



Please complete all sections

All Members who provide accounting and/or accounting related services to the public pro-bono or for a fee must hold either a *Limited-PPC* or a *PPC*.

To be eligible for a Limited-PPC:

- (1) Your practice annual turnover must be less than the tax-free threshold, currently \$18,200, and
- (2) You cannot hold a statutory registration with ASIC, the TPB or any other government body.

A Your personal and business details

Member ID (if already a Member) _____ Designation: AIPA MIPA FIPA

Mr Mrs Miss Ms Other, please state _____ Date of birth ___/___/___ (dd/mm/yyyy)

Given name _____ Middle name _____ Family name _____

Residential address

Street address _____

Suburb/Town/City _____ State/Territory _____ Postcode _____

Registered business name _____

ABN _____ ACN _____

Website _____

Your interest in the business:

Sole trader Partner Principal Director Shareholder Other _____

Number of staff: 1 2-5 6-10 11-20 21-30 31-50 51+

Number of clients: 1-50 51-100 101-200 201-300 301-500 501+

Business contact details

Principal place of business _____

Postal address _____

Suburb/Town/City _____ State/Territory _____ Postcode _____

Phone/Fax numbers: Mobile _____ Business _____ Fax _____

Email address _____

Preferred mailing address: Residential address Business address Business postal address

B More information about you

Have you ever been declared bankrupt or insolvent? Yes No

Have you ever had any criminal convictions within or outside Australia? Yes No

Have you been the subject of an unfavourable decision by a professional or regulatory body? Yes No

If you answered YES, please provide details on a separate page with supporting documentation.

C Competency in Australian Corporations Law and Australian Taxation Law

Subject	Date completed	Education institute
Australian Corporations Law		
Australian Taxation Law		

Please attach these qualifications

D Professional indemnity (PI) insurance

Your PI insurance must be a minimum of **\$1 million per claim / reinstatement** and have at least one reinstatement. New Members in professional practice must apply for membership and a Limited-PPC simultaneously. The IPA cannot finalise your membership and Limited-PPC application until we receive your PI insurance schedule and Certificate of Currency compliant with By-law 9.1.8.

Insurer _____ Cover amount \$ ____million any one claim

Commencement date ____ / ____ / _____ Expiry date ____ / ____ / _____

Schedule and Certificate of Currency (CoC) attached

OR

I need to arrange PI Insurance and authorise IPA-Insure to contact me.

For PI insurance requirements see Chapter-9 of the IPA By-laws or FAQ-7 below

E Professional work experience in accountancy and related fields

From	To	Position title	FT, PT or Casual	Employer name
e.g. 08/06/2012	Current	Partner	FT	Accounting for you
Responsibilities	Tax returns for individual, partnership, and company. Supervising two Accountants.			
Responsibilities				
Responsibilities				
Responsibilities				

F

Mentored Experience Program (MEP)

The MEP is an important requirement for your Limited-PPC assessment. Please select one of the statements relevant to you and provide documentary evidence.

- I have commenced or completed the IPA MEP. Please provide documentary evidence.
- I have already completed a practical experience program with CA ANZ or CPA Australia: Please provide documentary evidence.
- I am applying for an exemption from the IPA MEP with this application: Please provide your resume (or complete Section F) detailing your work experience in the last 10 years or more for assessment.

For MEP visit <https://www.publicaccountants.org.au/education/mentored-experience-program>

G

Declaration

I declare that:

