

Fellowship Nomination Form

This form is to be completed by the **nominators**. Before completing the form please read the **Fellowship Nomination Guidelines** on our website. The completed nomination, together with all supporting material should be emailed to Fellowships@charteredaccountantsanz.com

Section 1 – Nominee’s full name and contact details

Personal details

Full name	<input type="text"/>		
	<input type="text"/>	Member number	<input type="text"/>
Postal address	<input type="text"/>		Post code <input type="text"/>
Suburb	<input type="text"/>	Phone (preferred)	<input type="text"/>
City/Town	<input type="text"/>		
Country	<input type="text"/>	Email address	<input type="text"/>

By signing this form I consent to the assessment of my nomination for Fellowship by CA ANZ (including by NZICA where relevant), including the collection, use and disclosure of any personal information about me which is provided with my nomination in the manner set out on the final page of this form.

Signature	<input type="text"/>	Date	<input type="text"/>
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Section 2 – Nominators’ details

Please note that **two** nominators are required for each nomination. Nominators must be **full members** of Chartered Accountants Australia and New Zealand.

Personal details	Nominator 1	Nominator 2
Full Name	<input type="text"/>	<input type="text"/>
Relationship to the nominee	<input type="text"/>	<input type="text"/>
Member number	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>	<input type="text"/>
Phone (preferred)	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>

Fellowship criteria

Nominees must **meet criteria 1 and/or any or all parts of criteria 2**. Please indicate which of the criteria the member is being nominated under.

- 1. Outstanding achievement in the profession of accountancy through his or her career.
- 2 Outstanding contribution to the profession of accountancy through any of the following:
 - a. Service and participation with distinction to Chartered Accountants Australia and New Zealand;
 - b. Services to the community or business;
 - c. Teaching, research and/or writing within the field of accounting that reflects positively on the profession.

All nominees will must be a ‘fit and proper person’ in the estimation of the CA ANZ Council. At a minimum this requires an exemplary membership record in relation to:

- Conduct and Disciplinary history
- CPD compliance
- Financial compliance
- Quality or Practice Review
- Any other membership issues that reflect on the profession or CA ANZ.

Career summary

Please list the main positions and offices held by the nominee, alternatively you may prefer to attach a current CV.

Organisation name	Position title	Duration (mm/yy)	To (date) / current	Paid or voluntary?

Awards and recognition

Provide a short description of any honours, awards or other recognition the nominee has received. (Do not include details of any awards made to the nominee by CA ANZ).

Achievement and contributions

Outline the nominee's professional achievements and contributions to the profession and/or the community and demonstrate how they meet the selected nomination criteria. Where possible describe the impact the nominee has had on the business community or on their local communities.

Supporting material

Please attach relevant supporting information such as:

- One or two letters or emails from peers (they need not be CA ANZ members), who are familiar with the nominee's service and achievements, providing further information about the nominee's achievement and contribution. These may be from the nominators.
- Where the nomination is being made in recognition of contributions to community organisation(s) you should include letters or emails from those organisations providing details of the nominee's contributions, length of service and the impacts or benefits to the organisation of the nominee's work.
- Where the nomination is being made on the basis of teaching, research or writing please include supporting letters or emails from the relevant institutions or bodies involved.

Privacy Statement

Privacy is important to CA ANZ and its subsidiaries and controlled entities including the New Zealand Institute of Chartered Accountants (NZICA), a regulated body established under the *New Zealand Institute of Chartered Accountants Act 1996* (NZ) (each we, us or our).

What personal information will CA ANZ collect?

As you have been nominated for a Fellowship, we will collect, use and disclose information about you from your nominator and any third-party referees where applicable. This process includes the collection of obvious information, such as your name, personal details and details of professional achievements.

Although we do not request it, sometimes a nominator may provide us with personal information classified as 'sensitive information' under relevant privacy laws, such as the nominee's race, ethnic origin or health information (such as disability status). We will only ever use this sensitive information to the extent it is directly related to the Fellowship assessment process. However, generally this sensitive information is not directly related to the Fellowship assessment process and we take steps to destroy or deidentify that information in accordance with relevant privacy laws.

If you do not consent to the collection of personal information (as described above) for the purpose of the Fellowship nomination process, your nomination will not proceed.

What will CA ANZ do with the information collected?

We will collect, use and disclose your personal information in connection with assessing your Fellowship nomination and/or to communicate with you.

CA ANZ will collect, use and disclose all personal information (including sensitive information) which is collected in connection with your Fellowship nomination in accordance with the privacy laws and our [Privacy Policy](#). Our [Privacy Policy](#) contains the contact details of our Privacy Officer and information regarding your rights (including how to withdraw your consent, if applicable) and how you can seek to access and correct your personal information or raise a privacy concern with us and how it will be dealt with.

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).

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.

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, 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. While your personal information is collected by us in Australia, it is likely that your personal information will be disclosed to overseas recipients outside of your country of residence in accordance with our [Privacy Policy](#). Other important information such as transferring your personal data outside the European Economic Area, 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.

What do I need to do?

Sign the nomination form where indicated. By doing so, you are expressly consenting and agreeing to:

- CA ANZ collecting, using and disclosing personal information (including sensitive information) about you in connection with your Fellowship nomination.
- CA ANZ using and disclosing personal information (including sensitive information) it otherwise holds about (for example, in relation to disciplinary proceedings, complaints or criminal record (if any)) in connection with your Fellowship nomination.
- CA ANZ collecting personal information (including sensitive information) about you from third parties in connection with your Fellowship nomination.
- CA ANZ handling your personal information (including sensitive information) in accordance with our [Privacy Policy](#).

You are also confirming that you have read, understood and agree to CA ANZ's Privacy Policy and the important information contained in the Privacy Statement above.