



## Application for Member registration

It should be noted that enrolment in the Register of ICPAC does not by itself confer the right to practise the accounting profession. For this right it is necessary that a relevant licence should be issued for which a separate application should be submitted (ICPAC Form 2.2 “Application for a practising certificate”).

To the Council of  
The Institute of Certified Public Accountants of Cyprus  
P.O.Box 24935  
CY-1355 Nicosia  
Cyprus

I have read paragraph 4 of the Regulation 1.103 regarding the “Qualifications for Enrolment in the Register” of The Institute of Certified Public Accountants of Cyprus (ICPAC), which are set out on the back side of this form (pages 7-10), and submit an application for my enrolment as Member of the Institute.

### 1. Personal details

Surname  
(CAPITAL LETTERS) .....

Name  
(CAPITAL LETTERS) .....

Identity Card Number .....  
(copy attached)

Nationality .....

Date of birth .....

Professional qualifications .....

Academic qualifications .....

### 2. Residence address

Street .....

Town ..... Postal Code ..... Country .....

Home telephone number ..... Mobile telephone number .....



### 3. Employment details

Position held .....

Employer's name .....

Employer's business .....

**Employer's address**

Street .....

Town ..... Postal Code .....

Country .....

Telephone number ..... Fax .....

### 4. Particulars for correspondence

State the address where you want your correspondence to be sent:

Residence

Business

Give the e-mail address where you want your correspondence to be sent:

.....

### 5. Work/employment sector

Please insert ✓ at the box next to the sector that best describes your work/employment:

Accounting and Auditing (partner / shareholder / self-employed or employee)

Administrative Services Provider (partner / shareholder / self-employed or employee)

Insolvency Practitioner

Trade and Industry (including banking, financial services and insurance)

Public sector (central government, semi-government organisations and municipalities)

Other sector (*please explain*):

I have retired



**6. Personal data**

- (a) Your personal data will be kept for administrative and regulatory purposes in accordance with the Regulations of ICPAC and the Auditors and Statutory Audits of Annual and Consolidated Accounts Laws of 2009 and 2013. The collection and processing of your personal data will be done in accordance with the Processing of Personal Data (Protection of the Individual) Law of 2001.
- (b) From time to time ICPAC may be approached by third parties interested in providing ICPAC Members with information about their products and services, which ICPAC think might be of interest to ICPAC Members.  
 If you want ICPAC to supply your contact details to third parties for these mailings please tick this box.
- (c) For purposes of simplification of the procedures and the administrative co-operation that is required for the examination of an application for membership, ICPAC may, through the Internal Market Information System of the European Commission (IMI), request and obtain information that concerns the applicant, from the Competent Authority of another member state of the European Union, of which the applicant has declared that he/she is a registered member. For further information regarding the operation of IMI you may visit the relevant web page directly ([http://ec.europa.eu/internal\\_market/imi-net/](http://ec.europa.eu/internal_market/imi-net/)) or use the link on the web page of the Ministry of Energy, Commerce, Industry and Tourism (<http://www.mcit.gov.cy>).

**7. Conditions under which this application is submitted**

In paragraph 4(1) of Regulation 1.103 “Maintenance of Register” the conditions for member registration with ICPAC are cited (*page 7 of this document*).

Please mention below the condition(s) upon which this application is made:

.....

*In case that:*

- *You are a member of a recognised body of professional accountants in accordance to the First and Second schedule of the Regulation 1.103, please attach the membership certificate with this body.*
- *You passed the prescribed examinations of professional competence, please attach the relevant certificate.*
- *You were granted a licence by the Council of Ministers or the Minister of Commerce, Industry and Tourism, under Companies Law, Cap.113, please attach the relevant licence.*
- *You possess the prescribed practical experience as referred to in paragraphs 4(1)(a) and (d) of Regulation 1.103, please attach an analytical statement of your work experience.*

**8. Body of Accountants of which you are member (attach a copy of certificate)**

|   | Body of Accountants 1 | Body of Accountants 2 |
|---|-----------------------|-----------------------|
| Name of body of accountants                     |                       |                       |
| Registration Number                             |                       |                       |
| Date on which you passed its final examinations |                       |                       |
| Date on which you became its member             |                       |                       |



**9. Have you previously submitted an application for registration with ICPAC?**

YES / NO

If YES, when?

