



Membership entry pathway assessment application

Introduction

Please read these instructions carefully

You can enter your details directly into the application form on your computer and then send us a printed and signed copy. We recommend that you keep a copy for your own records.

What is this application for?

This assessment will help to determine your starting point in the CPA Program and your eligibility for membership.

If you were a previous member and wish to renew your membership

Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact

If you wish to apply for reciprocal membership

CPA Australia has mutual recognition agreements (MRAs) with a number of leading accounting bodies around the world. In most cases, members of these bodies can apply for a reciprocal membership or CPA Program exemptions.

You will need to send us an application form that is specific to one of our MRAs. Information is available on the CPA Australia website at www.cpaaustralia.com.au/internationalaffiliations

If you need help or more information

You will find more information about the CPA Program at cpaaustralia.com.au/cpaprogram

Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact

Send us your application

There is an application fee for your assessment

There is a non-refundable fee to assess your application. We will contact you about membership if you are eligible to proceed.

We accept applications throughout the year

You can:

- mail your application to one of the addresses on page 12, or
- take your application to your nearest office. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact

Incomplete applications cannot be processed and this will delay your assessment and possible enrolment into the CPA Program.

**Please turn the page to
begin your application**

*At the end of the form
we will remind you what
documents to send us and
where to send them.*



Membership entry pathway assessment application Form

Office use only reference number:

(A) About you

Your personal details

Title

Mr Mrs Ms Miss Other

Given names

Preferred name

This will be used as your first name in our correspondence.

Family name

Gender

Male
 Female

Date of birth

/ /
D D M M Y Y Y Y

Do we already know you?

Were you a CPA Passport student?

No
 Yes My CPA Passport number was

CPA Passport students are not members of CPA Australia.

Have you previously had a CPA Australia Qualifications Assessment for membership or migration?

No
 Yes My reference number was

You will find this reference number on your qualifications assessment result letter. If available, please provide us with a copy of this letter.

! Have you changed your name?

If your name is different on any of your transcripts or identity documents, you will need to send us a **certified true copy** of a 'proof of name change' document.

You can prove your name has changed by documents such as a marriage certificate or government-issued change of name document. Please ensure that these are **certified true copies** of the original documents.

Page 11 of this form provides information about certifying your documents.

Your home contact details

Home address	<input type="text"/>
	<input type="text"/>
Suburb or City	<input type="text"/>
State or Province or Region	<input type="text"/>
Postcode or Zip	<input type="text"/>
Country	<input type="text"/>

Home phone e.g. +61 3 1234 5678	<input type="text"/>
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Please include the country code and area code.

Mobile/Cell phone e.g. +61 3 1234 5678	<input type="text"/>
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Please include the country code and area code.

Your employment contact details

! If you are not currently employed, please ignore this section.

Organisation name	<input type="text"/>
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Position title	<input type="text"/>
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Organisation address	<input type="text"/>
	<input type="text"/>
Suburb or City	<input type="text"/>
State or Province or Region	<input type="text"/>
Postcode or Zip	<input type="text"/>
Country	<input type="text"/>

Business phone e.g. +61 3 1234 5678	<input type="text"/>
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Please include the country code and area code.

Your communication preferences

We need your email address to send your assessment result and other important updates including login details so that you can track the progress of your application.

Your email address (mandatory)	<input type="text"/>
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Please ensure that your email address is written clearly and is correct.

Which is your preferred mailing address?
<input type="checkbox"/> At work <input type="checkbox"/> At home

Please choose **one only**.

Which is your preferred phone number?	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile/Cell	<input type="checkbox"/> Business
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Please choose **one only**.

Background information – Fitness to become a member

All of these questions **must** be answered for your assessment.

Have you ever been convicted in the past of a criminal offence or are there any charges pending against you?

No Yes

There is no requirement to reveal a spent conviction. A conviction is a spent conviction if it is 10 years or more since the date of the conviction (5 for a juvenile), and the sentence imposed was a fine, bond, community service order or imprisonment for a period of less than 30 months and there have not been any further offences in the last 10 years.

Are you or have you ever been made bankrupt or made the subject of an official assignment for the benefit of creditors?

No Yes

Are you or have you ever been a director of a company to which a receiver, receiver manager an enforcer of a security interest, provisional liquidator or liquidator has been appointed while you were a director or within six months after you ceased to be a director?

No Yes

Have you been or are you disqualified from managing a corporation or banned from being a director of a corporation?

