

Application for a

Certificate of Public Practice (CPP)

Please complete **all sections** (1–13) and return the application to Chartered Accountants Australia and New Zealand (CA ANZ) (see **page 9** for contact details).

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 (please specify)	<input style="width: 95%;" type="text"/>
Given name/s (in full)	<input style="width: 100%;" type="text"/>			Family name	<input style="width: 100%;" type="text"/>	
Preferred name	<input style="width: 100%;" type="text"/>			Date of birth	<input style="width: 40px; height: 20px; text-align: center;" type="text"/> / <input style="width: 40px; height: 20px; text-align: center;" type="text"/> / <input style="width: 40px; height: 20px; text-align: center;" type="text"/> <small>(DD/MM/YYYY)</small>	

Section 2 – Contact details

Residential contact details

Street address	<input style="width: 95%;" type="text"/>	Suburb/City	<input style="width: 95%;" type="text"/>
State	<input style="width: 80%;" type="text"/>	Postcode	<input style="width: 20%;" type="text"/>
		Country	<input style="width: 100%;" type="text"/>
PO Box address	<input style="width: 100%;" type="text"/>		Suburb/City <input style="width: 100%;" type="text"/>
State	<input style="width: 80%;" type="text"/>	Postcode	<input style="width: 20%;" type="text"/>
		Country	<input style="width: 100%;" type="text"/>
Email (home)	<input style="width: 100%;" type="text"/>		
Phone (home)	<input style="width: 20%;" type="text"/>	<input style="width: 30%;" type="text"/>	Mobile <input style="width: 100%;" type="text"/>

Current business contact details

Company name	<input style="width: 100%;" type="text"/>		
Position title	<input style="width: 100%;" type="text"/>		
Street address	<input style="width: 95%;" type="text"/>	Suburb/City	<input style="width: 95%;" type="text"/>
State	<input style="width: 80%;" type="text"/>	Postcode	<input style="width: 20%;" type="text"/>
		Country	<input style="width: 100%;" type="text"/>
PO Box address	<input style="width: 100%;" type="text"/>		Suburb/City <input style="width: 100%;" type="text"/>
State	<input style="width: 80%;" type="text"/>	Postcode	<input style="width: 20%;" type="text"/>
		Country	<input style="width: 100%;" type="text"/>
Email (business)	<input style="width: 100%;" type="text"/>		
Phone (business)	<input style="width: 20%;" type="text"/>	<input style="width: 30%;" type="text"/>	Fax <input style="width: 20%;" type="text"/>
			Mobile <input style="width: 100%;" type="text"/>

Section 2 continued overleaf >

Proposed business contact details

No, my current business contact details remain unchanged (go to **Section 3**)

Yes, replace my current business contact details with the proposed company details provided below:

Company name					
Position title					
Street address		Suburb/City			
State		Postcode		Country	
PO Box address			Suburb/City		
State		Postcode		Country	
Email (business)					
Phone (business)			Fax		Mobile

Preferred contact details

Postal address (select **one** only)

<input type="checkbox"/> Home street address	<input type="checkbox"/> Home PO Box address
<input type="checkbox"/> Current business street address	<input type="checkbox"/> Current business PO Box address
<input type="checkbox"/> Proposed business street address	<input type="checkbox"/> Proposed business PO Box address

Email (select **one** only)

<input type="checkbox"/> Home email	<input type="checkbox"/> Current business email	<input type="checkbox"/> Proposed business email
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Section 3 – Practice Details

(Please attach a copy of the proposed/existing firm's letterhead to this application.)

Name of practice	
Name of practice entity on letterhead	

Please note: It is essential you read the "Explanatory Notes" (page 10) **prior** to the completion of this section.

1. Practice structure diagram

Where the firm is comprised of a partnership, combination of entities and individuals, please attach a diagram of the practice structure or otherwise outline the details for the organisation.

2. Chartered firm

Do you wish this proposed/existing firm to be entitled to describe itself as 'Chartered Accountants' in accordance with CR9?

Yes (Please complete **Question 3** below)

No (Please select your firm type from below; and go to **Question 4** overleaf)

The practice is a: CPA firm Public Accounting firm Other (please specify)

3. Practice Entity Membership

Where the practice is a corporate entity, is it approved as a Practice Entity Member of the CA ANZ?

