage: www.charteredaccountantsanz.com/become-a-member/course-descriptions/accounting-technician.

Section 4 – Bankruptcy, crimes, offences and disciplinary action

(see **Note 3** of the *Guide to the form*)

Please read **Note 3** in the *Guide to the form* (page 7) before answering the following questions:

Have you ever been before any court of law in any jurisdiction in Australia, New Zealand, or elsewhere and pleaded guilty to, or been found guilty of, any criminal offence which has not been set aside on appeal, or is a criminal charge pending against you? Yes No

Are you presently or have you ever been adjudicated bankrupt, made a compromise, composition or arrangement with your creditors or, if applying for NZ membership, been admitted to the no asset procedure under the Insolvency Act 2006 (NZ)? Yes No

Are you, or have you ever been subject to disciplinary proceedings by a statutory, professional, or other body (including Chartered Accountants Australia and New Zealand or the New Zealand Institute of Chartered Accountants) in respect of your professional capacity? Yes No

Are you, or have you ever been, subject to disciplinary proceedings by a tertiary education institution? Yes No

Section 5 – Declaration (see Note 4 of the Guide to the form)

I declare that:

- I acknowledge that in completing this form or applying for membership (as the case may be), if I am resident in, or practice the profession of accountancy in, New Zealand at any time, in addition to my Chartered Accountants Australia and New Zealand (**CA ANZ**) membership, I will also be admitted as a member of the New Zealand Institute of Chartered Accountants (**NZICA**) and subject to the regulatory requirements applicable to members in New Zealand, available [here](#).
- I have read and agree to be bound by CA ANZ's Supplemental Royal Charter, By-Laws and Regulations (and the NZICA Act and NZICA Rules to the extent they apply to me), all applicable Codes of Ethics, guidelines and any documents prescribing any ruling on the standards or practice and professional conduct, including the technical standards, as required by CA ANZ and NZICA (if applicable).
- I agree to abide by the lawful decisions of the CA ANZ Board and NZICA Regulatory Board (if applicable) and any Regional or Local Council, Professional Conduct body, Standing or other Committees or Officer of CA ANZ or NZICA (if applicable) who may, in accordance with the Supplemental Royal Charter or the By-Laws, NZICA Act or NZICA Rules (if applicable) have delegated functions or powers to make lawful decisions.
- In consideration of CA ANZ's and NZICA's (if applicable) evaluation of my suitability for CA ANZ and (if applicable) NZICA membership, I understand and agree that confirmation of my responses will be sought.
- I understand that these checks may include, but are not limited to, criminal history and verification of my qualifications and professional membership(s). If CA ANZ or NZICA collect any 'sensitive information' (as defined in applicable privacy laws) about me, I understand such sensitive information will only ever be used to the extent that it is reasonably necessary for one or more of the functions or activities of CA ANZ and/or NZICA (as applicable) or as otherwise permitted under applicable laws.

Please sign and date

Signature

Date

(DD/MM/YYYY)

Section 6 – Privacy Statement

Privacy Statement

Privacy is important to Chartered Accountants Australia and New Zealand (ABN 50 084 642 571) (**CA ANZ**), and its subsidiaries (each CA ANZ, we, us or our). We collect, use and disclose personal information about the information you provide in this application for the purpose of assessing and processing your provisional membership, for the management and administration of your provisional memberships and/or programs, for the provision of products and services to you, and to otherwise communicate with or manage our relationship with you. If you do not provide the information requested by us, we may not be able to process or complete your application for provisional membership.

We will also use and disclose personal information (including sensitive information) as set out in our Privacy Policy, available at www.charteredaccountantsanz.com/privacy. It is likely that personal information will be disclosed to overseas recipients (as provided in our Privacy Policy, including the location of those entities). Our Privacy Policy sets out how CA ANZ handles personal information including how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with.

By completing this form, unless you opt-out, you consent to us using and disclosing your personal information for promotional and marketing purposes. You can opt-out or change your communication preferences by contacting us at privacy@charteredaccountantsanz.com or on 1300 137 322 in Australia or 0800 469 422 in New Zealand.

