

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF JAMAICA
APPLICATION FOR MEMBERSHIP



*Please attach
a Current
Passport Sized
Photograph*

PERSONAL INFORMATION

Mr. Mrs. Miss Ms Dr.

Name (*In Block Capitals*): _____

Date of Birth: _____

Home Address: _____

Mailing Address (if different from above): _____

Telephone #: - Home _____ Cell # _____

Email Address (es): _____

Country of Birth: _____

Present Nationality: _____

(*For Foreign Nationals only*) Are you a Resident of Jamaica? Yes No

If "Yes", what is your planned period of residence in Jamaica? _____

If "No", in which country do you reside? _____

Reason(s) for requesting membership

EMPLOYMENT INFORMATION

Current Employer: _____

Job Title: _____

Address: _____

Telephone #(s): _____ Fax #(s) _____

Email Address (es): _____

Business Sector: Public Sector Industry Commerce Banking & Finance Education

Professional Services Other (*please specify*) _____

JOB CATEGORY

External Audit Internal Audit Financial Accounting General Management

Management Accounting Taxation Consultancy Other (*please specify*) _____

MEMBERSHIP CATEGORY BEING APPLIED FOR

Associate not in Public Practice Fellow not in Public Practice Affiliate not in Public Practice

Visit www.icaaj.org for an explanation of the respective categories of membership

PROFESSIONAL QUALIFICATIONS

ACCA AICPA CMA

CPA CANADA UWI MSc in Accounting

GRADUATES OF ICAJ/ACCA

Date of Registration as a student (Day/Mth/Yr) _____

Month and year in which final examination was passed (Mth/Yr): _____

AUTHORISATION FROM PROFESSIONAL BODY

My membership number with the professional body indicated above is _____

I have been a member for _____ years and I hereby authorise the ICAJ to obtain verification of the information provided by me from:

ACCA AICPA CMA

CPA CANADA UWI MSc in Accounting

DOCUMENTS TO BE SUBMITTED

The following documents are to be submitted along with your completed application form:

1. Academic qualifications (*If not ACCA*)
2. Reference letters from two members of the Institute of Chartered Accountants of Jamaica, who are in good standing
3. A copy of your Curriculum Vitae (*Provide details of all prior work experience and duties performed*)
4. One current passport-sized photograph
5. Name/s of person who encouraged you to join ICAJ _____

FEES

Please enclose the application fee of JA\$6,800.00 which is *not refundable*

NB: If an application is made three or more years after obtaining professional qualification and the required work experience, a fee of \$8,000.00 applies

Please note your application will not be complete until payment is made

DECLARATION

Note: ICAJ Bye-Law 75 sets out the details of the events which could lead to disciplinary action. These events include, (but are not limited to), the following: the applicant has pleaded guilty to, been found guilty of, or has accepted a caution in relation to any offense discreditable to the Institute or to the Accountancy profession; in any civil proceedings in which the applicant has been a party or witness, the applicant has been found to have acted fraudulently or dishonestly; incompetence in carrying out work; breach of ICAJ Bye-Laws or Regulations; disciplinary action against you by another professional body; bankruptcy or insolvency; failure to satisfy a judgement debt without reasonable excuse within two months; misconduct – this includes (but is not limited to) any act, or failure to act which brings, or is likely to bring, discredit to the individual or relevant firm or to the Institute or to the Accountancy profession.

I declare that all information contained in this application is true.

I understand that when seeking membership, I could become liable to disciplinary action for events which are in breach of ICAJ Bye-Law 75; liability to disciplinary action, which occurred before or after I become a member.

I confirm I have now read the above and:

- I understand that if I fail to declare an event which may be in breach of Bye-Law 75 I may face an allegation of dishonest conduct;
- I understand that while I am a member of ICAJ I will notify ICAJ about any event which may be in breach of Bye-Law 75;
- I agree to comply with ICAJ’s Bye-Laws, Regulations and Code of Ethics and Conduct;
- I confirm I have not been subject to any criminal, disciplinary or other matters which may be in breach of Bye-Law 75 that have not already been brought to the attention of ICAJ’s Disciplinary Committee. I understand that I am required to disclose spent convictions, that is any conviction irrespective of its age and/or type;
- I understand that any matters which I have disclosed to ICAJ which are in breach of Bye-Law75 will be taken into account when dealing with my application, but that the matters may not automatically stop me from obtaining membership;
- I confirm and declare that I have included anything ICAJ needs to know, and there is nothing else I should bring to ICAJ’s attention at the present time.

I further undertake that I will only use the designation “Chartered Accountant” and the designatory letters “CA” (or “FCA”, when I become a fellow) only while I remain a member of ICAJ. I understand that if I engage in any public practice activities I will need to hold a practising certificate.

I acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after qualification. I therefore accept my responsibility to undertake adequate continuing professional development as required by ICAJ Bye-Law 33.

I confirm that I have read and understood the terms.

I Agree I Disagree

Signature: _____

Date: _____