

Section 1 – PERSONAL INFORMATION

Legal Name _____
 First name _____ Middle Name(s) _____ Last name _____

Preferred Given Name _____ Birth Date (mm/dd/yy) _____

CPA Canada ID # _____ Gender Identity Male Female

Citizenship Status Canadian Citizen Lawfully permitted to work or study in Canada Other (provide details)

Name as it should appear on your CPA certificate _____

Section 2 – DEMOGRAPHIC INFORMATION

Residential Information

Street address _____

City _____ Province _____

Postal Code _____ Country _____

Email _____

Phone _____ Cell _____

Employment Information

Employer name _____

Position/Title _____

Street address _____

City _____ Province _____

Postal Code _____ Country _____

Email _____

Phone _____ Cell _____

Communication Preference

Preferred Postal Address Residential Business **Preferred Email** Residential Business

Section 3 – UNIVERSITY EDUCATION

Degree(s)	Institution (University)	Province / Country	Date (mm/yy)

Section 4 – CHARACTER and REPUTATION

The following questions are being asked in conjunction with the requirement under the *CPA Act* for an applicant to establish good character and reputation. **If you answer yes to any question below**, additional details and documents must be provided for Registration Committee consideration – contact the CPAA registration team for more information.

- a) While registered as a student, candidate or member of any professional regulatory organization, have you:
 - i) ever had a finding of unprofessional conduct or similar disciplinary finding made against you? Yes No
 - ii) ever entered into an agreement with the professional organization regarding your conduct? Yes No
 - iii) any outstanding or ongoing complaints or discipline matters? Yes No
 - iv) ever been involuntarily removed from the register of the professional regulatory organization? Yes No
- b) Have you ever been subject to the provisions of the *Bankruptcy and Insolvency Act* (Canada), or similar legislation in any jurisdiction? Yes No
- c) Have you ever been convicted of a criminal offence in any country? Yes No
- d) At present, do you have any outstanding charges under the criminal law of any country? Yes No
- e) Have you ever been found guilty of contravening a section of securities regulatory legislation or have you ever entered into a settlement (or similar) agreement with a securities regulator? Yes No
- f) Have you ever been found guilty of an offence under any tax legislation that involves, explicitly or implicitly, dishonesty on your part or have you ever entered into a settlement agreement with respect to such conduct? Yes No
- g) Have you ever been found guilty of an academic rules infraction or a breach of a code of conduct at any post-secondary institution or from any professional education program (including CPAWSB)? Yes No

Section 5 – PROFESSIONAL ACCOUNTING DESIGNATIONS and MEMBERSHIPS

Designation	Organization, Association, Society Name	Status of Membership	Date Admitted (mm/yy)

Section 6 – PRIVACY

CPA Alberta is committed to protecting the privacy and confidentiality of personal information of its registrants. CPA Alberta will comply with the requirements of the *Personal Information Protection Act* (PIPA), and the *Chartered Professional Accountants Act* (CPA Act) and will use fair and reasonable practices to meet its obligations under the legislation.

By applying for registration, re-registration or continuation of registration or approval, the applicant consents to the collection, use or disclosure of information as set out in CPA Alberta’s privacy policy, legislative authorities and other governing documents. Should the applicant wish to withdraw consent for the use or disclosure of this information, they must advise CPA Alberta in writing and the applicant must note there may be consequences to continued registration or approval. In addition, if there is a requirement to disclose information in accordance with the CPA Act, Regulation, Bylaws, Directives or Resolutions, withdrawal of consent for such disclosure will have no effect.

