

Application for Recognition as a CA Business Valuation Specialist

This form is to be completed by members wishing to apply to become a CA Business Valuation Specialist. Additional information can be found at www.charteredaccountantsanz.com/learning-and-events/specialisations/business-valuation.

Applicants should read Chartered Accountants Australia and New Zealand's (CA ANZ) regulation CR6B prior to completing this application. The regulation can be accessed at www.charteredaccountantsanz.com/member-services/member-obligations/regulations-and-guidance/australian-regulations

Please complete **ALL SECTIONS** of this application and return with payment details to the Chartered Accountants Australia and New Zealand's office (see page 5 for contact details). **Please print in BLOCK LETTERS.**

Section 1 – Applicant's details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other →	<input type="text"/>	Membership number	<input type="text"/>
Given name/s (in full)	<input type="text"/>		Family name	<input type="text"/>
Preferred name	<input type="text"/>			
Email	<input type="text"/>	Preferred contact phone number	<input type="text"/>	

Section 2 – Criteria/requirements

In line with **CR6.4-CR6.11**, an Individual Member applying for specialisation must meet the specific service pre-requisites required for the specialisation for which they are applying.

Regulation CR6B (Regulations relating to Business Valuation Specialisation) recognises those Individual Members who have undertaken specific relevant study and gained experience in business valuations, to such a level that they are recognised as having specialist skills in the field.

In satisfying the educational component of the Business Valuation Specialisation, there are two alternative pathways, **Emerging Pathway** and **Experienced Pathway**, depending on the level of business valuation experience held. These are outlined below in Section A.

Please select the relevant pathway, then complete the **Referee Report Forms** on pages 6 and 8.

PATHWAY SELECTION

EMERGING PATHWAY – SPECIALISATION VIA EDUCATION AND PRACTICAL EXPERIENCE

In accordance with **CR6B.4(a)** an individual member applying for recognition as a CA Business Valuation Specialist will be required to:

- Undertake study through an award program approved by the Chartered Accountants Australia and New Zealand for the purposes of specialisation.
- Provide a **certified copy** of the qualification.
- Provide a **certified copy** of the academic transcript related to the qualification which details the subjects undertaken and their successful completion (**CR6B.4(a)(ii)**). These subjects must incorporate Financial Markets and Economic Principles, Business Valuation, Regulation Ethics and Risk Management and Business Value Application studied through Kaplan **OR** Financial System, Participants and Instruments, Financial Structure and Insights, Business Valuation, Private Capital studied through Macquarie University.
- Have successfully completed the specified subjects within the last 5 years prior to date of application (**CR6B.4(a)(iii)**). Please provide details in **section (i)** overleaf to support this..
- Have a minimum of two (2) years practical experience within the previous five (5) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work (**CR6B.4(a)(iv)**). Please provide details in **section (ii)** overleaf to support this.

This is the identified pathway Yes No → If you selected 'Yes' for the **Emerging Pathway**, please complete sections (i) and (ii) on the following page.

i. EDUCATION HISTORY

Please outline the details of your educational history below. A **certified copy** of the qualification and related academic transcript must be attached to this application. (Please attach additional pages to this application if space provided is insufficient.)

Name of Award []

Name of Institution/ Training Provider []

Successful completion of:

Kaplan [] Financial Markets and Economic Principles -> Date completed [/ /] (DD/MM/YYYY)
[] Business Valuation -> Date completed [/ /] (DD/MM/YYYY)
[] Regulation Ethics and Risk Management -> Date completed [/ /] (DD/MM/YYYY)
[] Business Value Application -> Date completed [/ /] (DD/MM/YYYY)

OR

Macquarie University [] Financial System, Participants and Instruments -> Date completed [/ /] (DD/MM/YYYY)
[] Financial Structure and Insights -> Date completed [/ /] (DD/MM/YYYY)
[] Business Valuation -> Date completed [/ /] (DD/MM/YYYY)
[] Private Capital -> Date completed [/ /] (DD/MM/YYYY)

ii. EXPERIENCE

Please outline the details of your practical experience below. (Please attach additional pages to this application if space provided is insufficient.)

