



Certified Practising Accountants
Papua New Guinea

(Established under the Accountants Act 1996)

**APPLICATION FOR ADMISSION TO MEMBERSHIP 2016
REGISTERED ACCOUNTING TECHNICIAN (RAT) CATEGORY**

This application form is to be completed by candidates who hold a Diploma in Business/Accounting as well as a Degree in other business related disciplines, eg: *IT, Economics, Management, etc.* from Institutions recognized by CPA PNG (full listing of these institutions – refer to the last page of this form).

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.

- 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 and Branch Offices

Registered Accounting Technician (RAT) Status : Amount Payable *K440 []
(*Payment is Inclusive of Non-Refundable Fee K110)

PERSONAL DETAILS:

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

First Name:

Address for correspondence:

.....

Date of Birth:

NATIONALITY: PNG Citizen [.....] Other:(Pls. State) [.....]

PRESENT EMPLOYMENT

Employer:

Address:

Nature of Business:

Position Title:

Telephone:..... Fax: Email:



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

| <u>From Year</u> | <u>To Year</u> | <u>Employer Name & Address</u> | <u>Title</u> |
|------------------|----------------|------------------------------------|--------------|
| | | | |
| | | | |

TERTIARY EDUCATION

| <u>Certificate/Diploma</u> | <u>Where Obtained (T/Institution)</u> | <u>Year</u> |
|----------------------------|---------------------------------------|-------------|
| | | |
| | | |
| | | |
| | | |

IMPORTANT: *Diploma or Certificate of Higher Education in Business/Accounting (or equivalent) must be certified by a Commissioner of Oaths or a Justice of the Peace.*

TESTIMONIALS

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)



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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/CAT member of CPA PNG (Full member of CPA PNG) or Commissioner for Oaths. (When choosing a member of CPA PNG, ensure he/she is a full member and not a Registered Graduate or Accounting Technician)

Dated

[Print Name]

**Membership Number
(CPA ID)**

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

This has to be marked when filling in the form.

- Fee included
- Completed all sections
- Attached certified copies of certificate/diploma /degree certificates (has to be signed by a Commissioner for Oaths stating "It is a True Copy of the Original")
- Two written testimonials
- Names of two referees
- Declaration signed and witnessed

For Office Use Only

Date Received: _____/_____/_____ Fee Paid: K _____ Receipt No: _____

Date Admitted: _____/_____/_____ CPA ID No: _____ Received By: _____



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NATIONALS APPLYING FOR MEMBERSHIP WITH CPA PAPUA NEW GUINEA.

CPA PNG recognises diplomas or degrees from the following universities and institutions for admission to membership:

1. UNIVERSITY OF PAPUA NEW GUINEA
2. UNIVERSITY OF TECHNOLOGY, LAE
3. PACIFIC ADVENTIST UNIVERSITY, PORT MORESBY
4. DIVINE WORD UNIVERSITY, MADANG
5. THE UNIVERSITY OF GOROKA
6. NATIONAL POLYTECHNICAL INSTITUTE (formerly LAE TECHNICAL COLLEGE) – **Diplomas**
7. PORT MORESBY BUSINESS COLLEGE
8. GOROKA BUSINESS COLLEGE
9. MADANG TECHNICAL COLLEGE (**Diplomas Only**)
10. PNG INSTITUTE OF PUBLIC ADMINISTRATION
11. INSTITUTE OF BUSINESS STUDIES
12. INTERNATIONAL TRAINING INSTITUTE (**Advanced Diploma ONLY**)
13. KOKOPO BUSINESS COLLEGE
14. SONOMA ADVENTIST COLLEGE
15. IEA College of TAFE (Port Moresby) – **Advanced Diploma in Accounting (ONLY)**
16. OVERSEAS TERTIARY INSTITUTIONS THAT CONDUCT DIPLOMA COURSES AT THE SAME LEVEL AS THE ABOVE INSTITUTIONS.