

## APPLICATION FOR READMISSION AS A MEMBER

To apply for readmission because of resignation or cancellation from membership, complete and return this form, along with any required attachments, to the Membership Department, Chartered Professional Accountants of British Columbia (CPABC). Applicants who are currently members of another provincial body should complete an Application for Membership by Affiliation.

Once your application is received, it will be subject to one or more of the following procedures: review and recommendation by the Membership Committee, clearance of the applicant's standing with other CPABC departments and verification of other information provided on the application.

Will you be self-employed in the practice of public accounting?  -Yes  - No If Yes, please outline the nature and scope of your business on a separate page. You must also make a separate application for a practice license.

This application is limited to membership in the CPABC. An application for a practice licence must be made separately to the CPABC Public Practice department.

### 1. Applicant Information

Name \_\_\_\_\_  
First Middle Last  
*(Full legal name – as shown on Passport or Driver's Licence - print name in upper and lower case)*

If you have been known by another name since you were last a member, please provide such name below and send proof of name change (i.e. copy of: court order or marriage certificate).

Previous Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Province/Territory/State

Country Postal Code/Zip Home or cell

Home fax no. Email

Employer \_\_\_\_\_  
Name Job title

Address \_\_\_\_\_  
Street

City Province/Territory/State Country Postal Code/Zip

Tel. no. \_\_\_\_\_ Fax number \_\_\_\_\_

Direct tel. no. \_\_\_\_\_ Email \_\_\_\_\_

CPABC mailings should be sent to - Home - Employment

CPABC Emails should be sent to: - Home - Employment

*(Note: provision of email address implies permission for use by CPABC)*

*It is a member's responsibility to keep their contact information up-to-date with CPABC. By providing CPABC with your email address, you agree to receiving communications from CPABC by email.*

*CPABC will include your name and city of employment in the Member Directory available online to the public. If you have a valid reason why your information should not be included please contact the Privacy Officer ([privacy@bccpa.ca](mailto:privacy@bccpa.ca)).*

**2. Fees**

The following fees must be included with this application:

- Non-refundable application fee of \$250.00, plus applicable taxes.
- Any dues, fees, costs or other amounts due to the CPABC at your date of resignation, suspension or cancellation that remain unpaid, plus applicable taxes.
- Full dues for the intervening years since dues were last paid, up to a maximum of 5 years.
- Member dues for the current fiscal year must be paid at the time of submission of this application form. Please contact the Membership Department for the correct amount that must be paid.

Once your completed application has been received you will be contacted with instructions on how to pay.

**3. Professional Designations**

Have you been a member of any other professional accounting body since your resignation, suspension or membership cancellation? If so, please identify the accounting body(ies) and the dates of membership.

_____	From_____	To_____
_____	From_____	To_____
_____	From_____	To_____

**4. Continuing Professional Development (CPD)**

Every applicant is expected to have completed or to complete CPD. The amount of CPD required will be the amount normally required to be completed, up to a maximum of three years. What, if any, professional development courses or activities have you completed since you last reported your CPD to CPABC (or legacy body (both verifiable and unverifiable activities)? Attach a separate page if necessary.

Description of Course or Activity	Provider (CPABC, CPA Canada or...)	Date	Hours
_____			
_____			
_____			
_____			
_____			
_____			

## 5. Character and Reputation

1. Have you ever been charged, in Canada or elsewhere, with a criminal or summary conviction offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever pleaded guilty to, or been convicted of, a criminal or summary conviction offence in Canada or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Have you ever received a pardon/record suspension in Canada or elsewhere (or something similar to a pardon/record suspension)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), are you currently the subject of an allegation or charge regarding a Matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), have you ever pleaded guilty or been found guilty of a Matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. With respect to a violation or alleged violation of a provision of securities or tax legislation in Canada or elsewhere (a "Matter"), have you ever entered into a settlement agreement with respect to a Matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are you currently the subject of a complaint, investigation or disciplinary process of any professional body (accounting or otherwise) or other regulatory body in Canada or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Have you ever been found to have failed to comply with the requirements of a professional body (accounting or otherwise) or other regulatory body in Canada or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Have you ever entered into a settlement or resolution agreement with a professional body (accounting body or otherwise) or other regulatory body in Canada or elsewhere in order to resolve a complaint, investigation or disciplinary matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Have you ever resigned registration or membership as a member, candidate or student in a professional body (accounting body or otherwise) or other regulatory body in Canada or elsewhere in order to resolve a complaint, investigation or disciplinary matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Have you ever made an assignment in bankruptcy, been declared bankrupt or taken the benefit of any statutory provision for insolvent debtors in Canada or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Has your registration as a member, candidate or student ever been terminated involuntarily by a professional accounting body (including a provincial or regional CPA body, or legacy body) for non-payment of dues, failure to complete Continuing Professional Development requirements, exhausting module/exam attempts, failure to complete the program within established time limits, or for any other reason?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Have you ever been found to have breached academic rules or policies (including rules or policies against plagiarism or cheating) or to have engaged in any other form of academic or non-academic misconduct at any post-secondary educational institution in Canada or elsewhere, or as a student or member of a professional body (including a provincial or regional CPA body, or a legacy body)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Have you ever been a defendant in any civil proceeding, in Canada or elsewhere, in which allegations of fraud, dishonesty, theft, or misrepresentation were made against you or against any company in which you have, or had, a controlling interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I declare that I have answered the questions in this Character Declaration accurately and completely. I acknowledge that I may be required to provide additional information to the Chartered Professional Accountants of BC (CPABC) and my sponsors, upon request, to enable them to assess my suitability for admission to membership. I authorize CPABC to verify the accuracy of my application, including but not limited to contacting and collecting further information from my sponsor. I understand that CPABC may deny admission, or cancel my membership, in CPABC if I have made a false or misleading application. I undertake that if I am admitted as a member of CPABC, I will comply with the CPA Act [SBC 2015], CPABC Bylaws, CPABC Bylaw Regulations, and CPABC Code of Professional Conduct as may be amended from time to time.

