



# Certified Practising Accountants Papua New Guinea

**(Established under the Accountants Act 1996)**

## APPLICATION FOR ADMISSION TO MEMBERSHIP CERTIFIED PRACTISING ACCOUNTANT (CPA) CATEGORY

This application must be completed in block letters and sent with the fee below, which includes GST (1/11 of amount) **and a non-refundable nomination fee of K110**. Please tick the classification applied for.

**Citizens who have passed all the CPA PNG examinations without becoming a member as well as those that are members of an overseas professional accounting body (refer listing on the last page of this form).**

- Payment can be made by **Direct Deposit to CPA PNG Account No: #10000 20740, BSP-Gordons** 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 & Branch Offices

**CPA – AMOUNT PAYABLE \* K550 [ ]**

**(\* Payment is Inclusive of the Non-Refundable Fee of K110)**

### PERSONAL DETAILS:

Surname: (Mr/Mrs/Ms/Miss): .....

First Name: .....

Address for correspondence: .....

.....

Date of Birth: .....(...../...../.....)

**NATIONALITY:** (Pls. State) [.....]

### EMPLOYER ADDRESS

Employer: .....

Address: .....

.....

Nature of Business: .....

Position Title: .....

Telephone:..... Fax: ..... Email: .....

**EMPLOYMENT HISTORY** (Please show previous positions for last ten years.)

<u>From Year</u>	<u>To Year</u>	<u>Employer Name &amp; Address</u>	<u>Title</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**TERTIARY EDUCATION**

<u>Degree/Diploma Certificate</u>	<u>Where Obtained</u>	<u>Year</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**IMPORTANT** For All attached copies of university degree (or equivalent) must be certified by a Commissioner of Oaths or a Justice of the Peace.

**PROFESSIONAL ACCOUNTING MEMBERSHIP** (those who are members of an overseas accounting body to complete this section)

<u>Organisation Name</u>	<u>Organisation Address</u>	<u>Membership No: and Status</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**IMPORTANT** A certified copy of your certificate of membership must accompany this application PLUS a letter of good standing from a qualifying accounting body. This must be dated within two (2) months of application .

**TESTIMONIALS** (To be completed by candidates who are not members of any professional accounting body overseas only)

Please submit two (2) written testimonials dated within three (3) months of the date of this application, either from a member of this Institute, a minister of religion, a businessperson of good standing in the community, or a member of another professional body. One testimonial may be from your employer.

**Testimonials attached:**

<u>Name</u>	<u>Company</u>	<u>Title</u>	<u>Phone/Fax</u>
.....	.....	.....	.....
.....	.....	.....	.....

Also include the names of two (2) referees that the Institute may contact.

.....	.....	.....
.....	.....	.....

**(Require four (4) different people for the above: 2, written testimonial letters & 2, names of referees)**

## **DECLARATION**

### **ALL APPLICANTS MUST FILL IN THIS FORM**

I, the undersigned, hereby apply for Membership with Certified Practising Accountants Papua New Guinea (CPA PNG) in a classification to be decided by the Council of CPA PNG.

If admitted, I agree to be bound by the provisions of the 1996 Accountants Act (and amendments).

I agree to promote the objectives of the Institute as best I can.

I further declare that I have not been convicted of a criminal offence of a financial nature. Nor have I been adjudicated bankrupt or declared insolvent.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**[Print Name]**

\_\_\_\_\_  
**(Signature of witness) - Witnessed by a CPA member (Full Member) of CPA PNG or Commissioner for Oaths**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Dated**

**(if you are choosing a member of CPA PNG, ensure he/she is a full member and not an Accounting Technician or Registered Graduate)**

\_\_\_\_\_  
**[Print Name]**

\_\_\_\_\_  
**Membership Number**  
(Registration Number)

**Check List - Please tick to ensure that the following are completed:-**

***This has to be marked when filling in the form.***

**For those applying for CPA status (CITIZENS)**

- Fee included
- Completed all sections
- Declaration signed and witnessed
- Certified copy of tertiary qualification (Certificate copy  
- has to be signed by a Commissioner of Oath stating "It is a true copy of the Original")
- Certified copy of membership certificate (if any)
- x2 written testimonial letters

#### **For Office Use Only**

Date received: ...../...../.....      Amount: K.....

Receipt No: .....

Dated Admitted: ...../...../.....      Membership Status: .....

Reg. No.: .....



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## **NON – CITIZEN ACCOUNTANTS**

**Non – Citizen candidates may only become members of CPA PNG if they are fully qualified as accountants in their country of origin and are members in good standing with that body. (Full members of at least one of the overseas professional accounting body as listed below).**

CPA PNG approves the following professional bodies.

**Certified General Accountants Association of Canada;  
Certified Practising Accountants Australia (CPA's only – no Associates);  
Compagnie Nationalae des Commissaires Au Comptes, France;  
Fiji Institute of Accountants;  
Hong Kong Society of Accountants;  
Indonesian Institute of Cost and Works Accountants of Indonesia;  
Institute of Certified Public Accountants of Singapore;  
Institute of Chartered Accountants of New Zealand; (CPAs only)  
Korean Institute of Certified Public Accountants;  
Malaysian Association of Certified Public Accountants;  
Malaysian Institute of Accountants;  
Mexican Institute of Accountants  
National Federation of Certified Public Accountants Association of Taiwan;  
Institute of Public Accountants in Australia (MIPA's only)  
Ordre des Experts Comptables et des Comptables Agrees, France;  
Philippine Institute of Certified Public Accountants;  
Samoan Society of Accountants;  
The Canadian Institute of Chartered Accountants;  
The Chartered Association of Certified Accountants (UK);  
The Chartered Institute of Management Accountants (UK);  
The Chartered Institute of Public Finance and Accountancy (UK);  
The Chartered Public Accountants of South Africa;  
The Chinese Institute of Certified Public Accountants;  
The Institute of Chartered Accountants in Australia (ICA); (CA's only)  
The Institute of Chartered Accountants of Bangladesh;  
The Institute of Chartered Accountants in England and Wales; (CA's only)  
The Institute of Chartered Accountants of India. (CA's only)  
The Institute of Chartered Accountants in Ireland;  
The Institute of Chartered Accountants of Pakistan;  
The Institute of Chartered Accountants of Scotland;  
The Institute of Chartered Accountants of Sri Lanka; (CA's only)  
The Institute of Chartered Accountants of Zimbabwe;  
The Institute of Cost and Management Accountants of Bangladesh;  
The Institute of Cost and Management Accountants of Pakistan;  
The Institute of Cost and Works Accountants of India;  
The Japanese Institute of Certified Public Accountants;  
The Society of Chartered Accountants of Canada;**