Yes (Please submit a *Change of Practice Entity Membership Details form*; and go to **Section 4**)

No (Please complete **Question 4** overleaf)

Section 3 continued overleaf >

4. Practice Entity Participants (including applicant)

4.1 Please list all practice entity participants (partners/directors/trustees and other principals) of the practice entity:

Name	% holding in practice entity (if any)	Actively involved in the provision of professional services		Chartered member who holds a CPP with CA ANZ or is making an application for a CPP		Affiliate member of CA ANZ or is making an application for affiliate membership		Membership number
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Subtotal		%					

4.2 Please list all non-member owners not otherwise listed in 4.1:

Name	% holding in practice entity	Actively involved in the provision of professional services	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Subtotal		%
	Subtotals 4.1 + 4.2 = Total		%

Section 4 – Roles/Registrations/Authorities

I am applying for a Certificate of Public Practice in my professional capacity as a:

Partner Principal Sole Practitioner Director Employee

Commencement date

(DD/MM/YYYY)

Please indicate whether you hold any of the following registrations/authorities.

		Registration number
1. Are you a Registered Company Auditor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
2. Are you a Registered Company Liquidator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3. Are you a Registered Tax Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
4. Are you a Registered BAS Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
5. Are you a Registered Trustee in Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
6. Are you a Registered Tax (Financial) Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
7. Are you an Approved SMSF Auditor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
8. Are you a reviewer of Second Tier Companies Limited by Guarantee in accordance with the <i>Corporations Act 2001</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Do you provide personal advice under an Australian Financial Services Licence ("AFSL")?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you answered **No**, please go to **question 10**

If you answered **Yes**, please complete the questions **below**:

a) Which situation(s) apply/ies to you personally?

- I personally hold an AFSL
- I am a representative or an authorised representative under an AFSL
- I operate under a corporate authorised representative under an AFSL

b) If you are on ASIC's Financial Advisers Register ("FAR"), what is your Financial Adviser Number?

c) What type of AFSL do you operate under? Full Limited Limited authority under a full licence

d) What type of client do you provide services to? Retail Wholesale Retail and Wholesale

10. Australian Credit Licence (ACL)

a) I personally hold an ACL Yes No

b) I am a representative of an ACL Yes No

If you answered **Yes** to either **10(a)** or **10(b)**, please provide the following details:

Full name of the ACL

ACL number

Section 5 – Admission to Membership

Please select one only, A or B:

A. I was admitted to membership of CA ANZ after completion of the Chartered Accountants Program/ Professional Year MICPA program* and have at least:

Two (2) years experience as an employee of a member in public practice,

or

Two (2) years post-admission experience in public practice.

B. I was admitted to membership of CA ANZ under other circumstances**, and have at least:

Two (2) years Australian experience in public practice,

or

Two (2) years post-admission experience in public practice.

* Applicants admitted to membership based on the MICPA program or who have completed the Chartered Accountants Program in New Zealand must have completed bridging subjects in Australian Corporate and Taxation Law.

** Members of NZICA at the time of the CA ANZ merger and members of overseas accounting bodies must have completed the bridging subjects for Australian Corporate and Taxation Law.

Section 6 – Professional Experience

List details of at least two years of employment in public practice only: (Please attach additional pages if space provided is insufficient)

Current company name

Company street address Suburb/City

State Postcode Country

Position title

Employment type Full-time Part-time at hours per week

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

Firm type Chartered CPA Public Accounting Other (please specify)

Previous company name

Company street address Suburb/City

State Postcode Country

Position title

Employment type Full-time Part-time at hours per week

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

Firm type Chartered CPA Public Accounting Other (please specify)

Section 7 – Continuing Professional Development

Please provide your Continuing Professional Development (CPD) records for the previous two years.

Members must meet the following minimum (CPD) obligations:

1. **Annual requirements** – 20 hours (recommended at least 10 verifiable)
2. **Triennium requirements** – 120 hours (required at least 90 verifiable).

You can: (please select **one** only)

- Enter your (CPD) hours online in myCA in your CPD log.
- Provide your own record of your (CPD) activities showing:
1. Date of activity
 2. Organisation presenting activity
 3. Description of activity
 4. Number of hours claimed
 5. Verifiable/Non-verifiable hours
 6. Specialist/Registration hours

For further information refer to Regulation **CR7** Continuing Professional Development.

Section 8 – Consent of Employer

If you are applying for a Certificate of Public Practice and are an employee of a member in Public Practice, you are required to include a "Letter of Consent" from your current employer with this application indicating their consent for you to apply for a Certificate of Public Practice.

