



Certified Practising Accountants Papua New Guinea

Established under the Accountants Act 1996

APPLICATION FOR UPGRADE TO CPA STATUS

- Payment can be made by **DIRECT DEPOSIT TO CPA PNG Account No: # 10 000 20740, BSP-Godons** and email/fax copy of remittances with renewal form to our national office. Alternatively, you can make payment at CPA PNG National Office using the Eftpos machine.
- **NO CASH** payments allowed at the CPA PNG National and Branch officer
- **AMOUNT PAYABLE K110**

REQUIREMENTS (CHECKLIST)

PROVIDE THE FOLLOWING DETAILS/DOCUMENTS COMMENCING WITH THE MOST RECENT EMPLOYER AND WORKING FOR THE LAST THREE (3) YEARS OF FORMAL EMPLOYMENT:

- (1) NAME, ADDRESS AND TYPE OF BUSINESS OF EMPLOYER
- (2) PERIOD OF EMPLOYMENT WITH THAT EMPLOYER
- (3) DETAILED DESCRIPTION OF THE WORK YOU PERFORMED FOR THAT EMPLOYER
- (4) FOR EACH EMPLOYER, OBTAIN AND ATTACH TO THIS APPLICATION, A LETTER WHICH CERTIFIED THAT YOU PERFORMED THE TASKS INDICATED.
- (5) **SEND IN YOUR UPGRADE FEE OF K110**

DETAILS OF APPLICANT

(1) **SURNAME (Mr/Mrs/Ms/Miss):** _____

FIRST NAME : _____

(2) **MEMBERSHIP NO (CPA ID)** : _____

EMPLOYER ADDRESS (CURRENT):

EMAIL : _____

PHONE (LANDLINE) : _____ **MOBILE** : _____

(3) DATE OF ADMISSION AS A REGISTERED ACCOUNTING GRADUATE: ____/____/____

(4) LIST SUBJECTS PASSED AND GRADES ATTAINED BELOW:

YEAR/SEMESTER	SUBJECT	GRADE (%)
	FOUNDATIONS OF ACCOUNTING	
	ADVANCED AUDIT & ASSURANCE	
	BUSINESS LAW	
	ETHICS & GOVERNANCE	
	FINANCIAL REPORTING	
	FINANCIAL RISK MANAGEMENT	
	STRATEGIC MANAGEMENT ACCOUNTING	
	TAXATION LAW & PRACTICE	

EMPLOYMENT HISTORY

(5) EMPLOYMENT HISTORY SINCE DATE OF ADMISSION (3 YEARS POST GRADUATE PRACTICAL EXPERIENCE REQUIRED FOR UPGRADE TO CPA STATUS)

YEAR	NAME OF EMPLOYER	NATURE OF BUSINESS	PERIOD (FROM TO)	PRESENT POSITION
PREVIOUS				

IF THERE IS INSUFFICIENT SPACES ON THIS FORM PLEASE USE ADDITIONAL SHEETS WHICH SHOULD EACH BEAR YOUR SIGNATURE

DECLARATION

I CERTIFY THAT THE INFORMATION DETAILS IN ITME 5 ABOVE IS A TRUE AND CORRECT RECORD OF MY EMPLOYMENT HISTORY SINCE BEING ADMITTED AS A REGISTERED ACCOUNTING GRADUATE.

SIGNATURE OF APPLICANT

____/____/_____
DATE

FOR OFFICE USE ONLY

DATE RECEIVED : ____/____/____

FEE PAID (K) : _____

RECEIPT NO# : _____

RECEIVED BY : _____