- I have read the IPA membership fee structure and understand that I will be charged for a Limited-PPC. I understand that my first year Limited-PPC fee will be calculated on a pro-rata basis, determined by the month I join the IPA. Fees thereafter are annually based, being due by the 1 July each year. Refer to the link in Section H for current fees.
- I understand that by providing the credit/debit card details or cheque details, I am confirming that I have sufficient funds and have authorised for IPA to process all the fees relevant to this application as prescribed in Section H. I also understand that my Limited-PPC will not become active until the payment has been received by the IPA and I will receive a tax invoice/receipt via email upon successful payment.
- I have read the Privacy Statement* and consent to my personal information being collected, used and disclosed for the purposes outlined.
- If I have applied for membership at the same time applying for a Limited-PPC, I understand that I may be asked to produce documentary evidence to substantiate my eligibility for membership and should I be unable to produce or otherwise prove my eligibility within 14 days of an IPA request, I will forfeit my fees for membership, Limited-PPC and any other monies paid to the IPA.
- I understand that the IPA has an investigations and disciplinary process* to accept written complaints against IPA members. I also understand that as a condition of membership, all IPA members are subject to this investigation and disciplinary process for alleged breaches of the IPA Constitution, By-laws, Pronouncements* and other IPA professional and ethical standards.
- I agree to abide by the decisions of the IPA Board, IPA Constitution, By-laws and Pronouncements and rules set by the regulators, including guidance statements and authoritative interpretations including, but not limited to, those issued by the Accounting Professional and Ethical Standards Board (APESB), the TPB, ASIC, the Australian Accounting Standards Board (AASB) and the Auditing and Assurance Standards Board (AUASB), including the requirements to:
 - a. Maintain PI insurance that complies with Chapter-9 of the IPA By-laws;
 - b. Complete modules 1, 2, 3, 4, 5, 6 and 7 of the IPA Professional Practice Program (PPP) within six months of being issued with a Limited-PPC, if not exempted from these modules;
 - c. Undergo an IPA Quality Review Program (QRP) Member assurance review as required;
 - d. Undertake and keep a record of my CPD in accordance with the requirements of Pronouncement 7;
 - e. Advise the IPA should I become bankrupt, be charged with any criminal offence or be the subject of an adverse finding by a professional or regulatory body; and
 - f. Advise the IPA if there is a sale, merger, liquidation or litigation of the Member practice.

I certify that the information provided on this application form and attachments is true and correct.

Full name _____

Signature _____ Date ____ / ____ / ____

*For the IPA Privacy Statement visit [Privacy Policy \(publicaccountants.org.au\)](https://www.publicaccountants.org.au/privacy-policy).

H

Payment details

- Your application must include payment for membership (if not a Member) and a Limited-PPC.
- Please refer to publicaccountants.org.au/become-a-member/how-to-apply/membership-fees for subscription fees.
- If you currently hold a CA ANZ Certificate of Public Practice (CPP) or a CPA Australia PPC, you are not eligible for a Limited-PPC.

Payment authority

I have enclosed a cheque/money order payable to "Institute of Public Accountants"

OR

Please charge my AMEX MasterCard Visa

Card number _____ Expiry date ____ / ____

Cardholder name _____

OFFICE USE ONLY
Limited-PPC fee \$ _____
Fees are GST inclusive

Signature _____ Date ____ / ____ / ____

Upon payment, you will receive a Tax Invoice email.

The IPA have a **Find an Accountant** page on our website. If you wish to promote your business on the IPA website, log into your IPA account and enter your business details on publicaccountants.org.au/find-an-accountant.

Any questions? Please contact us on 1800 625 625 (9 am – 5 pm (AEST), Monday to Friday).

How to submit your application:

Please scan and email your completed application with required documentary evidence to your local IPA office below.

New South Wales & Australian Capital Territory e nswdivn@publicaccountants.org.au	Queensland e qlddivn@publicaccountants.org.au
South Australia & Northern Territory e sadivn@publicaccountants.org.au	Tasmania e tasdivn@publicaccountants.org.au
Victoria e vicdivn@publicaccountants.org.au	Western Australia e wadivn@publicaccountants.org.au

Frequently asked questions (FAQ)

1. Who should hold a Limited-PPC?

Members can hold a Limited-PPC (commencing 1 July 2023) if they:

