

Character reference

To accompany an application for a Certificate of Public Practice by a **New Zealand** resident member or a Non-member Principal

Applicant Member Identification Number (if known)

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Please complete all sections of the form

Section 1 – Referee details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	→	<input type="text"/>
Given name/s	<input type="text"/>				Family name	<input type="text"/>		
Designation	<input type="text"/>							
Position title	<input type="text"/>							
Postal address	<input type="text"/>							
City	<input type="text"/>				Postcode	<input type="text"/>		
Email address	<input type="text"/>							
Phone (wk)	<input type="text"/>	<input type="text"/>			Mobile	<input type="text"/>	<input type="text"/>	

Section 2 – Applicant details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	→	<input type="text"/>
Given name/s	<input type="text"/>				Family name	<input type="text"/>		

Section 3 – Relationship with Applicant

Is the applicant related to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How long have you known the applicant?	<input type="text"/>	
In what capacity have you known the applicant?	<input type="text"/>	

Section 4 – Relationship with Applicant

Please comment on the applicant's objectivity and honesty

Please comment on the applicant's integrity (including respect for confidentiality)

Please comment on the applicant's attitude, specifically relating to consideration for others, service orientation and exercising due care

Please comment on the applicant's observance of laws and regulations (as appropriate)

Section 5 – Additional Information (complete if applicable)

Is there any additional information about the applicant that you are aware of that NZICA should also be aware of in considering this application?

Yes No

If yes, please provide details below:

PRIVACY STATEMENT

New Zealand Institute of Chartered Accountants (NZICA or we) is a body corporate established under the New Zealand Institute of Chartered Accountants Act 1996 (NZ). NZICA collects, holds, uses and discloses personal information (as defined in applicable legislation) about you in accordance with the privacy policy of Chartered Accountants Australia and New Zealand (CA ANZ) available at <http://www.charteredaccountants.com.au/privacy> (CA ANZ Privacy Policy).

Some of the personal information we collect comprises 'sensitive information' (as defined in applicable legislation) including information relating to membership of a trade or professional association or union, criminal records, health or other sensitive information to the extent that it is reasonably necessary for one or more of the functions or activities of NZICA.

NZICA collects your personal information to fulfil its statutory role in regulating the professional conduct of CA ANZ members resident in New Zealand. If you do not provide personal information, we may not be able to process the applicants application for a Certificate of Public Practice.

NZICA and CA ANZ may disclose personal information to each other and each of our respective agents, contractors and service providers (such as where we outsource functions to third parties), to local and international professional bodies and other regulators and government and statutory bodies in New Zealand and Australia. We may also collect information about individuals from a third party (such as other professional bodies with which we have reciprocal arrangements). It is likely that personal information will be disclosed to overseas recipients as provided in the CA ANZ Privacy Policy.

The CA ANZ Privacy Policy also sets out how you can seek to access and correct your personal information or raise a privacy concern or complaint and how it will be dealt with as well as details about the disclosure of your personal information to entities overseas.

CA ANZ is formed in Australia. Our members are not liable for our debts and liabilities t the disclosure of your personal information to entities overseas.

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.

I declare that the information provided in this form is true and correct and agree to produce such further detail and information in relation to this reference as may be required.

Signature

Date

Full name

EXPLANATORY NOTES

Use of this reference

The information and opinion you provided will be used by the New Zealand Institute of Chartered Accountants to assess the suitability of the applicant for a Certificate of Public Practice or a Non-member Principal. In particular we seek to confirm that the applicant is sufficiently capable of adhering to the high standards required by the professional and ethical standards including the Code of Ethics.

Please note that the character reference should ideally be no more than 6 months old from the date of application. Referees must be in a position to objectively comment on the attributes required by the reference.

Submission of this form

Please return to the applicant to submit with their application or you can send this information directly to the NZ Regulation team at the address below. Please let the applicant know which option you choose. We are unable to process the application until we receive this reference.

Further Information

If you have any queries, please contact:

Email: service@charteredaccountantsanz.com

Telephone: 0800 469 422

Address:

Chartered Accountants Australia and New Zealand
PO Box 11342
Manners Street
Wellington 6142