Section 9 – Public Practice Program ("PPP")

Please select the appropriate option regarding the Public Practice Program:

(please select only **one** from A, B or C)

Completed on:
(DD/MM/YYYY)

- | | |
|--|---|
| <p>A. <input type="checkbox"/> I have undertaken the CA ANZ's Public Practice Program</p> | <div style="border: 1px solid black; width: 100%; height: 20px; margin: 0 auto;">/ /</div> |
| <p>B. <input type="checkbox"/> I request an exemption from the CA ANZ's Public Practice Program as I have completed the following course:</p> <p style="margin-left: 20px;"><input type="checkbox"/> CPA Public Practice Program (please attach documentation evidencing your completion)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Partners Program approved by CA ANZ</p> | <div style="border: 1px solid black; width: 100%; height: 20px; margin: 0 auto;">/ /</div> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 0 auto;">/ /</div> |
| <p>C. <input type="checkbox"/> I am exempt from CA ANZ's Public Practice Program as the estimated gross annual fees of my practice will be less than AU\$17,500 for the current financial year (July to June).*</p> | |

* **Note:** CA ANZ Regulation CR2 – an applicant applying for a CPP is not required to attend and complete the PPP until the gross annual fees of their practice exceed 25% of the amount prescribed as the concessional threshold in Regulation CR4. The concessional threshold for the current financial year is AU\$70,000.

When your practice fees exceed AU\$17,500 you must notify CA ANZ and undertake the Public Practice Program or an equivalent course approved by CA ANZ, within a period ending six (6) months following the date of your next membership subscription renewal, or if there are circumstances which in the opinion of CA ANZ prevent that, at a later date approved by CA ANZ. For the purposes of Regulation CR2, the annual gross fees of a practice are the total fees of the practice, not the individual member's share of those fees.

Section 10 – Privacy statement

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 also consent to us disclosing information about your practice and/ or business details to members of the public, including via our 'Find a CA' tool. 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-policy. 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) in which case your personal information will be treated securely and in accordance with data protection laws, including putting in place appropriate safeguards. The Privacy Policy sets out the contact details of our Privacy Officer and information regarding your rights (including how to withdraw your consent, if applicable), 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.

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 and consent to the CA ANZ Privacy Policy and the Privacy Collection 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.

Section 11 – Declaration

Please select the relevant option to the following questions. (Note: If you answer **Yes** to any of the below questions, please attach details.)

(a) Have you ever pleaded guilty to, or been found guilty of, any criminal offence? Yes No

(b) Have you ever been subject to disciplinary action or adverse findings by a regulator, professional body or other organisation? Yes No

(c) Have you ever experienced an insolvency event, either personally (such as bankruptcy) or in respect of a Practice Entity of which you are a Principal (such as a receivership, liquidation or administration)? Yes No

(d) Have you been refused a registration or licence in a professional capacity or had one cancelled or suspended? Yes No

Do you have anything else to declare that could affect your fit and proper standing under the CA ANZ Bylaws, NZICA Rules or any relevant legislation? Yes No

If you have answered **Yes** to **any** of the above questions, please provide details below (or as an attachment):

I hereby declare that:

- I have read and agree to be bound by the 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.
- I attest that the information supplied is true and correct and agree to produce such further evidence and information in relation to this application as may be required by CA ANZ and NZICA (if applicable).
- I hold an appropriate level of professional indemnity insurance as required under CR2 and have attached a copy of the certificate of currency.
- I have undertaken Continuing Professional Development activities appropriate to the carrying out of public practice activities as required by CR2. I enclose a copy of my record of those activities with this application, or have updated MyAccount with respect to those activities.
- I acknowledge that the information provided is made with due consideration of my obligations as a member of CA ANZ and NZICA (if applicable) to uphold the fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour as set out in the Code of Ethics.
- I acknowledge my obligations of holding a Certificate of Public Practice which include but are not limited to these specified under the Regulations, whereby I must:
 - maintain professional indemnity insurance in accordance with CR2A Professional Indemnity Insurance
 - provide information to CA ANZ to assist us to administer the CA ANZ Professional Standards Scheme
 - undertake regular Continuing Professional Development as set out in CR7 Continuing Professional Development
 - Be subject to Quality Review
 - Comply with APES 310 Client Monies and related requirements specified in CR2 Certificate of Public Practice
- 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 CA ANZ membership, I will also be admitted as a member of the New Zealand Institute of Chartered Accountants and subject to the regulatory requirements applicable to members in New Zealand, available [here](#).

