

Continuing Professional Development (CPD) Record Form

Not for use by New Zealand resident members



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

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Please complete **ALL** the sections (1-6) below, and return the application to Chartered Accountants Australia and New Zealand (CA ANZ) (see page 2 for contact details). **Please print in BLOCK LETTERS.**

Section 1 – Personal details

Name

Company name

Section 2 – CPD Record details

1. CPD for (dates) to

2. Please indicate if you hold any of the following registrations/authorities: (tick the applicable box/es)

| | | | |
|--|---------|--|----------|
| <input type="checkbox"/> Registered Company Auditor | Type A | <input type="checkbox"/> SMSF Auditor | |
| <input type="checkbox"/> Registered Trustee in Bankruptcy | Type B | <input type="checkbox"/> Formal superannuation training | Type S |
| <input type="checkbox"/> Registered Tax Agent | Type T | <input type="checkbox"/> Formal financial statement or compliance audit training | Type SF |
| <input type="checkbox"/> Registered BAS Agent | Type BA | <input type="checkbox"/> Formal financial accounting training | Type SFA |
| <input type="checkbox"/> Registered Company Liquidator | Type L | <input type="checkbox"/> Reviewer of Second Tier Companies Limited by Guarantee | Type R |
| <input type="checkbox"/> Australian Financial Services Licensee (AFSL) | Type AF | | |

Section 3 – Please supply details of each CPD activity*

| Date (DD/MM/YY) | Organisation presenting CPD activity | Description of CPD activity (Refer Regulation CR7, Commentary) | Specialist CPD type (See type codes above) | Number of CPD hours |
|-----------------|--------------------------------------|--|--|---------------------|
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* Please see examples of activities that qualify as Continuing Professional Development on page 2.

| | |
|-------------|--|
| Total hours | |
|-------------|--|

Section 4 – Summary of CPD activities completed during the triennium

| Year (DD/MM/YY) | Specialist hours | | | | | | | | | | | General hours | |
|-----------------|------------------|-----------|---|----|---|----|---|----|-----|---|--|---------------|--|
| | A | B | T | BA | L | AF | S | SF | SFA | R | | | |
| 01 / 07 / | to | 30 / 06 / | | | | | | | | | | | |
| 01 / 07 / | to | 30 / 06 / | | | | | | | | | | | |
| 01 / 07 / | to | 30 / 06 / | | | | | | | | | | | |
| Total hours | | | | | | | | | | | | | |

Section 5 – CPD activity information

Training activities undertaken need not be accounting related but should be appropriate to your field of work.

The following are examples of activities that qualify as CPD

- Congresses, conferences, forums, conventions, courses, seminars, workshops, lectures and other professional educational activities presented by Chartered Accountants Australia and New Zealand
- Meetings of Chartered Accountants Australia and New Zealand or other professional accounting body technical discussion groups
- Appropriate educational activities provided by the member's employer or practice entity, either in-house or externally by individuals or organisations engaged by the employer
- Tertiary courses presented by educational institutions
- Appropriate educational and developmental activities presented under the auspices of academic institutions, commercial establishments or other professional bodies
- Researching and writing technical publications, preparation and delivery of technical papers. As a guide, three hours preparation may be claimed for each presentation hour

- Service on technical or research committees under the auspices of Chartered Accountants Australia and New Zealand, other professional bodies or organisations
- Programmed self-study through a third party provider, including self-study video or audio packages
- Chartered Accountants Program Workshops and examination markings.

Please note:

Of the 120 hours of CPD to be completed over the triennium, up to 30 hours may be achieved by reading professional journals, technical bulletins, etc.

From 1 July 2015, holders of licenses or registrations in a specialist area must devote a minimum of 40% of their minimum CPD activity to each specialisation. If you hold more than one of these specialisations some CPD you undertake may be relevant to more than one of these and therefore may be considered more than once towards your 40% requirements.

From 1 July 2015, any individual or affiliate member signing a Self Managed Superannuation Fund audit report is required to undertake training in this area as detailed in CR7.

Section 6 – Declaration

I hereby confirm that this information is a true record of my CPD activity for the period stated.

Signature

Full name

Date

 / /

Section 7 – Submitting your application form

HOW TO SUBMIT YOUR FORM

Please email your completed form to:

EMAIL assessment@charteredaccountantsanz.com

OR



If you have a 'digital signature' simply click the submit button

ANY QUESTIONS

If you have any questions you can contact the Service Centre at:

EMAIL service@charteredaccountantsanz.com

PHONE AUSTRALIA 1300 137 322
+61 2 9290 5660 (outside of Australia)
8am-6pm (AEST) Monday – Friday (excl. Public Holidays)

NEW ZEALAND 0800 4 69422
+64 4 474 7840 (outside of New Zealand)
8am-6pm (NZ time) Monday – Friday (excl. Public Holidays)

WEBSITE charteredaccountantsanz.com

PRIVACY POLICY

IMPORTANT: Your consent to disclosure

By providing personal information to us in this form you consent to CA ANZ:

- (a) Disclosing to third parties your (current or former) status as a member or candidate of CA ANZ;
- (b) Disclosing to regulators, law enforcement bodies, professional associations and government or statutory bodies the details of any final adverse determinations (including sanctions) in relation to your professional and/or ethical conduct that are made by CA ANZ's Professional Conduct bodies; and
- (c) Collecting from third parties information relating to your membership of a trade or professional association or union, your criminal record (if any), your health, religious beliefs or affiliation, racial or ethnic origin and any other sensitive information to the extent that it is reasonably necessary for one or more of the functions or activities of CA ANZ.

We collect, use and disclose your personal information in connection with your application, the management and administration of members and/or programs, the provision of products and services and/or to communicate with you. If you do not provide your personal information, we may be unable to process

your application. We may disclose your information to agents, contractors and service providers such as where we outsource functions and to other third parties such as local and international professional bodies, ASIC and other regulators and government bodies. By completing this form, unless you opt-out, you consent to us also using and disclosing your information for promotional and marketing purposes. You can opt-out by contacting us at privacy@charteredaccountantsanz.com. We may also have collected information about you from a third party, for instance from other professional bodies with which we have reciprocal arrangements. Your information will also be used and disclosed as set out in CA ANZ's Privacy Policy, available at www.charteredaccountantsanz.com/privacy. It is likely that your personal information will be disclosed to overseas recipients (as provided in our Privacy Policy, including the location of those entities). The Privacy Policy sets out how CA ANZ handles your 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 as well as details about the disclosure of your information to entities overseas.

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