No Yes

Have you ever been refused membership to a professional body for which you have the appropriate academic qualifications?

No Yes

Have you ever had to forfeit your membership of a statutory, professional or other body?

No Yes

Are you or have you ever been the subject to disciplinary proceedings by a statutory, professional or other body?

No Yes

Are you acting as a principal in public practice, holding yourself as being a principal in public practice, or undertaking any public accounting services in your own right?

No Yes

If so, you must have the appropriate academic qualifications, licences and professional indemnity insurance to comply with CPA Australia regulations.

Public practitioners are subject to regulations and have additional training needs and responsibilities.

Public accounting services include any accounting, bookkeeping, taxation, auditing and assurance services, insolvency and corporate reconstruction, management accounting, financial planning or financial reporting activities performed for government, the public or business, excluding in the capacity as an employee.

! If you answered "Yes" to any of these questions

Please provide more information about the nature of your situation on a separate sheet and any related official documentation to support your application.

If you answered "Yes" to providing public accounting services, please provide details of your role and ownership of the business, outline services offered to the public and classification of the accounting services your business provides.

Attach supporting documents to this application and mail to:

General Manager, Membership

CPA Australia
GPO Box 2820
Melbourne VIC 3001
AUSTRALIA

Your application will be considered individually on its merits and may take longer to process.

(B) Confirm your identity

We need you to confirm your identity by sending us **certified true copies** of your identity documents. Use the list below to score a **minimum of 100 points** of identity confirmation. The identification should not be expired.

Proof of your identity

<input checked="" type="checkbox"/>	Type of identification		Your score
<input type="checkbox"/>	Birth certificate	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	Citizenship certificate	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	Passport	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	National identity card	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	Permit issued by a government authority (with your name on it) For example, a working permit This must also show your signature and photo	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	Licence issued by a government authority (with your name on it) For example, a driver's licence This must also show your signature and photo	Earns you 70 points →	<input type="text"/>
<input type="checkbox"/>	A written reference From a full member of a recognised professional body This reference must: <ul style="list-style-type: none"> • be signed and dated by the person writing the reference • show that you have known the person writing the reference for at least 12 months References must not be dated more than three months prior to the application being received by us	Earns you 40 points →	<input type="text"/>
<input type="checkbox"/>	Australian government issued ID card (with your name on it)	Earns you 40 points →	<input type="text"/>
<input type="checkbox"/>	Student ID card (with your name on it)	Earns you 40 points →	<input type="text"/>
<input type="checkbox"/>	Australian Medicare card This is not a private health care card	Earns you 30 points →	<input type="text"/>
<input type="checkbox"/>	Credit card, other bank cards or bank passbook You can use more than one of these (each for 30 points) but each must be from a different bank	Earns you 30 points →	<input type="text"/>
<input type="checkbox"/>	Tax assessment notice issued by the Australian Taxation Office (less than 12 months old) This must also show your full name and address	Earns you 30 points →	<input type="text"/>
<input type="checkbox"/>	Utility bill (with your name on it) For example, electricity bill This must also show your full name and address	Earns you 30 points →	<input type="text"/>
<input type="checkbox"/>	Local government rates, land tax or rates notice (less than 3 months old) This must also show your full name and address	Earns you 30 points →	<input type="text"/>
<input type="checkbox"/>	Record from a higher educational institution (less than 10 years old) For example, degree from your educational institution This must show your full name	Earns you 30 points →	<input type="text"/>
Your total score → Must be at least 100 points			<input type="text"/>

! You need to send us certified copies of these identity documents

Each identification document must be a **certified true copy** of the original as described on page 11.

If your name is different on any of your identity documents, you will also need to send a **certified true copy** of your 'proof of name change' document.

Provide profile information

✓ Tick one box only for each of the following

1. Current employment sector

- Academia/Education
- Public Practice (not public sector)
- Parenting (Go to Point 6)
- Small to medium enterprise (<200 employees or <\$50m turnover)
- Corporate (>200 employees or >\$50m turnover)
- Government – Commonwealth/National
- Government – State/Territory
- Government – Local
- Government Business Enterprise
- Not-For-Profit
- Not employed (Go to Point 6)
- Retired

