

Notification of disclosure event

(By-Laws 40(3.1) and 40(3.2))

A Disclosure Event will occur when a Member:

- (a) or a Practice Entity of which a Member is a Principal:
- (i) is convicted of an indictable offence against a law of the Commonwealth, a State or Territory or an offence against a law of any other jurisdiction that is equivalent or similar to an indictable offence against a law of the Commonwealth, a State or Territory if it were committed in any of those jurisdictions;
 - (ii) is convicted of any offence under the Tax Administration Act 1953 of the Commonwealth or any offence under analogous legislation in any other jurisdiction; or
 - (iii) does something or suffers an event specified in the Regulations for the purposes of By-Law 40(3.1); or
- (b) suffers an Insolvency Event.

Capitalised terms as defined in the By-Laws.

Under the By-Laws, a Disclosure Event must be notified within seven days of occurrence.

PRIVACY NOTICE

Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (**Chartered Accountants ANZ**) including its subsidiaries, controlled entities and the New Zealand Institute of Chartered Accountants (**NZICA**), a regulated body established under the *Institute of Chartered Accountants Act 1996* (NZ) (each **we, us or our**) collects, holds, uses and discloses your personal information for the purpose of investigating the facts and circumstances of the Disclosure Event, including any reviews or appeals in connection with the Disclosure Event and to communicate with you in connection with the investigation and outcome. We may also collect your personal information from third parties in connection with the Disclosure Event. We may disclose your personal information to third parties, including investigators, mediators, and/or members of a professional conduct committee and/or disciplinary tribunal and participants in meetings and disciplinary hearings. We may also disclose your personal information to agents, contractors and service providers, such as where we outsource functions. Your information will also be used and disclosed as set out in our Privacy Policy, available at www.charteredaccountantsanz.com/privacy. We are permitted to process your information for the above purpose, by relying on one or more of the following lawful grounds: (a) you have explicitly agreed to us processing such 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 obligations; or (d) the processing is necessary for our legitimate interests, including to provide you with a smooth and efficient customer experience. Where you have consented to our processing of such information (including any special categories of personal data) you may withdraw such consent at any time (where your local data protection and privacy laws specifically provide you with this right), by contacting us using the contact details in our Privacy Policy. Please note, however, that in certain circumstances it may be still lawful for us to continue processing this information even where consent has been withdrawn, if one of the other legal bases described above is applicable. 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) and how we handle 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.

Member details

Title Mr Mrs Miss Ms Other If other Membership number

Given name/s (in full) Family name

Email address*

* Chartered Accountants ANZ will use this email address to communicate with you unless you advise alternate contact details

Disclosure event

What was the disclosure event

When did it occur

Continued overleaf 

Is there any further information you would like to provide? Please provide copies of all relevant supporting documentation

If insufficient space annex pages to this form

Within 21 days of a Disclosure Event, you are also required to send a statement to the Professional Conduct Committee setting out the reasons why you consider that your Membership should not be affected, including suspended (whether or not on an interim basis) or terminated and your name removed from the Registers. If you wish, you should gather any relevant evidence, including from referees, to explain any mitigating or extenuating circumstances.

Signature

I have read, understood and consent to the Privacy Notice at the beginning of this form and the Privacy Policy of Chartered Accountants ANZ

Signature[‡]

Date

[‡] Chartered Accountants Australia and New Zealand cannot accept this form until signed

To submit this form

EMAIL to membercomplaints@charteredaccountantsanz.com or **POST** to Conduct & Discipline
Chartered Accountants Australia and New Zealand
GPO Box 9985
Sydney NSW 2001