Current company name []

Current company street address [] Suburb/City []

State [] Postcode [] Country []

Position title []

Position activities []

Employment type [] Full-time [] Part-time -> at [] hours per week

Duration of employment [/ /] to [/ /] = [] Years / [] Months

Previous company name []

Company street address [] Suburb/City []

State [] Postcode [] Country []

Position title []

Position activities []

Employment type [] Full-time [] Part-time -> at [] hours per week

Duration of employment [/ /] to [/ /] = [] Years / [] Months

EXPERIENCED PATHWAY – SPECIALISATION VIA WORKSHOP AND PRACTICAL EXPERIENCE

In accordance with **CR6B.4(b)** an individual member applying for recognition as a CA Business Valuation Specialist will be required to:

- Complete a workshop as specified by Chartered Accountants Australia and New Zealand and successfully complete the assessment component.
- Provide copy of the certificate as evidence of their successful completion of the workshop and assessment (**CR6B.4(b)(ii)**).
- Have successfully completed the workshop and assessment within the last five (5) years (**CR6B.4(b)(iii)**). Please provide details in section (i) below to support this.
- Have a minimum of four (4) years practical experience within the previous ten (10) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work (**CR6B.4(b)(iv)**). Please provide details in section (ii) below to support this.

This is the identified pathway Yes No → If you selected 'Yes' for **Experienced Pathway**, please complete sections (i) below.

i. EDUCATION HISTORY

Please outline the details of your educational history below. A certified copy of the qualification and related academic transcript must be attached to this application. (Please attach additional pages to this application if space provided is insufficient.)

Name of workshop	<input type="text" value="Business Valuation Specialisation Course"/>
Name of Institution/ Training Provider	<input type="text"/>
Date completed	<input type="text" value="/ /"/> (DD/MM/YYYY)

Section 3 – Declaration

By signing below you declare, consent, agree and accept each of the following:

- | | |
|---|---|
| <input type="checkbox"/> 1. I declare that the information provided in this application is true and correct. | <input type="checkbox"/> 5. Unless I have indicated to the contrary by ticking the box below, consent to my details which I have provided to CA ANZ, and any changes to those details, being published by CA ANZ (including on a website) for the purposes of identifying me as a CA Business Valuation Specialist. |
| <input type="checkbox"/> 2. I agree to produce such further evidence and information in relation to this application as may be required by CA ANZ. | <input type="checkbox"/> I do not consent to my details which I have provided to CA ANZ being published by CA ANZ for the purposes of identifying me as a CA Business Valuation Specialist. |
| <input type="checkbox"/> 3. I agree to be bound by the decision of the CA ANZ subject to my rights of appeal. | <input type="checkbox"/> 6. I declare that I satisfy the relevant practical experience requirements, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work, in accordance with CR6B.4(a)(iv) or CR6B.4(b)(iv) . |
| <input type="checkbox"/> 4. If my application is accepted, I undertake to satisfy the ongoing training and development in accordance with CR6.18 & CR6B.6(a) . | |

PLEASE SIGN AND DATE

Signature	<input type="text"/>	Date	<input type="text" value="/ /"/> (DD/MM/YYYY)
-----------	----------------------	------	---

In order to enable the broader community to search the new 'Find a CA' site in a more informed manner, could you please identify your key areas of practice within business valuation by ticking the boxes below. This information will be accessible on our refreshed website.

- | | |
|---|--|
| <input type="checkbox"/> Independent Expert Reports | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Financial Reporting | <input type="checkbox"/> Share Based Payments |
| <input type="checkbox"/> Tax | <input type="checkbox"/> Merger & Acquisitions |
| <input type="checkbox"/> Disputes | <input type="checkbox"/> Strategic Advisory |

Section 4 – Privacy Statement

By providing personal information to us in this form you consent to Chartered Accountants ANZ (all boxes must be ticked in order for Chartered Accountants ANZ to progress your application):