2. Industry

- Hospitality
- Finance and Banking
- Insurance
- Financial Services
- Government – Admin/Defence
- Health/Community Services
- Printing/Publishing/Recording
- Oil/Petroleum
- Agriculture/Forestry/Fishing
- Mining/Extractive
- Property Services
- Business Services
- Transport/Storage
- Communications
- Wholesale/Retail Trade
- E-Business/E-Commerce
- Recruitment
- Travel and Tourism
- Advertising/Marketing
- Manufacturing

- Association/Membership Organisation
- Construction
- Film/TV/Radio
- Libraries, Museums and the Arts
- Sport/Entertainment/Recreation
- Education
- Electricity/Gas/Water

3. Primary job function

- Accounting Administration
- Information Management/Technology
- Insolvency and Reconstruction
- Law
- Management Accounting
- Marketing/Sales
- Financial Planning
- Superannuation
- Taxation
- Auditor – External
- Treasury
- International Trade
- Auditor – Internal
- Human Resources/Training
- General Management
- Procurement
- E-Business/E-Commerce
- Business Development
- Financial Management
- Risk Management
- Business Advisory Services/Management Consulting
- Company Secretarial
- Corporate Governance
- External Reporting
- Financial Control

4. Job responsibility

- CEO/Managing Director

- Partner in Non-Accounting Business
- Self Employed
- Team Leader/Supervisor
- Academic/Teacher
- Chief Financial Officer or equivalent
- Financial Controller
- General Manager
- Manager
- Employee
- Public Practice – Sole Practitioner
- Public Practice – Partner/Director

5. Employer size

- 1 – 5
- 6 – 10
- 11 – 20
- 21 – 50
- 51 – 100
- 101 – 200
- 201 – 300
- 301 – 500
- 501 – 1000
- 1000+

6. Your communication preference ongoing

- Email
- Mail

7. Notice of AGM

- Email
- Mail

8. Membership renewal

- Email
- Mail

9. CPA Australia Annual report

- Full Annual Report
- Concise Version
- Electronic Version
- No Annual Report

Tick all relevant boxes in the following

10. Licences/certificates

- Auditor of Superannuation Funds
- Australian Financial Services Licence
- Licensed Insurance Agent (Singapore)
- Licensed Investment Adviser
- Registered Company Liquidator
- Legal Practitioner
- ICAA Practice Certificate
- Licensed Securities Dealer
- Registered Company Auditor
- Registered Tax Agent
- Trustee in Bankruptcy

11. Other memberships you hold

Australia

- Australian Computer Society
- Australian Institute of Management
- Financial Planning Association
- Institute of Internal Auditors Australia
- National Tax and Accountants Association
- Australian Institute of Company Directors
- Chartered Secretaries Australia
- Institute of Chartered Accountants Australia
- Institute of Public Accountants

- Financial Services of Australasia
- Tax Institute

Outside Australia

- American Institute of Certified Public Accountants
- Association of International Accountants
- Chinese Institute of Certified Public Accountants
- Institute of Certified Public Accountants of Singapore
- Association of Chartered Certified Accountants
- Chartered Institute of Management Accountants
- Hong Kong Institute of Certified Public Accountants
- Malaysian Institute of Accountants
- New Zealand Institute of Chartered Accountants

12. Professional interests

- Information Management/Technology
- Insolvency and Reconstruction
- Law
- Management Accounting
- Marketing/Sales

- Financial Planning
- Small Business
- Superannuation
- Taxation
- Auditing – External
- Treasury
- General Management
- E-Business/E-Commerce
- Human Resources/Training/Industrial Relations
- Securities/Funds Management
- Public Sector Issues
- Risk Management
- Banking
- Auditing – Internal
- Financial Markets
- Insurance
- Triple Bottom Line/Sustainability
- Advisory Service/Management Consulting
- Company Secretarial
- Corporate Governance
- Ethics
- External Reporting
- Financial Control

(C) Provide us with your education history

This section asks you about any studying you have done to help us decide the components of CPA Program that you would need to complete to qualify for full CPA status.

Do you have any relevant qualifications?

! Have you had your qualifications previously assessed by CPA Australia?

If you had a CPA Australia Qualifications Assessment for membership or migration before, please provide your reference number on page 2 of this form.

! Do you have more than two relevant qualifications?

Please add a separate sheet that provides the details for each additional qualification.

Qualification A

Name of qualification	<input type="text"/>
University or Institute	<input type="text"/>
Campus (if applicable)	<input type="text"/>
Country	<input type="text"/>
<input type="checkbox"/> Full-time study	
<input type="checkbox"/> Part-time study	
Have you completed this qualification?	
<input type="checkbox"/> Yes – I completed it in	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	M M Y Y Y Y
<input type="checkbox"/> No – I will complete it in	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	M M Y Y Y Y

Please provide a **certified true copy** of official academic transcripts showing the grades or results from the institution where you completed the original study.

