



Certified Practising Accountants Papua New Guinea

(Established under the *Accountants Act 1996*)

CERTIFIED PRACTISING ACCOUNTANTS PAPUA NEW GUINEA

APPLICATION FOR ADMISSION TO MEMBERSHIP 2012

CERTIFIED ACCOUNTING TECHNICIAN (CAT) 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.

Payments can be made by Direct Deposit to CPA PNG, Account No# 10 000 20740, Bank South Pacific, Gordons and copy of deposit slip sent with enrolment form or by cheque or cash to our national office.

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

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:

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)

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
(Registration Number)

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 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:/...../..... Amount: K.....

Receipt No:



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NATIONALS APPLYING FOR MEMBERSHIP WITH CPA PAPUA NEW GUINEA.

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

1. UNIVERSITY OF PAPUA NEW GUINEA
2. UNIVERSITY OF TEHCNOLOGY, LAE
3. PACIFIC ADVENTIST UNIVERSITY, PORT MORESBY
4. DIVINE WORD UNIVERSITY, MADANG
5. THE UNIVERSITY OF GOROKA
6. LAE TECHNICAL COLLEGE,
7. PORT MORESBY BUSINESS COLLEGE
8. GOROKA BUSINESS COLLEGE
9. PNG INSTITUTE OF PUBLIC ADMINISTRATION
10. INSTITUTE OF BUSINESS STUDIES
11. INTERNATIONAL TRAINING INSTITUTE
12. KOKOPO BUSINESS COLLEGE
13. SONOMA ADVENTIST COLLEGE
14. OVERSEAS TERTIARY INSTITUTIONS THAT CONDUCT DIPLOMA COURSES AT THE SAME LEVEL AS THE ABOVE INSTITUTIONS.
15. Other colleges offering certificates, diplomas or degrees in PNG

INFORMATION ON THE COURSES TO BE UNDERTAKEN BY THIS CATEGORY OF MEMBERS

The following are the subjects/modules required to be completed by candidates in this category to advance from Registered Accounting Technician status to Certified Accounting Technician status.

No:	Subjects/Courses	6 Units	Members (Incl. GST)	Non-Members (Incl. GST)
1	Foundations of Accounting	Pre-requisite	K550.00	K770.00
2	Financial Accounting & Reporting	Compulsory	K770.00	K1,078.00
3	PNG Taxation Law & Practice	Compulsory	K605.00	K847.00
4	PNG Business Law	Compulsory	K550.00	K770.00
5	Management Accounting	Compulsory	K660.00	K924.00
6	Accounting Concepts and Principles; or Business Finance	Elective	K880.00	K1,100.00