- provide accounting and/or accounting related services to the public pro-bono or for a fee, but not including those activities provided by a Member who is employed in a PAYG salaried role, or
- provide accounting and/or accounting related services to the public such as financial reporting; bookkeeping; insurance; auditing, self-managed superannuation fund (SMSF) auditing; taxation; corporate reconstruction/ advisory; bankruptcy; financial planning/ investment advice; superannuation; business/ management consulting; company secretarial/ Board; advice/ counsel associated with the sale, listing or purchase of a business or securities; and all similar activities; or otherwise as deemed by the IPA, or
- are a partner or principal of a practice, irrespective of their functional responsibilities, or
- provide accounting and/or accounting related services on contract to an accounting firm and the Member is not covered by that firm's professional indemnity insurance, or
- hold any beneficial equity in the practice, or
- are deemed by the IPA that a Member should hold a Limited-PPC as they are providing accounting and/or accounting related services to the public and will earn, or had earned under the tax-free threshold of \$18,200pa (ex-GST) and does not hold a statutory registration with ASIC, the TPB or any other government body.

2. What are the eligibility requirements to hold a Limited-PPC?

- the practice annual turnover must be less than the tax-free threshold, currently \$18,200, and
- the applicant must not hold a statutory registration with ASIC, the TPB or any other government body.

3. Can a Limited-PPC or PPC holder advertise their professional services to the public?

Yes Limited-PPC holders (and PPC holders) are permitted to advertise their professional services to the public and are permitted to have a website to advertise their professional services.

4. How does a Public BAS Practitioner Certificate differ from a Limited-PPC?

The Public BAS Practitioner (PBASP) Certificate is membership and a PPC rolled into a single discounted offering. It is only available to Members who are registered with the Tax Practitioners Board (TPB) as a BAS agent and only provide bookkeeping and BAS agent services to the public as defined by the TPB. If a Member offers services in addition to bookkeeping or BAS agent services, they must hold a PPC and are not eligible to hold a Limited-PPC as they have a statutory registration with the TPB. If you wish to apply for a PBASP Certificate, please contact the IPA.

5. Is an AIPA Member eligible to hold a Limited-PPC?

Yes an AIPA Member is eligible to hold a Limited-PPC if they meet the Limited-PPC requirements.

6. What evidence of Australian Corporations Law and Australian Taxation Law is required?

You are required to show evidence of competency in Australian Corporations Law and Australian Taxation Law. This study must have been completed within the last 10 years. If the study was completed over 10 years ago, you will be required to provide evidence of relevant industry experience and CPD for IPA assessment.

7. What level professional indemnity (PI) insurance is required?

Limited-PPC holders must hold PI insurance that complies with Chapter-9 of the By-laws, paragraph 9.1.8.

Professional indemnity insurance must provide:

- (a) cover for the amount(s) specified by the Board of Directors for each and every claim, **not being less than \$1 million** for each reinstatement (any one claim);
- (b) a policy excess (deductible) of no more than an amount determined by the Board of Directors from time to time, currently being no more than 2 per cent of the policy limit of indemnity, or \$200,000, whichever is the lower amount;
- (c) cover obtained from an Australian Prudential Regulation Authority (APRA) regulated insurer, which can be verified at: <https://www.apra.gov.au/register-general-insurance>;
- (d) a minimum of one reinstatement and preferably unlimited reinstatements;
- (e) a defence cost exclusive policy, however if the policy is defence cost inclusive, the policy sets an additional 25 per cent above the policy limit of indemnity amount to fund defence costs;
- (f) unlimited retroactive cover;
- (g) cover for defamation;
- (h) cover for claims arising out of the dishonesty of an employee;
- (i) cover for the cost of replacing or repairing documents lost, damaged or destroyed;
- (j) cover for any civil legal liability or any act, error or omission, subject to reasonably common exceptions; and run-off cover for claims against the Member after cessation of business or ceased to hold a Professional Practice Certificate for a period of at least seven years, however if the policy does not include run-off cover, the Member must arrange and maintain run-off cover for a period of seven years following cessation of the business.

Your PI insurance must be valid for at least one month beyond your Limited-PPC application date.

Please visit publicaccountants.org.au/insurance/pi for information on PI insurance.

8. What are the Professional Practice Program (PPP) requirements?

Limited-PPC holders are required to complete modules 1, 2, 3, 4, 5, 6 and 7 of the IPA PPP within six months of receiving their Limited-PPC. Visit publicaccountants.org.au/membership/limited-ppc/ppp for session details.