

# The Institute of Chartered Accountants in Australia

## Frequently Asked Questions for existing MICPA members

as at 09 April 2010

The Institute of Chartered Accountants in Australia (the Institute) and The Malaysian Institute of Certified Public Accountants (MICPA) signed a Memorandum of Understanding (MoU) in February 2009.

The MoU includes the mutual recognition of accounting qualifications. As a result, existing MICPA members will be eligible to apply for membership of the Institute and Institute members will be eligible to apply for membership of MICPA.

Below are a series of FAQs that MICPA members interested applying for Institute membership will find useful.

### **MICPA members applying for membership with the Institute:**

**Q:** What do I have to do to become a member of the Institute?

**A:** You need to be a current member in good standing of MICPA, have successfully completed MICPA's professional entry program; have at least 3 years professional experience and support from at least 2 Institute member referees. You will also need to complete the Institute's online ethics course within 3-months of applying for reciprocal membership of the Institute.

You will need to submit a By-Law 12 membership application (see attached copy) with supporting documentation to the Institute's National Customer Service Centre.

Once your completed application is received and your eligibility is confirmed, you will automatically be enrolled into the Institute's online ethics course. (see next section for further information on this course)

**Q:** Do I need to complete any bridging subjects before applying?

**A:** No – only if you wish to apply for a Certificate of Public Practice (CPP). Then you will need to complete approved bridging subjects in Australian Taxation and Corporate Law.

**Q:** What documents do I need to provide with my By-Law 12 membership application?

**A:** A current original certified letter of good standing from MICPA dated within 3 months of your application and a certified copy of your MICPA professional program results.

**Q:** What are the reference requirements when applying for By-Law 12 membership?

**A:** When applying for By-Law 12 membership, you will need to provide written references from:

(i) Two ICCA members who are not related to you and who either:

- have been members of this Institute for at least 3 years; OR
- have been members of MICPA for at least 5 years

AND

(ii) One person from Malaysia who knows you in a professional capacity and can attest to your professional experience (eg former employer, mentor, colleague)

**Q:** Do I need to provide any documents if I am already a member of CPA Australia?

**A:** Yes, you will still need to provide all of the above documents with your application as the Institute does not recognise CPA Australia membership as being equivalent to our membership entry requirements.

**Q:** Do I need to retain my membership with MICPA if I become a reciprocal member of the Institute?

**A:** Yes, each professional body will be reporting annually to ensure that members are current and not subject to any conduct or discipline issues

**Q:** Once I have successfully completed the online ethics course, how do I apply for membership and what, if any further documentation do I need to provide?

**A:** Once you achieve the required pass result in the online ethics course, the Institute's membership application team will receive automatic notification and proceed with finalising your application for



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membership. Please allow up to two weeks from your pass result date to receive confirmation of your admission to Institute membership.

**Q:** What are the Institute By-Law 12 member fee rates?

**A:** The 2009/10 member fees include a \$515 one-off application fee and \$781 annual subscription fee.

**Q:** Are there any additional fees to complete the online ethics course?

**A:** Yes, the 2009/10 online ethics course fee is \$200. This fee is charged for each enrolment.

**Q:** Will my Institute membership certificate look the same as that received by a graduate from the full CA program?

**A:** Yes, all Institute members receive the same membership certificate.

**Q:** If I become an ICAA member on the basis of my MICPA membership and completion of the Institute's online ethics course, will this give me GAA membership?

**A:** No, to take advantage of GAA membership you must complete the full CA Program and be approved for membership as a graduate of the Program however, you can access GAA benefits such as professional development, technical support and networking events when working in GAA countries

**Q:** If I become an ICAA member on the basis of my MICPA membership and completion of the Institute's online ethics course, will this allow me to register as a company auditor in Australia?

**A:** Company auditor registration in Australia is approved by the federal government's Australian Securities and Investments Commission. Registration conditions are available at [www.asic.gov.au](http://www.asic.gov.au)

**Q:** If I become an ICAA member on the basis of my MICPA membership and completion of the Institute's online ethics course, will this allow me to register as a tax agent in Australia?

**A:** Tax agent registration in Australia is approved by the federal government's National Tax Agents Board. Registration conditions are available at [www.tabd.gov.au](http://www.tabd.gov.au)

### Online ethics course

**Q:** When can I enrol in the Institute's online ethics course?

**A:** Upon receipt of your completed By-Law 12 membership application (see attached copy) and confirmation of your eligibility, the Institute's membership application team will automatically enrol you in the Institute's online ethics course and confirm your login details via email.

**Q:** Can I complete the Institute's online ethics course outside of Australia?

**A:** Yes, the course can be completed in any location with internet access.

**Q:** How long will it take to complete the online ethics course?

**A:** The online ethics course consists of seven (7) hours of course reading and activities. It is recommended that MICPA applicants complete this reading and activities prior to attempting the 30 minute online assessment quiz.

Applicants should allow at least 30 minutes to complete the online assessment quiz. Each attempt at this quiz can only be completed in one sitting - there is no option to save a partially completed quiz and return to finish it at a later time.

All applicants have a maximum of 3 months from the date they submitted their By-Law 12 membership application to achieve the required 80% pass result in the online assessment quiz. There is no limit on the number of times you can attempt the online assessment quiz during this timeframe.



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**Q:** What is the fee for the online ethics course?

**A:** The 2009/10 fee is \$200 per course enrolment.

**Q:** What are the assessment requirements?

**A:** To successfully complete the online ethics course, MICPA applicants must achieve an 80% pass result in the online assessment quiz within 3 months of submitting their By-Law 12 membership application.

Applicants should allow at least 30 minutes to complete the online assessment quiz. Each attempt at this quiz can only be completed in one sitting - there is no option to save a partially completed quiz and return to finish it at a later time.

**Q:** Once I have successfully completed the online ethics course, how do I apply for membership and what, if any further documentation do I need to provide?

**A:** Once you achieve the required pass result in the online ethics course, the Institute's membership application team will receive automatic notification and proceed with finalising your application for membership. Please allow up to two weeks from your pass result date to receive confirmation of your admission to Institute membership.

**Q:** What if I do not successfully complete the online ethics course within the 3 month timeframe?

**A:** Your By-Law 12 application will be withdrawn without notice or refund. It will be up to you to resubmit a new application should you wish to reapply.

**Q:** Can I apply for an extension to the 3 month timeframe?

**A:** Extensions to this timeframe will only be considered in exceptional, unforeseen circumstances. Given the course reading and activities should take a maximum of 7 hours to complete, it is reasonable to expect all applicants to be able to complete this course within the given timeframe.

For further queries, please contact the Institute via:

National Customer Service Centre  
Ph: 1300 137 322 within Australia  
+61 2 9290 5660 if overseas  
1800 804 712 toll free from Malaysia  
800 6161 337 toll free from Singapore  
Fax: +61 2 9262 4841  
Email: [service@charteredaccountants.com.au](mailto:service@charteredaccountants.com.au)

Operating Hours  
8:30am – 6pm AEST / AEDST  
Monday to Friday (excluding national public holidays)



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