- (a) using and disclosing your personal information in accordance with our Privacy Policy, available at www.charteredaccountantsanz.com/privacy;
- (b) disclosing to third parties your (current or former) status as a member of Chartered Accountants ANZ;
- (c) 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 the Disciplinary Tribunals or Appeal Tribunals (or their predecessor bodies, as they may be reconstituted or renamed from time to time); and
- (d) 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, religious beliefs or affiliations, racial or ethnic origin and any other sensitive information to the extent that it is reasonably necessary for one more of the functions or activities of Chartered Accountants 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, the Companies Office, and other regulators and government and statutory 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 or on 1300 137 322 in Australia or 0800 469 422 in New Zealand. We may also have collected information about you from a third party. 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 Chartered Accountants 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. By providing us with your information, you consent to us using, disclosing and otherwise handling your information as set out above and in that Privacy Policy.

Section 5 – Fee and Payment details

Fees:

APPLICATION FEE

An Application fee of \$231.82 (AUD\$) is payable for **approved applications only**.

SPECIALIST MEMBERSHIP FEES

The specialist membership fee is based on a financial year (July to June). A pro-rata fee applies if the application is approved in any month other than July (see table below).

		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fee payable	AUD\$ (incl. GST)	280.00	256.70	233.40	210.10	186.80	163.50	140.20	116.90	93.60	70.30	47.00	23.70

- Yes**, I authorise Chartered Accountants Australia and New Zealand to deduct the appropriate fees from my credit card. (see payment details provided below)

Payable by:

Chartered Accountants Amex

Amex Visa MasterCard Diners Club

Card number / / /

Expiry date / CVV number

Cardholder number

Cardholder signature

Section 7 – Checklist

I have completed (please cross):

All the applicable sections (1 – 5)

I have provided/attached the following (please cross)

Payment authorisation/payment for the application

Original certified copy of the qualification and related academic transcript detailing subjects undertaken and their successful completion (Emerging Pathway, if applicable)

Certificate as evidence of successful completion of workshop and assessment (Experienced Pathway, if applicable)

Additional evidence of practical experience (if available)

Referee Report No. 1

Referee Report No. 2

Section 7 – Submitting your application form

Please submit your completed application form/supporting documents with payment to:

EMAIL assessment@charteredaccountantsanz.com

OR

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

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

EMAIL service@charteredaccountantsanz.com

PHONE **AUSTRALIA** 1300 137 322 **OVERSEAS** +61 2 9290 5660

WEBSITE www.charteredaccountantsanz.com

Referee Report Form

This form will support the application for recognition as a CA Business Valuation Specialist. Please print in BLOCK LETTERS.

Section 1 – Applicant's details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other <small>.....></small>	<input type="text"/>
Given name/s (in full)	<input type="text"/>				Family name	<input type="text"/>
Company name	<input type="text"/>					

Section 2 – Referee's details

Important information for referees

Chartered Accountants Australia and New Zealand has established a Business Valuation Specialisation to recognise, support and promote Chartered Accountants offering quality business valuation services to clients. The Specialisation will also be a mechanism through which Chartered Accountants Australia and New Zealand demonstrates leadership in the industry.

The reference must be **prepared by the referee themselves**.

The reference should not be a 'form' letter that is simply signed by the referee.

In accordance with **CR6B.5** an individual member applying for recognition as a CA Business Valuation Specialist will be required to:

- At least one of the references must be from a CA with 3 years membership or more who has known the applicant for 12 months or more (**CR6B.5(b)**).
- Both of the references must attest to the individual member's skills and knowledge in business valuations (**CR6B.5(c)**).
- References should not be from a family member or employee of the applicant (**CR6B.5(e)**).

- One of the references should be from a person outside the organisation (**CR6B.5(d)**).
- The reference must be prepared by the referee themselves and should not be a 'form' letter that is simply signed by the referee (**CR6B.5(f)**). Note: An electronic signature is permitted for the Referee's Report.

Members need to demonstrate a minimum amount of practical business valuation experience. This requirement varies depending on their experience and thus the chosen pathway for this application.