APPLICANT NAME: _____

Section 7 – STATUTORY DECLARATION

I do solemnly declare that all information given herein is true and that:

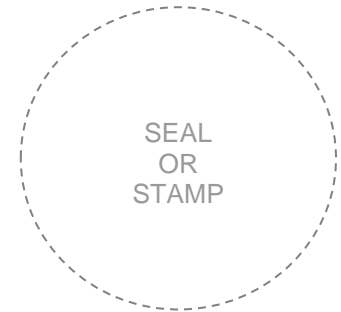
- a) I am familiar with the provisions of the *Chartered Professional Accountants Act* and with the Regulation, By-laws and Rules of Professional Conduct of CPA Alberta, and
- b) I agree that if registered as a member I will be governed by the said Act and by the Regulation, By-laws and Rules enacted, and to be made and enacted, by CPA Alberta, and
- c) On approval of this application, I agree to maintain custody of the membership certificate issued to me and will promptly return it in the event that my registration is suspended or cancelled, and
- d) I consent and shall be deemed to have consented to any notification, publication or release of information in accordance with the Act, Regulation, By-laws and CPA Alberta privacy policy.

I authorize CPA Alberta to obtain such information concerning my education, training, experience and membership status, as may be required to determine my eligibility for membership in CPA Alberta. I understand that the Registration Committee may request additional information from me and that I may be requested to attend a meeting when my application is being considered.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Applicant

Declared before me at the city of _____
in the province of _____
this _____ day of _____, 20_____



Signed and sealed _____

A commissioner for oaths or notary public in and for the Province of _____

Section 8 – REGISTRATION and MEMBERSHIP FEES

Registration and Membership fees associated with this application are outlined on the next page.

Note: Both the Registration Fee and appropriate Member Fee MUST accompany the application. If insufficient fees or an incomplete application is submitted; the form will be returned to the applicant for follow-up.

APPLICANT NAME: _____

Section 9 – REGISTRATION and MEMBERSHIP FEES

CPA Canada Fee — \$400.00

CPA Canada annual fees are required to be paid by all Chartered Professional Accountants, regardless of their province of membership.

CPA Canada fees are enclosed as required.

CPA Canada fees are not enclosed; they have been paid for the membership year to the provincial accounting organization of _____

In the future, I wish to pay the CPA Canada annual fees through the provincial accounting organization of _____

CPA Alberta Fee

Full Fee - \$686.00 (fee includes \$75 for the CPA Education Foundation and \$21 for CPA Assist)

- Applicant is residing in Alberta **and** is not eligible for non-resident fees

Affiliate Fee - \$232.00 (fee includes \$25 for the CPA Education Foundation and \$7 for CPA Assist)

- Applicant is residing outside of Alberta and is a member of another provincial accounting organization in the province of residence.
- Applicant resides outside of Canada and is a member of a recognized accounting organization
- Applicant resides in Alberta but has transferred from another provincial accounting organization in which he/she has paid full fees for the membership year and has not or will not be refunded any portion of those fees upon transfer.

SUBTOTAL

DEDUCTION on annual fees based on application timing, select the period in which you are applying for membership.

LESS

Application between March 1 and June 15	No Reduction
Application between June 16 and Sept 15	25% Reduction
Application between Sept 16 and Dec 15	50% Reduction
Application between Dec 16 and Feb 28	75% Reduction

(106904287RT0003) **GST – 5%**

TOTAL OWING

These membership fees cover the period April 1 to March 31.

COMPLETING YOUR APPLICATION

- Step 1: Print and complete the application form including the fees section
- Step 2: Have Section 7 - Statutory Declaration signed by a notary or commissioner of oaths;
- Step 3: Provide payment of your application fees:

If paying:

By Cheque: Please make cheque payable to CPA Alberta and send to one of the addresses below along with your notarized application

Edmonton	Calgary
1900 TD Tower, 10088 – 102 Avenue	800, 444 - 7 Ave SW
EDMONTON, AB CANADA T5J 2Z1	CALGARY, AB CANADA T2P 0X8

By Credit card: Please follow the [instructions attached](#) on how to pay online and upload your notarized application.

Credit card payments will only be accepted online. Please refrain from sending your credit card information via email, fax or on any of our paper forms.