If you have received any exemptions, credits or advanced standing in this qualification, please include a **certified true copy** of the official academic transcripts showing the grades or results from the institution where the prior study took place.

If you have completed your qualification, please provide a **certified true copy** of the official academic award or letter of completion.

Qualification B

Name of qualification	<input type="text"/>
University or Institute	<input type="text"/>
Campus (if applicable)	<input type="text"/>
Country	<input type="text"/>
<input type="checkbox"/> Full-time study	
<input type="checkbox"/> Part-time study	
Have you completed this qualification?	
<input type="checkbox"/> Yes – I completed it in	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	M M Y Y Y Y
<input type="checkbox"/> No – I will complete it in	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	M M Y Y Y Y

Please provide a **certified true copy** of official academic transcripts showing the grades or results from the institution where you completed the original study.

If you have received any exemptions, credits or advanced standing in this qualification, please include a **certified true copy** of the official academic transcripts showing the grades or results from the institution where the prior study took place.

If you have completed your qualification, please provide a **certified true copy** of the official academic award or letter of completion.

Do you have a relevant professional membership?

Are you or have you ever been a member of a professional accounting body?

- No
 Yes

Name of the professional accounting body

Level of membership

Send us a **certified true copy** of your membership certificate or letter of good standing (if applicable). You should **also** send a **certified true copy** of your official results for all professional papers or examinations you completed with this professional accounting body.

(D) Declaration

Declaration

- I wish to apply for an assessment by CPA Australia.
- I have read and agree to the Privacy Statement at cpaaustralia.com.au/mepaprivacy.

I declare that:

- I have read the Privacy Statement and I consent to my personal information being collected, used and disclosed for the purposes outlined and as stated in the Privacy Statement.
- I am not aware of any further matter that may be relevant to your assessment of my qualifications and whether I am a fit and proper person to be a member of CPA Australia.
- The information and the answers I have provided to any questions are complete and accurate and I will, if anything alters in the future, notify CPA Australia.
- If accepted as a member I will be bound by CPA Australia's Constitution, By-Laws, Code of Professional Conduct and applicable Regulations of the Board from time to time in force.
- I authorise CPA Australia to obtain any information from any person or entity about me as it considers necessary in order to process my application and to service and maintain my membership. I authorise such person or entity to release this information to CPA Australia.
- I will undertake and keep a record of my continuing professional development obligations (currently 120 hours over a three-year period [triennium] with a minimum of 20 hours in any one year).
- If I am admitted I acknowledge that I am not permitted to act as a principal in public practice or hold myself out as being a principal in public practice, or undertake any public accounting services in my own right unless I meet the requirements of CPA Australia.

Your signature

Date / /
D D M M Y Y Y Y

Members must comply with CPA Australia's Constitution, By-Laws, Codes of Conduct and Regulations. These can be found at cpaaustralia.com.au/memberconduct. Failure to comply may expose a member to disciplinary conduct.

- If you do not want to receive information about our Member Benefits+ partners and their products and services, please tick this box. For more information, please visit cpaaustralia.com.au/benefits

Please print and sign. We do not accept digital signatures.

Please turn the page to find out what to send us and where.

(E) How to pay

How much is the application fee?

There is a non-refundable fee to assess your application.

- it is charged in **Australian dollars** (AUD\$)
- you can pay this fee by credit card, cheque or bank draft
- it is based on your home address, as follows

If your home address is in	The fee is...
Australia	AUD\$150 (GST inclusive)
New Zealand	AUD\$157 (NZ GST inclusive)
Hong Kong, Malaysia or Singapore	AUD\$136 You can pay by cheque, credit card or in person at your nearest CPA Australia office in your local currency, using a set monthly exchange rate. <ul style="list-style-type: none">• see the current application fee rate at cpaaustralia.com.au/memberfees• contact your nearest office listed on cpaaustralia.com.au/contact
Any other location	AUD\$136

If you are paying by credit card

Select which credit card you would like to use.

AMEX Visa MasterCard Diners Club

Card number

Expiry date

 /
M M Y Y

Cardholder's name

Total amount

Cardholder's signature

Please ensure these numbers are entered clearly and correctly.