Section 11 continued overleaf >

By signing this form below, I declare that the information provided in this form is complete, true and correct. This form can be signed by manual signature or electronic signature (whether digital or encrypted). If this form is signed by electronic signature, it will have the same force and effect as a manual signature.

Please sign and date

Signature	<input type="text"/>	Full name	<input type="text"/>
		Date	<input type="text"/>
			(DD/MM/YYYY)

Section 12 – Fees and payment details

1. Certificate of Public Practice (CPP) subscription fees

The CPP subscription fee is based on a financial year (July – June) and is calculated from the date of commencement as partner/principal/director in the practice. A pro-rata fee applies if the application is made in any month other than July. The annual subscription fee can be found on our website. If you have already commenced practice please refer to the late lodgement fee section in point 3.

2. Professional Standards Council (PSC) levy

The PSC levy is determined on the number of partners within a firm. However, for the first year the levy is set at **\$66** (incl. GST and admin fee).

3. Late lodgement fee

Applications are required to be lodged prior to the date of intention to commence relevant activities; otherwise a late lodgement fee is incurred.

Where the commencement of relevant activities was in a prior year the fees payable are:

1. The subscription fee for the current year as mentioned above, and
2. 25% of the sum total of the CPP subscription fees that would have been paid during the period since you became a partner/principal/director.

Note: CA ANZ will calculate the relevant fees due, and an invoice will be sent to you for payment once the application is finalised.

Section 13 – Documentary requirements/checklist

Please indicate which of the following is attached to your application:

- | | |
|---|---|
| <input type="checkbox"/> Firm letterhead | <input type="checkbox"/> Documentation/further information to support Section 11: Declaration (if applicable) |
| <input type="checkbox"/> Original "Letter of Consent" from Employer (if applicable) | Member of overseas accounting bodies:
(GAA body members, ICA India members and MICPA members) |
| <input type="checkbox"/> Membership Concessional Subscription application (if applicable) | <input type="checkbox"/> Original certified copy of official academic transcript confirming satisfactory completion of bridging subjects for Australian Corporate and Taxation Laws |
| <input type="checkbox"/> CPD Record for previous two years | |
| <input type="checkbox"/> Copy of PI Insurance certificate of currency | |

Section 14 – Submitting your application form

Please return your completed application form (with accompanying attachments) and payment to:

Email assessment@charteredaccountantsanz.com

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

Email service@charteredaccountantsanz.com

Phone **Australia**
1300 137 322 or +61 2 9290 5660 (outside of Australia)
8am–6pm (AEST), Monday–Friday (excl. Public Holidays)

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

Website charteredaccountantsanz.com

Application for a Certificate of Public Practice (CPP)

Explanatory notes

It is essential you read the following notes **prior** to the completion of **Section 3**.

Glossary of terms

Affiliate and affiliate member means a natural person who participates with individual members in a practice entity, who is not a Fellow or Chartered Accountant or entitled to be admitted to membership as a Fellow or Chartered Accountant, who has been admitted to membership in accordance with the By-Laws and the Regulations.

AFS Licensee means an individual authorised by an AFS licence to provide particular financial services.

Authorised representative of an AFS Licensee

A person authorised to operate under the licence of an AFS licence holder.

Authorised representatives are recorded on an Authorised Representatives Register

Chartered firm means any partnership, trust or body corporate or unincorporate in or through which persons who are Members in public practice, or include a Member or Members in public practice, provide professional services to clients which is entitled to describe itself as "Chartered Accountants" in accordance with CR9.

Full AFS Licensee

An individual or body corporate or partnership holding a licence issued by ASIC to provide financial services other than solely those services specified under "Limited AFS Licensee". For example, an AFS licensee who can provide financial product advice about securities (rather than 'class of product advice' about securities) is not a limited AFS licensee because financial product advice about securities is not covered in the list below.

Limited AFS Licensee

The term 'limited AFS licensee' describes individuals, companies and any other firms which hold an AFS licence that authorises them to provide only one or more of the following limited financial services:

- **Financial product advice** about:
 - self-managed superannuation funds (SMSFs)
 - a client's existing superannuation holdings, to the extent required for making a recommendation to establish an SMSF or providing advice to a client on contributions or pensions under a superannuation product.