This Privacy Statement also applies to and is adopted by the New Zealand Institute of Chartered Accountants (**NZICA**). NZICA may collect, store, use and disclose your personal information in the performance of its regulatory functions under the New Zealand Institute of Chartered Accountants Act 1996 (NZ) in accordance with this Privacy Statement.

CA ANZ is formed in Australia. Our members are not liable for our debts and liabilities.

I have read, understood and agree to CA ANZ's Privacy Policy and the important information contained in the Privacy Statement above.

Additional Provisions for EU data subjects

The following additional provisions apply to you if the (EU) 2016/679 General Data Protection Regulation (**GDPR**) applies to you. GDPR will apply to you if you are or become a resident of the member states of the EU, Norway, Iceland and Liechtenstein (**EU data subjects**).

Lawful grounds: Under the GDPR, we are permitted to process your information for the purposes described above, by relying on one or more of the following lawful grounds: (a) you have explicitly agreed that we may process your information for a specific reason; (b) the processing is necessary to perform the agreement we have with you or to take steps to enter into an agreement with you; (c) the processing is necessary for us to comply with our legal obligation; or (d) the processing is necessary for our legitimate interests, which include: (i) to protect our business interests; (ii) to ensure that complaints, including complaints about member conduct, are appropriately investigated; (iii) to evaluate, develop or improve our products and services; or (iv) to keep our members informed of relevant products and services, unless you indicate that you do not wish us to do so. We generally rely on your specific consent to process special categories of personal data (i.e., 'sensitive information'). However, in some cases (for example, relating to an alleged offence), we may need to use some of that information to comply with our legal obligations.

Withdrawing your consent: Where you have consented to our processing of your information (including special categories of personal data), you may withdraw your consent at any time. To do so, contact us using the details set out in our Privacy Policy. In some cases we may lawfully continue to process your information even after you withdraw your consent, by relying on the legal bases described above. Other important information such as transferring your personal data outside the European Economic Area information, your specific GDPR rights over your personal data and how and when we retain and destroy your personal data is explained in our Privacy Policy.

We would like to send you relevant marketing materials about our products, services, activities and events. Please tick this box if you are happy for us to send such direct marketing materials by post and electronic means. You can opt-out at any time by following the directions set out in the Privacy Statement and Privacy Policy.

Section 7 – Fees

Provisional Membership application fee: NZD\$109 (including GST)

Any variation to the total amount due, please explain below:

Once we have processed your application form, you will receive an email with an invoice for the above amount.

Please check that you have **fully completed** Sections 1-7 before you apply for provisional AT membership

Note: Consideration of your application can take up to **four** weeks.

Section 8 – Submitting your application form

Please return your completed application form to:

Email assessment@charteredaccountantsanz.com

or

Post Member Admissions and Pathways Team
Chartered Accountants Australia and New Zealand
PO Box 11342
Wellington 6011
New Zealand

For further enquiries or additional information please contact the Member Support Team on:

Email service@charteredaccountantsanz.com

Phone 0800 4 69422 or +64 4 474 7840 (outside of NZ)
9am-9pm (NZ time), Monday-Friday (excl. Public Holidays)

Website www.charteredaccountantsanz.com

Application for Admission as a Provisional AT Member via Experience pathway

Guide to the form

Please read the information in this Guide to assist you in completing your application. Please read it carefully.

Application Process

Use this form if you are applying for provisional AT membership via Experience Pathway.

Consideration of your application can take up to 4 weeks. Please provide as much relevant information as possible. An incomplete application will not be considered until all the required information and documentation has been received.

Privacy Act

The information on this form will be used by Chartered Accountants Australia and New Zealand and NZICA to:

1. Process and assess this application.
2. Maintain the membership database.
3. Enable Chartered Accountants Australia and New Zealand to carry out its various functions under its Royal Charter, By-Laws and Regulations and NZICA to carry out its various functions under the Institute of Chartered Accountants of New Zealand Act 1996 and NZICA Rules, which may involve disclosure to selected agencies authorised by Chartered Accountants Australia and New Zealand.
4. Keep you informed about products and services that may be of interest to you, which may involve disclosure to selected agencies authorised by Chartered Accountants Australia and New Zealand.
5. Communicate with you and target professional development initiatives.
6. In accordance with our Privacy Policy which can be accessed on our website at www.charteredaccountantsanz.com/privacy.