**10. References**

The following two ICPAC members, having personal knowledge of the applicant, support the application for registration as a Member of ICPAC, confirm the good character of the applicant and confirm that, to the best of their knowledge, the information contained in this application form is correct and precise:

1. Name and surname ..... Registration No. ....  
Address .....  
.....  
Telephone ..... Fax .....  
E-mail .....  
Position / profession .....  
  
Signature ..... Date .....

2. Name and surname ..... Registration No. ....  
Address .....  
.....  
Telephone ..... Fax .....  
E-mail .....  
Position / profession .....  
  
Signature ..... Date .....





**13. Have you attached the necessary documents?**

A copy of your Identity card

A copy of the marriage certificate, if your name has changed

A copy of the certificate of the body of accountants of which you are a member  
*(as per paragraphs 1(b) kai 1(c) of Regulation 1.103)*

A copy of the certificate of practical experience for members of the AICPA  
*(see Note 3 in the "Second Annex" on page 9)*

A copy of a certificate proving the success in the prescribed examinations of  
professional competence *(where applicable, pursuant to paragraphs 4(1)(a)*  
*and 4(1)(d) of Regulation 1.103)*

A copy of an analytical statement of your work experience *(where applicable,*  
*as referred to in paragraphs 4(1)(a) and 4(1)(d) of Regulation 1.103)*

Proof that you have attained university entrance or equivalent level  
*(where applicable, as per paragraph 4(1)(a) of Regulation 1.103)*

A copy of the licence granted by the Council of Ministers or the Minister of  
Commerce, Industry and Tourism *(where applicable, pursuant to paragraphs*  
*4(1)(e) to 4(1)(g) of Regulation 1.103)*

The registration fee and annual subscription  
*(cheque or details of credit card)*



## Regulation 1.103 “Maintenance of Register”

### Paragraph 3 – Qualifications for registration in the Register

#### (1) *For natural persons*

Every person may be registered in the Register provided he/she satisfies the Council that he/she fulfils any of the following prerequisites:

- (a) He/she has reached university admission stage or equivalent, possesses the prescribed practical experience and has passed the prescribed professional aptitude tests.
- (b) He/she is member of at least one of the bodies of Professional Accountants referred to in the First Annex of the Institute’s Regulations (*page 8*).
- (c) He/she is member of at least one of the Bodies of Professional Accountants referred to in the Second Annex of the Regulations (*page 9*), or is a member of any other Body of Professional Accountants which is recognised as equivalent to the above Bodies according to paragraph 6 of the Regulations.
- (d) A person who does not fulfill the prerequisites of paragraph 4(1)(a) till (c) above may be recorded in the Register if this person proves that he/she:
  - (i) Has engaged for fifteen years in professional activities which have enabled him/her to gain adequate experience in the financial, legal and accounting sector, and has passed the prescribed professional aptitude tests; or
  - (ii) Has engaged for seven years in professional activities in the sectors referred to in subparagraph (i) above, has the prescribed practical experience and has passed the prescribed professional aptitude tests.
- (e) A person who possesses the qualifications provided by section 155(1)(a) of the Companies Law, Cap 113, prior to the entry into force of the Companies (Amendment) Law of 2001, No.76(I)/2001.
- (f) A person to whom a licence has been granted by the Council of Ministers under section 155(1)(b) of the Companies Law, Cap.113, prior to the entry into force of the Companies (Amendment) Law of 2001, No.76(I)/2001.
- (g) A person to whom a licence has been granted by the Minister of Commerce, Industry and Tourism under section 23 of the Companies (Amendment) (No. 2) Law of 2003, No.167(I)/2003.
- (h) Is of good character and an appropriate person for registration in the Register.

- (3) For the purpose of this paragraph, unless a different meaning arises from the context, the required practical experience is that specified in Regulations 1.106 “Required Practical Experience”.



## First Annex

### Paragraph 4(1)(b)

#### Regulations for the Preparation and Maintenance of the Register Recognised Bodies of Professional Accountants of the European Union