- **Class of product advice** about:
 - superannuation products
 - securities
 - simple managed investment schemes
 - general insurance products
 - life risk insurance products
 - basic deposit products.

- **Arranging to deal in an interest in an SMSF.**

Practice means a business providing professional services including services which require the holding of a current Certificate of Public Practice by the individual Member who is a Principal.

Practice entity means a partnership, an incorporated company, trust or any combination or partnership of these by or through which the member performs any of the functions of a member in public practice.

Practice entity participant or **Participant** means a person who is a principal of a practice entity.

Principal of a practice entity includes:

- (a) In the case of a Practice Entity which is a partnership, a partner of that partnership
- (b) In the case of a Practice Entity which is a body corporate, a director of that body corporate
- (c) In the case of a Practice Entity which is conducted as a trust, an individual who, as an officer or employee of the trustee of that trust or otherwise, provides or participates as a principal in the provision of the services provided by the practice entity
- (d) An individual who, as an officer or employee of the practice entity, or otherwise, provides or participates as a principal in the provision of the services provided by the practice entity.

Principal in relation to a Practice means any person, who is a principal of the Practice or a principal, partner, director, officer or trustee of a related Entity of the Practice.

Continued overleaf >

Factors to consider in determining whether a person is a principal of a practice entity include whether:

- They have responsibility for the standard of professional work undertaken by the practice entity and management of the practice's activities, including: client selection and retention, determining the terms of the professional engagement, the type and quality of professional services provided, risk management, and the exercising of professional judgement in ethical and technical matters
- Their individual acts are binding on the practice or other principals of the practice
- They have the potential for personal liability for the practice's liabilities
- They have a role in the governance of the practice
- They have responsibility for signing off on professional engagements
- They are acknowledged in the PI policy of the practice as a person responsible for professional engagements
- They are promoted to clients and potential clients as the person responsible for professional engagements
- The perception of clients of the member is of a person who is able to bind the practice
- A principal, partner, director, officer or trustee of a related entity of the practice may also be considered to be a principal of a practice entity.

Note: The absence of an equity holding in the practice by the member is not a conclusive factor in determining whether a member is a principal. Similarly an ownership interest in a practice is **not** necessarily the sole factor in determining whether a member is a principal of a practice entity. For example, an employee is not considered to be a principal merely where a share in ownership is incorporated into their employee remuneration package.

Representative of AFS Licensee

You are a 'representative' of an AFS licensee if you are:

- an employee or director of the AFS licensee
- an employee or director of a related body corporate of the AFS licensee, or
- otherwise acting on behalf of the AFS licensee.

Use of Description "Chartered Accountant/s" and/or Chartered Accountants logo

In accordance with CR9, the description "Chartered Accountant/s" and the Chartered Accountants logo may be used by a practice entity where:

(a) The following conditions are met:

- all the practice entity participants are Chartered Accountants or affiliate members; and
- all such Chartered Accountants hold and continue to hold a current Certificate of Public Practice; and
- the number of affiliate members in the practice entity does not exceed the number of Chartered Accountants who are practice entity participants; and
- the total share of affiliate members and their associated persons and entities in the capital, financial results and voting rights of the practice entity does not exceed one half (1/2) (loans by affiliate members and their associated persons and entities being treated as capital for such purpose); and
- provided that practice entity at all times uses the description "Chartered Accountant/s" and the Chartered Accountants logo in accordance with the current Chartered Accountants Australia and New Zealand Members in Public Practice Logo Guidelines.

or

(b) as approved by the Board

Where non-member owners are influencing the standard of professional work undertaken by the practice, this is deemed to be a breach of CR9 by those members who are principals of that practice.

Where any breach of CR9 is a result of a change of member participants and the practice entity undertakes to remedy the defect within a commercially realistic timeframe there will be no deeming of unprofessional conduct.

Commentary

While recognising the evolving nature of the marketplace and the likelihood that innovative practice structures will arise in the future CA ANZ's focus has been on the principle of the individual responsibility of members for control over the standard of professional work. Rather than formulating a set of prescriptive rules CA ANZ relies on this principle to support and underpin the Chartered Accountants brand while guiding members in how they choose to structure their practice. If there is any doubt about whether an entity is entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo, guidance and advice should be sought from CA ANZ's Professional Standards Team. If necessary, specific approval can be given by the Board under CR9 to a particular structure.