If the experience includes a:

- Minimum of two (2) years practical experience within the previous five (5) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work, then the **Emerging Pathway** applies
- Minimum of four (4) years practical experience within the previous ten (10) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work, then the **Experienced Pathway** applies.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other <small>.....></small>	<input type="text"/>
Given name/s (in full)	<input type="text"/>				Family name	<input type="text"/>
CA Member ID Number (where applicable)	<input type="text"/>					
Company name	<input type="text"/>					
Position title	<input type="text"/>					
Email	<input type="text"/>			Preferred phone number	<input type="text"/>	
Relation to applicant	<input type="text"/>					

(NOTE: Reference can **not** be from a family member or an employee who reports to the applicant)

Period of time the applicant has been involved in the area of business valuation: years

Continued overleaf [>](#)

Please comment on the applicant's skills, knowledge and experience in business valuation, particularly their involvement in business valuation engagements. You may also add some comments regarding the applicant's character and reputation.

I certify that the information given above is true and correct.

Signature

Date (DD/MM/YYYY)

For assistance in completing the form, please contact us on:

EMAIL assessment@charteredaccountantsanz.com

PHONE AUSTRALIA 1300 137 322 OVERSEA +61 2 9290 5660

Referee Report Form

This form will support the application for recognition as a CA Business Valuation Specialist. **Please print in BLOCK LETTERS.**

Section 1 – Applicant’s details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other <small>.....></small>	<input type="text"/>
Given name/s (in full)	<input type="text"/>				Family name	<input type="text"/>
Company name	<input type="text"/>					

Section 2 – Referee’s details

Important information for referees

Chartered Accountants Australia and New Zealand has established a Business Valuation Specialisation to recognise, support and promote Chartered Accountants offering quality business valuation services to clients. The Specialisation will also be a mechanism through which Chartered Accountants Australia and New Zealand demonstrates leadership in the industry.

The reference must be **prepared by the referee themselves**.

The reference should not be a ‘form’ letter that is simply signed by the referee.

In accordance with **CR6B.5** an individual member applying for recognition as a CA Business Valuation Specialist will be required to:

- At least one of the references must be from a CA with 3 years membership or more who has known the applicant for 12 months or more (**CR6B.5(b)**).
- Both of the references must attest to the individual member’s skills and knowledge in business valuations (**CR6B.5(c)**).
- References should not be from a family member or employee of the applicant (**CR6B.5(e)**).

- One of the references should be from a person outside the organisation (**CR6B.5(d)**).
- The reference must be prepared by the referee themselves and should not be a ‘form’ letter that is simply signed by the referee (**CR6B.5(f)**). Note: An electronic signature is permitted for the Referee’s Report.

Members need to demonstrate a minimum amount of practical business valuation experience. This requirement varies depending on their experience and thus the chosen pathway for this application.

If the experience includes a:

- Minimum of two (2) years practical experience within the previous five (5) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work, then the **Emerging Pathway** applies
- Minimum of four (4) years practical experience within the previous ten (10) years, where at least 20% of employment is related to business valuations and an additional 20% is related to the valuations field of work, then the **Experienced Pathway** applies.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other <small>.....></small>	<input type="text"/>
Given name/s (in full)	<input type="text"/>				Family name	<input type="text"/>
CA Member ID Number (where applicable)	<input type="text"/>					
Company name	<input type="text"/>					
Position title	<input type="text"/>					
Email	<input type="text"/>			Preferred phone number	<input type="text"/>	
Relation to applicant	<input type="text"/>					

(NOTE: Reference can **not** be from a family member or an employee who reports to the applicant)

Period of time the applicant has been involved in the area of business valuation: years

Continued overleaf 

Please comment on the applicant's skills, knowledge and experience in business valuation, particularly their involvement in business valuation engagements. You may also add some comments regarding the applicant's character and reputation.

I certify that the information given above is true and correct.

Signature

Date (DD/MM/YYYY)

For assistance in completing the form, please contact us on:

EMAIL assessment@charteredaccountantsanz.com

PHONE AUSTRALIA 1300 137 322 OVERSEA +61 2 9290 5660