Provisional Membership

There are three components to the requirements for admission to full membership of the AT College of Chartered Accountants Australia and New Zealand:

- AT Program Course completion
- AT Supervised Practical Experience logbook sign off
- Proof of good character and standing.

You must be a provisional AT membership before you can apply to undertake the AT Program Course. Contact our member Support team for full details of membership requirements.

Note 1 – Personal details

Please provide business and home addresses. If any of these details change, you should advise our Service Centre immediately to avoid any delay in receiving information and goods. Your name as entered here will appear on any certificates awarded by Chartered Accountants Australia and New Zealand or our training partners. If you are known by another name or have changed your name by deed poll, please supply a copy of your marriage certificate or evidence of change of name by deed poll.

Note 2 – AT Program requirements

The Supervisor must be a person you are currently working for or have worked in the past, and they must be able to verify at least 5 years (60 months) of relevant practical experience that appears on your Employment history summary. They will have direct knowledge of your work.

Note: The Supervisor must be a full CA ANZ member (AT, ACA or CA).

Note 3 – Bankruptcy, crimes, offences and disciplinary action

A positive answer to any of the questions in this section will not automatically result in a declined application. Each case will be considered individually on its merits. Details given will be kept confidential to Chartered Accountants Australia and New Zealand and NZICA.

If you have been convicted of any offences (including traffic offences) in Australia, New Zealand (or any other jurisdiction, please provide a copy of your criminal record. The appropriate form (Priv/FI) can be downloaded from www.justice.govt.nz.

Please note your rights under the Crimes Act 1914 (Cth) and relevant legislation relating to the keeping of criminal records in Australia (which may differ from state to state) and Criminal Records (Clean Slate) Act 2004 (NZ) before providing a copy of your criminal record. The relevant application form and information form can be downloaded at www.justice.govt.nz.

If you have ever been adjudicated bankrupt please provide appropriate documentation or a copy of the bankruptcy notice from the Official Receiver or Official Assignee and a Discharge of Bankruptcy notice (if applicable).

If you have been admitted to the no asset procedure or made a compromise or arrangement with your creditors, please provide appropriate documentation.

If you have been subject to disciplinary proceedings by a:

- Tertiary institution or any other regulatory body
- Statutory body
- Professional or other body

please provide detailed information.

Note 4 – Declaration

The information you give in this application form is covered by this declaration. Chartered Accountants Australia and New Zealand regulates the conduct of its members (except to the extent that certain members are residents of New Zealand) in accordance with the Supplemental Royal Charter, By-Laws and Regulations. Such members must comply with the Royal Charter, By-Laws, Regulations, Codes and other policies and guidelines applicable.

NZICA regulates the conduct of members of Chartered Accountants Australia and New Zealand that reside in New Zealand in accordance with the NZICA Act and Rules and other legislation regulating the profession of accountancy in New Zealand. This function is overseen by the New Zealand Regulatory Board. Members resident in New Zealand must comply with NZICA's Rules and Code of Ethics and all other professional and technical standards applicable. To the extent that members give authority to Chartered Accountants Australia and New Zealand to lawfully obtain any information about them under section (5)(3), this authority also extends to NZICA for the purpose of carrying out its regulatory function.

Note 5 – Fees

The current application fee for provisional AT membership may be found in the *Application Fee Schedule* on our [website](#).

The application fee is non-refundable. Payment must accompany your application.

Once you have been admitted to provisional AT membership you will be invoiced for the membership subscription on a pro rata basis.

Refer to our website for further details on the annual membership subscription.

Returning your application

Please return your completed application form to:

Email assessment@charteredaccountantsanz.com

or

Post Member Admissions and Pathways Team
Chartered Accountants Australia and New Zealand
PO Box 11342
Wellington 6011
New Zealand

Further information

For further enquiries or additional information please contact the Member Support Team on:

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