Please print and sign. We do not accept digital signatures.

If you are paying by cheque

Your cheque should be made payable to "**CPA Australia Ltd**".

Personal cheques will only be accepted if drawn from an Australian bank account unless paying directly to our offices in Hong Kong, Malaysia or Singapore. You will be liable for any fees incurred from a dishonoured cheque.

If you are paying from outside of Australia, the bank draft must nominate a corresponding Australian bank through which we can process the payment.

Tick this box if are paying by cheque and staple your cheque to this page.

What to send

Please send us your:

- application form (pages 2 to 9)
- payment details or application fee
- supporting documents (see below)

Attach your supporting documents

You will need to send us **certified true copies** of some of the following documents.

We suggest that you tick each row in the checklist below when you have collected the documents to send to us.

<input checked="" type="checkbox"/>	If...	Please send us certified true copies of
<input type="checkbox"/>	You wish us to process your application.	Your identity documents (see page 5).
<input type="checkbox"/>	Your name is different on any of your transcripts or identity documents	Your proof of change of name documentation such as: <ul style="list-style-type: none"> • a marriage certificate or • government-issued change of name documents
<input type="checkbox"/>	You have previously had a CPA Australia Qualifications Assessment for membership or migration	Your assessment letter, if you have this.
<input type="checkbox"/>	You have completed or are completing a relevant qualification	Your official academic transcripts or exam results. If you have received any exemptions, credits or advanced standing in this qualification, please include a certified true copy of the official academic transcripts showing the grades or results from the institution where the prior study took place. If you have completed your qualification, please provide a certified true copy of the official academic award or letter of completion.
<input type="checkbox"/>	You are a qualified member of a recognised International Federation of Accountants (IFAC) professional body	Your membership certificate or letter of good standing (if applicable). You should also send the official results for all professional papers or examinations you completed with this body.

! Please note

Please do **not** staple this form or any documents together. However, you can:

- use a paper clip to hold your pages together
- staple any cheques or money orders for the application fee to page 9

Please do not attach any 'sticky notes' to your application.

You need to send us certified copies of your supporting documents

When you send us copies of your documents, they must be

- certified true copies of the originals
- in English
 - you will need to have non-English documents officially translated. Please send us a certified true copy of the original language document and a certified true copy of the translation

Please do **not** send original documents. They will not be returned.

What is a “certified true copy” of an original?

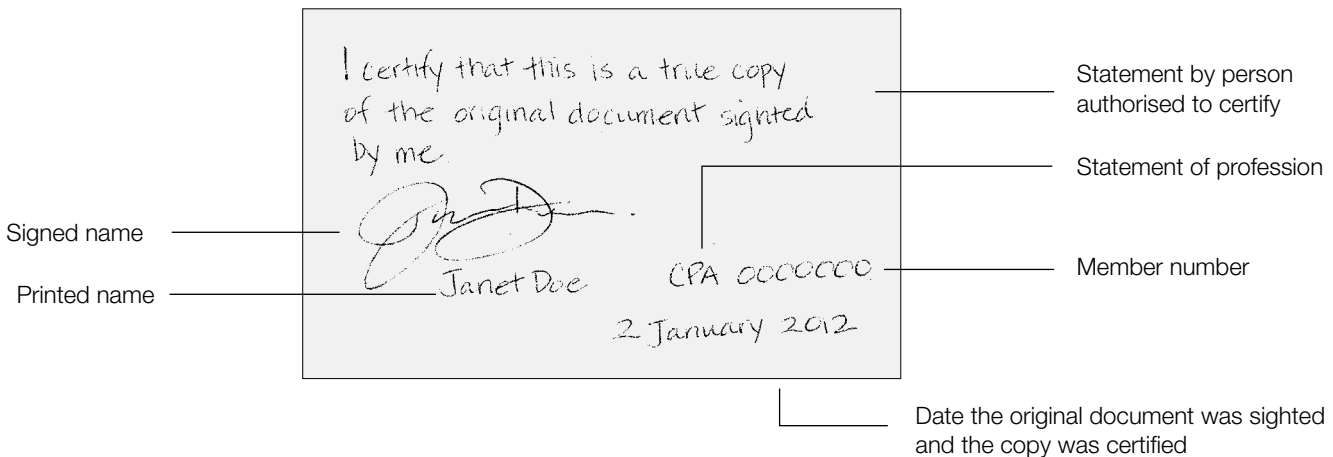
A certified true copy is a copy of an original document that is verified as being authentic. An authorised person must certify the copy after seeing the original document. A list of authorised people who can certify documents is below.