Continued overleaf >

Definitions and assumptions

Members should have regard to the definitions in the By-Laws when reading this Commentary, particularly Chartered firm, Practice entity, Practice entity member and Practice entity participant. CR2 contains a definition of Principal of a practice entity and the factors to consider in determining whether a person is a Principal in relation to a practice entity (or its related entities).

Directors, including non-executive directors and trustees of a practice entity are assumed to be involved in the governance of the practice entity and in a position to influence the standard of professional work undertaken by that practice. Therefore in Chartered firms all directors, including non-executive directors, and trustees must be individual members holding Certificates of Public Practice with CA ANZ, or affiliate members.

Examples

Practice entities that are recognised as compliant with CR9 and described as Chartered firms include:

- An individual member, being a sole practitioner, practising in the member's own name, a firm name, through a company or through a trust
- A partnership in which all the partners are individual or affiliate members, or practice entities entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo
- A company in which all the directors are individual or affiliate members, and all the shareholders are individual or affiliate members, or practice entities entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo
- A trust in which all the participants and the trustees are individual or affiliate members, or practice entities entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo
- Any combination or partnership of the above practice structures.

Chartered firms are entitled to use the description 'Chartered Accountant(s)' and the Chartered Accountants logo and include those where all the Principals/practice entity participants are (see table below):

Principals/practice entity participants	Practice structures – Chartered Firms				
	Sole practitioner	Partnership	Company	Trust	Combination
Individual member/s		Partnership	Company	Trust	Combination
Individual + affiliate members		Partnership	Company	Trust	Combination
Affiliate member/s*		Partnership*	Company*	Trust*	Combination*
Individual member/s + practice entity member/s		Partnership	Company	Trust	Combination
Affiliate member/s* + practice entity member/s		Partnership*	Company*	Trust*	Combination*
Individual member/s + affiliate member/s + practice entity member/s		Partnership	Company	Trust	Combination
Individual member/s + practice entity/ies entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo		Partnership	Company	Trust	Combination
Affiliate member/s* + practice entity/ies entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo		Partnership*	Company*	Trust*	Combination*
Individual member/s + affiliate member/s + entity/ies entitled to use the description 'Chartered Accountants' and the Chartered Accountants logo		Partnership	Company	Trust	Combination

* Only where the practice entity associated with the affiliate member is recognised by CA ANZ as practising in conjunction with the practice entity that supported the affiliate member/s application for membership of CA ANZ.

Continued overleaf >

CR9 does not permit the use of the description “Chartered Accountants” nor the Chartered Accountants logo by a practice entity in which individual, affiliate or practice entity members practise with non-member owners who are actively involved in the provision of professional services, unless the professional services provided by them are clearly distinguished from those provided by the member/s; for example, Chartered Accountants and Solicitors.

Generally in Chartered firms the role of non-member owners is limited to being a non-participating shareholder of a company or beneficiary of a trust; as such non-member owners could not be involved in the provision of professional services in a practice entity entitled to use the description “Chartered Accountants” nor the Chartered Accountants logo.

Practice entities that are unable to rely on the description Chartered Accountants under CR9 include (**see table below**):

Principals/practice entity participants		Practice structures			
Only Affiliate member/s	Sole practitioner	Partnership*	Company*	Trust*	Combination*
Individual member/s + Non-member/s		Partnership	Company	Trust	Combination
Affiliate member/s + Non-member/s		Partnership	Company	Trust	Combination

* Except where the practice entity associated with the affiliate member is recognised by CA ANZ as practising in conjunction with the practice entity that supported the affiliate member/s application for membership of CA ANZ.

Common brand names

A common brand name includes common initials or a common name. A practice entity is considered to be using a common brand name if it includes, for example, the common brand name as part of, or along with, the business name of the practice entity, on the entity’s business stationery or website.

It is not acceptable to have different “offices” of Chartered firms practising under a common name using different descriptions (for example, Chartered Accountants, Certified Practising Accountants or Public Accountants) unless it can be demonstrated that they are quite separate entities. This distinction must be clearly evident to members of the public.

Monitoring

Chartered firms may be requested to provide appropriate evidence of compliance with CR9. Compliance with this requirement is monitored by CA ANZ to protect and safeguard the brand:

- In the approval process for practice entity membership under Regulation CR1
- In the approval process for Certificates of Public Practice under Regulation CR2
- As part of the Quality Review Program
- As part of CA ANZ’s operational procedures to ensure the integrity and accuracy of the member database is maintained in accord with members’ obligations under the By-Laws.