

Direct Application Form

1.0 Personal Details

Please complete	
Title:	
Surname/Family Name:	
First Names:	
Certificate Name:	
DOB	
Preferred Email	
Preferred Phone	
Mobile	
Country of Residence	
Source of Enquiry:	Source of Enquiry Details
Application Type	
Direct Application Details	
Current Membership	Current Professional
Grade	Body

2.0 Employment

Employment Status (please circle one)	Employed/Non Public Practice/Public Practice/ Unemployed
Name of Employer:	
Address: Town: County / State: Post / Zip Code: Country:	
Work Phone	
Work Email	
Position Held:	
Date of Commencement:	
Employment	Full -Time Part-Time

Practice Details	Professional Indemnity Insurance
Practising Certificate Number	Name of Insurer
Practice Name	Period Covered By Policy
Practice Type eg Sole Trader, Limited Company	
Practice Established	
Supervising Body	
Practising Certificate Held Yes No	

3.0 Authorisation for Public Practice

Individuals seeking to work in public practice must be in possession of a Practising Certificate issued by AIA or a supervisory body under the UK Money Laundering Regulations and recognised by AIA.

AIA Members in Practice receive access to exclusive member benefits, offers, guidance and support.

Please tick all options that apply:

1) I wish to apply for an AIA Practising Certificate	<input type="checkbox"/>
2) I currently hold a Practising Certificate from a body recognised by AIA for the purpose* (complete details below)	<input type="checkbox"/>
Issuing Body: _____ Certificate Number: _____	
Professional Indemnity Insurance: Name of Insurer: Period Covered by Policy:	
3) I do not wish to apply for an AIA Practising Certificate and confirm I will not be undertaking Public Practice	<input type="checkbox"/>

*Please attach a copy of your practising certificate.

The AIA Practising Certificate allows members to: operate in public practice in the UK and Republic of Ireland and sign or generate reports, accounts, certificates or tax returns concerning any person's financial affairs, whether you are an unincorporated body, sole trader or a firm. See <https://www.aiaworldwide.com/public-practice> for further information.

4.0 Professional Qualifications and Certifications

Notes: Please indicate the professional bodies of which you are a member. Remember to include a certified copy of your certificate(s) with your application.

Name of Professional Body*	Membership Number	Date of Admission

* AIA reserves the right to contact the Professional Body named to confirm membership.

5.0 References

Notes: Please provide details of a Business referees, AIA will contact them to request references.

Business Referee Name:
Business Referee Company Name:
Business Reference Address:
Business Reference Zip Code:
Business Reference Email:
Business Reference Position Held:
Business Reference PQRN*:

* AIA reserves the right to contact the Professional Body named to confirm membership.

6.0 Fit and Proper Status

6.1 Financial Responsibility and Reliability

Have you had a court judgement made against you for a debt or made a compromise arrangement with your creditors; have you ever been declared bankrupt or been subject to bankruptcy procedures; have you ever, in respect of your creditors, signed a trust deed, made an assignment for their benefit or made any arrangements for the payment of a composition to them?

Yes No

6.2 Convictions or Civil Liabilities

Have you been found guilty of any offence; or subject to civil or court action relating to your professional business activities or your directorship or management of any company?

Yes No

6.3 Good Reputation and Character

Have you had any actions taken against you restricting your trade, business or profession; had any finding against you in respect of misconduct or malpractice in your business or profession; been subject to disciplinary finding against you by an employer or professional body; been refused entry to or excluded from membership of any profession or vocation; been dismissed or required to resign from any office; employment or partnership; been disciplined or publicly criticised or subject to court order by any regulatory body or officially appointed enquiry with the regulation of a financial, professional or other business activity?

Yes No

Are you currently undergoing any investigations or disciplinary procedures described in 8.3 above?

Yes No

If you have answered 'Yes' to any of the questions above, please provide details on a separate sheet and attach this to your application.

7.0 Declarations

7.1 AIA Constitution and Code of Ethics

I confirm I have read, and understood, my obligations under the AIA Constitution and Code of Ethics

7.2 Continuing Professional Development (CPD)

I confirm I have read, and understood, my obligations under AIA's CPD requirements

7.3 Terms Accepted

I confirm I have read, and understood, the terms of membership of AIA

Signature:

Date:

8.0 Submission

Please submit your completed application to:

Membership Services
Association of International Accountants
Staithes 3, The Watermark, Metro Riverside
Newcastle upon Tyne
NE11 9SN
United Kingdom

T: +44 (0)191 493 0277

F: +44 (0)191 493 0278

E: membership@aia worldwide.com

W: www.aia worldwide.com



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