| Country         | Title of Auditor  | Professional Organisation (Note 1)  |
|-----------------|---|---|
| Austria         | Wirtschaftstreuhänder   | Kammer der Wirtschaftstreuhänder (KWT)  |
| Belgium         | Reviseur d'Entreprises  | Institut des Réviseurs d'Entreprises (IRE)  |
| Bulgaria        | Certified Public Accountant   | Institute of Certified Public Accountants in Bulgaria   |
| Czech Republic  | Auditor   | Chamber of Auditors of the Czech Republic [Komora Auditoru Ceske Republiky (KACR)]  |
| Denmark         | Statsautoriseret Revisor  | Foreningen af Statsautoriserede Revisorer   |
| Estonia         | Auditor   | Estonian Board of Auditors (Audiitorkogu)   |
| Finland         | KHT – tilintarkastaja   | KHT – Yhdistys Föreningen CGR   |
| France          | Commissaire aux Comptes   | Compagnie Nationale des Commissaires aux Comptes (CNCC)   |
| Germany         | Wirtschaftsprüfer   | Institut der Wirtschaftsprüfer (IDW)  |
| Great Britain   | Chartered Accountant<br>Chartered Accountant<br>Chartered Certified Accountant<br>International Accountant<br>Chartered Management Accountant | The Institute of Chartered Accountants in England & Wales (ICAEW)<br>Institute of Chartered Accountants in Scotland (ICAS)<br>Association of Chartered Certified Accountants (ACCA)<br>The Association of International Accountants (AIA) (Note.3)<br>Chartered Institute of Management Accountants (CIMA) (Note 4) |
| Greece          | Ορκωτός Ελεγκτής  | Σώμα Ορκωτών Ελεγκτών Λογιστών (ΣΟΕΛ)   |
| Hungary         | Registered Auditor  | Chamber of Hungarian Auditors [Magyar Könyvvizsgálói Kamara (MKVK)]   |
| Ireland         | Chartered Accountant<br>Certified Public Accountant<br>Incorporated Public Accountant   | Institute of Chartered Accountants in Ireland (ICAI)<br>Institute of Certified Public Accountants in Ireland (CPA Ireland)<br>The Institute of Incorporated Public Accountants (IIPA) (Note 2)  |
| Italy           | Dottore Commercialista  | Consiglio Nazionale dei Dottori Commercialisti (CNDCE)  |
| Latvia          | Certified Auditor   | Latvian Association of Certified Auditors [Latvijas Zvērinātu Revidentu Asociācija (LZRA)]  |
| Lithuania       | Certified Auditor   | Lithuanian Chamber of Auditors [Lietuvos Auditorių Rūmai (LAR)]   |
| Luxembourg      | Reviseur d'Enterprises  | Institut des Réviseurs d'Enterprises (IRE)  |
| Malta           | Certified Public Accountant   | The Malta Institute of Accountants (MIA)  |
| Netherlands     | Registeraccountant  | Koninklijk Nederlands Instituut van Registeraccountants (NIVRA)   |
| Poland          | Statutory Auditor   | National Chamber of Statutory Auditors [Krajowa Izba Biegłych Rewidentów (KIBR)]  |
| Portugal        | Revisor Oficial de Contas   | Ordem dos Revisores Oficiais de Contas (OROC)   |
| Romania         | Auditor   | Corpul Expertilor Contabili si Contabilitor Autorizati din Romania (CECCAR)   |
| Slovak Republic | Certified Auditor   | Slovak Chamber of Auditors [Slovenska Komora Auditorov (SKAU)]  |
| Slovenia        | Certified Auditor   | Slovenian Institute of Auditors [Slovenski Institut za Revizijo (SIZR)]   |
| Spain           | Censor Jurado de Cuentas  | Instituto de Censores Jurados de Cuentas de España (ICJCE)  |
| Sweden          | Auktoriserad revisor  | FAR SRS (Svenska Revisorsamfundet)  |

#### Notes:

- There are additional requirements for a practising certificate for the members of all professional organisations and those interested must apply to ICPAC for the details.
- On the condition that the member of IIPA is entitled to become a registered auditor in Ireland.
- On condition that this recognition applies only to persons who acquire the capacity of the A.I.A. member after having passed all the prescribed examinations which lead to the title A.I.A. on or after June 1991 and after satisfying the specific requirements regarding the accounting professional experience.
- Persons who become members of CIMA after 31 July 2011 must first pass the professional examinations of ICPAC in the following subjects before becoming members of ICPAC:

P1 Professional Accountant or P4 Advanced Financial Management  
P2 Corporate Reporting  
P3 Business Analysis



