

Application for Professional Membership

PLEASE USE BLOCK CAPITALS

Title	
Forename(s)	
Surname	
Address	
Post Code/Zip Code	
Home Telephone Number	
Mobile Telephone Number	
Registered Email Address	

A DECLARATION

- 1 I HEREBY APPLY for election to Membership of the Chartered Institute of Public Finance & Accountancy having successfully completed the CMA Canada programme, gained two years relevant work experience in the UK recognised by CIPFA and be legally entitled to work in the UK or be a UK citizen.
- (a) Date of notification of successful completion _____.
- (b) CMA Membership Number _____. I enclose a letter confirming I am a member of 'good standing' from CMA.
- (c) I confirm my University degree or equivalent qualification as recognised by CIPFA as:
_____. I enclose a certified copy of my certificate.
- (d) I enclose documentation e.g. a CV, which evidences my work experience over at least the last two years and my current employment role.
- (e) I enclose documentary proof that I am legally entitle to work in the UK or be a UK citizen.
- (f) I enclose documentation which evidences a Continuing Professional Development plan covering UK Company Law and Taxation over a minimum of eighteen months, with documented evidence.
- 2 I UNDERTAKE, if elected,
- (a) Observe the provisions of the Supplemental Charter and of the Bye-Laws and Regulations of the Institute for the time being in force;
- (b) Observe the ethical and technical guides to conduct, principles or rules from time to time established or approved by the Institute;

A Continued

- (c) Provide promptly and willingly such cooperation and assistance, as I am able, if asked to do so by the Institute in pursuance of its duties;
- (d) To participate in CIPFA's Continuing Professional Development (CPD) and meet the requirements of the scheme by participating at **Level 1** or **Level 2** (*please delete whichever is not applicable*) for the CPD Year from _____ to _____ (e.g. July to June). *Refer to accompanying notes for guidance.*
- 3 In order for my application form to be processed I enclose/have paid the required application fee, which must be in sterling, of £_____ (*See attached form for details of how to pay*).
- 4 I accept that a condition of CIPFA membership is that I retain membership of CMA Canada.
- 5 I understand and accept that CMA Canada and CIPFA will share my personal information for the purposes of managing my memberships.
- 6 Date of application _____ Signature _____

B COMPETENCE & FITNESS

- 1 Are there any matters reflecting your competence or fitness of which the Institute ought to be aware? This includes, but is not limited to:
- Any convictions in the UK (which is not a 'spent' conviction within the meaning of the UK Rehabilitation of Offenders Act 1974) or elsewhere under equivalent legislation, other than a motoring offence not resulting in disqualification.
 - Being charged with an offence which has not yet come to trial.
 - Failure to satisfy a judgement debt.
 - An adverse finding against you by a professional body or regulator.
 - Any act or default which prejudicially affects the status, reputation or welfare of the Institute.
 - Any act or default likely to bring discredit upon you, your employer, the Institute or the profession of accountancy.
- Yes** If yes, please give details on a separate sheet of paper. **No**
- 2 Have you ever been disqualified as a Director in the UK or elsewhere?
If so, please provide details with this application.
- Yes** If yes, please give details on a separate sheet of paper. **No**
- 3 Have you been declared bankrupt in the UK or elsewhere?
If so, please provide details with this application. If yes, but the bankruptcy has been discharged, please enclose a copy of your certificate of discharge.
- Yes** If yes, please give details on a separate sheet of paper. **No**
- 4 Have you ever undertaken an Individual Voluntary Arrangement between you and creditors to repay debts on a formal basis?
If so, please provide details with this application.
- Yes** If yes, please give details on a separate sheet of paper. **No**
- 5 Have you entered into a composition with creditors or a deed of arrangement for the benefit of creditors in the UK or entered into equivalent arrangements outside the UK?
If so, please provide details with this application.
- Yes** If yes, please give details on a separate sheet of paper. **No**

Please note that the Institute may make further enquiries of you and/or third parties in relation to the above disclosures in order to assess the impact upon your application.

C RECOMMENDATION

Applications for membership of the Institute under Bye-Law 4 must be supported by the signature of one person who has known the applicant professionally, and is not related, for at least one year prior to application; that person must also ideally be a qualified member of the CCAB or a body recognised by CIPFA such as the CMA or CPA Australia, failing that be the applicant's line manager or the internal auditor of the applicant's employing organisation. The Institute reserves the right to require more than one such reference.

I, certify that I have known _____ for _____ years and I recommend him/her as a fit and proper person to be elected to Membership of the Institute.

Name	_____	Membership Number	_____
Signature	_____	Awarding Body	_____
Job Title	_____	Date	_____
Organisation	_____		

D EMPLOYMENT DETAILS

Job Title: _____

Department: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone Number: _____

Work Email: _____

E OTHER INFORMATION

You are under no obligation to supply information the first three questions, but your co-operation is appreciated. This information is treated as sensitive and will only be used for monitoring and statistical purposes.

1 I would describe my ethnic origin (not nationality) as:

White European	<input type="checkbox"/>	White Other	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Carribean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>				

E *continued*

2 In line with schedule 1 of the Disability Discrimination Act 1995, you are invited to respond to the following question:

"Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?"

YES NO

3 Date of Birth

4 Designatory letters you are entitled to use (*e.g BA, MAAT etc*)

5 Institute notices, nomination and ballot papers are dispatched to Members 'Registered' email address. If you would prefer not to receive these notices electronically please tick the box.

6 With your membership you will be entitled to receive a number of services. If you do not wish to receive these services please indicate which services you wish to opt out of below:

Public Finance magazine – sent monthly by post

You may also like to sign up to Public Finance Update which is daily email by registering on <http://www.publicfinance.co.uk/about/public-finance/email/>.

Spreadsheet. CIPFA's bi-monthly on-line magazine for member's and students.

Regional events and communications

CIPFA Rewards (discounts on a wide range of benefits and services)

7 CIPFA Preference Centre

CIPFA has a preferenced based mailing system, through which you let us know which CIPFA themes are of interest to you. By registering and indicating your preferences this will ensure that you receive only information that is of interest and relevance to you. To register please visit

www.cipfa.org.uk/corporate/subscribe.cfm

The information given on this form will be used by CIPFA to administer and manage your membership and will be held on our database. From time to time we may send you information regarding CIPFA Group products and services, but CIPFA will not sell or pass on your details to third parties without your consent.

Please complete and return the application plus payment for the application fee to the Membership department, 3 Robert Street, London WC2N 6RL. If you have any questions or require any advice on completing the application please contact the Membership department on +44 (0)20 7543 5665 or email membership@cipfa.org.uk.