What needs to be certified?

- copies of all identity documents
- documents relating to your education (e.g. academic transcripts, academic award or letter of completion)
- documents relating to professional memberships
- non-English documents, as listed above, and the corresponding English versions that have been translated by a professional translator

How do I get my documents certified?

1. photocopy your original documents
2. take your original documents and photocopies to a person who is authorised to certify documents (see below)
3. have the authorised person certifying
 - write on the same side of each copy “I certify this is a true copy of the original document sighted by me”
 - sign and print their name
 - state their profession or occupation group (as below)
 - member number (if applicable)
 - the date certified (within the last 12 months)



We do not accept

- photocopies or faxes of certified documents
- certifications where the identity of the person certifying cannot be read
- certification made by a person not authorised to certify documents
- certification made by yourself, on your own documents, even if you are a person authorised to certify documents

Who can certify my documents?

The following people are authorised to certify documents:

- staff at your nearest CPA Australia office listed on the CPA Australia website cpaaustralia.com.au/contact
- CPA or FCPA (Fellow) but **not** an Associate member of CPA Australia
- full member of a recognised International Federation of Accountants (IFAC) professional body as listed on www.ifac.org/about/member-bodies
- commissioner for oaths
- Justice of the Peace
- solicitor or lawyer
- migrant agent registered with Migration Agents Registration Authority (MARA)
- dentist, medical practitioner, pharmacist or veterinary surgeon
- bank manager or school principal
- police officer, sheriff or sheriff's officer
- notary officer
- Australian consular or diplomatic officer
- any other official, who in your home country, is authorised to endorse documents and legal declarations or to witness sworn affidavits

Where to send your application

Your application and documents can be:

- mailed to one of the addresses below, or
- brought to your nearest CPA Australia office listed on the CPA Australia website at cpaaustralia.com.au/contact

They **cannot** be faxed or emailed.

Your location	Mail your application to
Australia & all other locations	CPA Australia Member Advisory and Information Services GPO Box 2820 Melbourne VIC 3001 AUSTRALIA Telephone: 1300 73 73 73 (in Australia) or + 61 3 9606 9677 (outside Australia)
Greater China	CPA Australia 20/F Tai Yau Building 181 Johnston Road Wanchai HONG KONG Telephone: +852 2891 3312
Malaysia	CPA Australia Suite 10.01 Level 10, The Gardens South Tower Mid Valley City Lingkaran Syed Putra 59200 Kuala Lumpur MALAYSIA Telephone: +603 2267 3388
Singapore	CPA Australia 1 Raffles Place #31-01 One Raffles Place SINGAPORE 048616 Telephone: +65 6671 6500

What happens next?

1. We will send you an acknowledgement email

Our email will let you know:

- we have received your application
- how to track the progress of your application or contact us with any questions

2. We will let you know if your application cannot be processed

This may occur if:

- your form is incomplete or unsigned
- **certified true copies** of relevant documents have not been provided

3. We will let you know the outcome of your application

This assessment will help to determine your starting point in CPA Program and your eligibility for membership.

In general, you should receive our response by email within 10 working days of receiving your application. You can find our current response times at cpaaustralia.com.au/apply. Please check that you have provided the correct clearly written email address to contact you.

Enrolment dates for the 2013 CPA Program professional level

	Semester 1	Semester 2
Enrolments open	Monday 10 December 2012	Monday 17 June 2013
Early bird enrolment fee closing date (Professional level only)	Tuesday 15 January 2013	Tuesday 9 July 2013
Enrolments close (Professional level only)	Wednesday 30 January 2013	Monday 22 July 2013
Semester begins	Monday 11 February 2013	Monday 5 August 2013

Enrolments for the CPA Program are not accepted if received after the **enrolment closing** date.

Important information

- you have six years (12 semesters) to complete the CPA Program professional level
- if you have not completed a recognised taxation unit at university, you must enrol in Advanced Taxation in the CPA Program professional level
- if you have not completed a recognised auditing unit at university, you must enrol in Advanced Audit and Assurance in the CPA Program professional level

If you need help or more information

You will find more information about the CPA Program at cpaaustralia.com.au/cpaprogram

Please contact your nearest office directly. You will find a list of our offices on the CPA Australia website at cpaaustralia.com.au/contact