**Second Annex**  
**Paragraph 4(1)(c)**  
**Regulations for the Preparation and Maintenance of Register**  
**Other Countries**

| <b>Country</b> | <b>Title of Auditor</b>                                 | <b>Professional Organisation (Note 1)</b>  |
|----------------|---|--|
| Australia      | Chartered Accountant<br>Certified Practising Accountant | Institute of Chartered Accountants in Australia<br>Australian Society of Certified Practising Accountants (Note 2) |
| Canada         | Chartered Accountant                                    | The Canadian Institute of Chartered Accountants  |
| New Zealand    | Chartered Accountant                                    | New Zealand Society of Accountants   |
| South Africa   | Chartered Accountant                                    | The South African Institute of Chartered Accountants   |
| USA            | Certified Public Accountant                             | The American Institute of Certified Public Accountants (Note 3)  |
| Zimbabwe       | Chartered Accountant (Zimbabwe)                         | The Institute of Chartered Accountants of Zimbabwe   |

**Notes:**

- 1 There are additional requirements for a practising certificate for the members of all professional organisations and those interested must apply to ICPAC for the details.
- 2 Provided he/she is a member of the ASCPA for at least five years.
- 3 On the condition that they meet the criteria regarding the auditing/accounting experience as follows:
  - (a) they have a three year accounting/auditing experience acquired under the supervision of a person who has been granted a registration certificate by the Institute; or
  - (b) they have a three year accounting/auditing experience acquired in full time employment by a recognized approved accounting firm.



## **Regulation 1.108 “Disciplinary Procedure”**

### **Paragraph 3 – Disciplinary offences**

Every Member of the Institute or Student Accountant or Graduate Accountant is subject to disciplinary action in the following cases:

- (a) If, in the course of carrying out his professional duties or otherwise, has been guilty of misconduct. For the purpose of this paragraph misconduct includes, but is not confined to, any act or omission which brings discredit, or is likely to bring discredit, to the individual or relevant accounting/auditing firm or to the Institute or the accounting/auditing profession. The following shall be conclusive proof of misconduct:
  - (i) The fact that before a competent Court in Cyprus or elsewhere a Member or Student Accountant or Graduate Accountant pleaded guilty or been found guilty of any offence discreditable to him or the relevant accounting/auditing firm or the Institute or the profession of accountant/auditor.
  - (ii) The fact that in a civil case before a competent Court in Cyprus or elsewhere, a Member or Student Accountant or Graduate Accountant has been found to have acted fraudulently or dishonestly.
- (b) If, in connection with his professional duties he has conducted his accounting/auditing work erroneously, inadequately or incompetently. In considering the conduct alleged (which may consist of one or more acts or omissions), regard may be had to the following:
  - (i) Whether an act or omission, which of itself may not amount to misconduct, has taken place on more than one occasion, such that together the acts or omissions may amount to misconduct.
  - (ii) Whether the acts or omissions have amounted to or involved dishonesty on the part of the individual or relevant firm in question.
  - (iii) The nature, extent or degree of a breach of any code of practice, ethical or technical, adopted by the Council, and to any regulation affecting Members, relevant accounting/auditing firms or registered students laid down or approved by the Council.
- (c) If he has violated the law or the Regulations or the Code of Ethics which refer to his professional status and his obligations which emanate from it, or has failed to comply with any directive issued under the law or the Regulations.
- (d) If he has been disciplined by another professional body or pursuant to some other disciplinary process.
- (e) If he has made an assignment for the benefit of creditors, or has made an arrangement for the payment of a composition to creditors, or has had an interim order made by the court in respect of him, or is a partner or director of an accounting/auditing firm which has made such an assignment or composition or been wound up as an unregistered company, or entered into voluntary arrangement, administration or liquidation, in each case where applicable under the Companies Law or other similar or analogous event has occurred in relation to him under applicable legislation.
- (f) If he has failed to satisfy a judgment debt without reasonable excuse for a period of two months (and the fact that he did not have sufficient funds to discharge the debt shall not be a reasonable excuse for this purpose) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder.



**For Official Use ONLY**

**Primary Review**

RECOMMENDED / REJECTED

Reasons for rejection .....

Based on the information submitted, it is hereby suggested that the application,

( $\alpha$ ) is approved and given ICPAC registration number ..... (\*)

( $\beta$ ) is rejected. (\*)

*[(\*) delete the one that is not applicable]*

Date: .....

Name of reviewing Officer: .....

Signature: .....

**Secondary Review**

AGREE / DISAGREE

Remarks .....

Date: .....

Name of Senior Officer: .....

Signature: .....

**General Manager's Approval**

APPROVED / REJECTED

Remarks .....

Registration No.

Date: .....

Signature: .....