Date \_\_\_\_\_  
(mm / dd / yyyy)

Original Signature \_\_\_\_\_

### Section to be filled out by 2 Chartered Professional Accountants in good standing

I certify that I have reviewed the applicant's responses in this Character Declaration and confirm, to the best of my knowledge, the accuracy of the responses of the applicant. In my opinion, the applicant is of good character, and is suitable for readmission as a member of the Chartered Professional Accountants of British Columbia. CPABC may contact me for more information if needed.

Full Name of CPA Reference / Sponsor (not related to the applicant)	Years Known Applicant (must be more than 1 yr)	Contact Information of CPA Reference/Sponsor	Member of Which Provincial CPA Body	Signature	Date Signed (mm / dd / yyyy)
1.					
2.					

**Declaration**

I, the above-named applicant,

- Authorize the CPABC to obtain from my current and previous, if any, professional accounting body, such information concerning my education, training, experience, discipline and membership status as may be required to determine my eligibility for readmission to CPABC
- Attest that my conduct since my resignation, suspension or cancellation as an CPABC member, has, in all respects, been in full accordance with that required of a member under the Chartered Professional Accountants Act, CPABC Bylaws, CPABC Bylaw Regulations, and Code of Professional Conduct
- Attest that during my resignation, suspension or cancellation I did not use the designation "Chartered Professional Accountant" or "Chartered Accountant" or "CA"; or "CPA, CA", or "Certified General Accountant" or "CGA", or "CPA, CGA", or "Certified Management Accountant" or "CMA" or "CPA, CMA"
- Attest that I do not and will not perform any services requiring a public practice license until such time as I am a member of CPABC and granted the requisite public practice license to do so.
- Undertake that, if I am readmitted as a CPABC member, I will comply with the Chartered Professional Accountants Act, CPABC Bylaws, CPABC Bylaw Regulations, and CPABC Code of Professional Conduct
- Attest the information in this application is correct to the best of my knowledge; and
- Understand that my CPABC membership may be cancelled if any of the information in this application, and any documents that form a part of this application, is determined to be false or misleading

Date \_\_\_\_\_  
mm / dd / yyyy

\_\_\_\_\_  
Applicant's original signature

**Membership Certificate**

Membership certificates are the property of CPABC and must be returned upon termination of membership. If you have not already returned your certificate, please include it with your application for readmission. If you are unable to locate your certificate, please read the following and sign below.

**DECLARATION**

- I Acknowledge** that, pursuant to Bylaw 507(3), my membership certificate is the property of CPABC; and
- I Declare** that my membership certificate has been destroyed or that its location is unknown to me; and
- I Undertake** to forward my membership certificate forthwith to CPABC if it is ever recovered.

Date \_\_\_\_\_  
mm / dd / yyyy

\_\_\_\_\_  
Applicant's original signature

*The information on this form is collected by CPABC under the authority of section 14 of the CPA Act [SBC 2015] for the purpose of processing your application for membership. Upon admission to membership, this information will form part of your member record and will be used by CPABC to regulate and to provide services under section 3 of the CPA Act [SBC 2015]. Should you have any questions about the collection of this information, please contact:*

*Associate Registrar  
800-555 West Hastings Street, Vancouver, BC  
604-872-7222*

For the protection of your privacy, please do not email completed form to us. Please send by fax to 604 235.3316 or mail to the address noted above to the attention of: Membership Registration Department