

**REGISTRANT INFORMATION (please print)**

CPA Alberta ID# \_\_\_\_\_

Name of Registrant \_\_\_\_\_ CMA CGA CPA CA

Street address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Resignation reason \_\_\_\_\_

**RESIGNATION REQUIREMENTS**

**CPA Alberta bylaw 1401 states:**

**1401** *A candidate, member or professional corporation who is not in arrears for the payment of fees, levies, assessments, fines, costs and any penalties is entitled to resign their registration by giving to the Registrar notice in writing of the intention to resign and returning any certificate and such resignation becomes effective at the date of acceptance of the resignation by the Registrar or Registration Committee.*

**A member who chooses to resign from CPA Alberta must:**

1. Provide written notification of the intent to resign. Completion of this form, including signature (below), will be considered as appropriate written notification.
2. Return all membership certificates issued by CPA Alberta and its legacy accounting bodies (i.e. CPA, CGA, CMA and CA certificates).  
Please note: In addition to the above, if you are not a member of another provincial regulatory body, you are also required to return any certificate issued by a legacy National body (for example, CGA Canada issued certificate).  
If a membership certificate has been lost or destroyed, an affidavit attesting to its loss or destruction may be submitted in lieu of the certificate. The affidavit of loss must be signed and properly notarized, then submitted to CPA Alberta offices. You may request this form by emailing [registrations@cpaalberta.ca](mailto:registrations@cpaalberta.ca).
3. Ensure that all fees, costs, fines, levies or penalties have been paid in full.
4. Ensure any Professional Corporation registered with CPA Alberta, of which the member is a voting shareholder, has been properly de-registered or amended. Contact [profcorp@cpaalberta.ca](mailto:profcorp@cpaalberta.ca) for information regarding de-registration or amendment, as needed.
5. Ensure any Professional Accounting Firm registered with CPA Alberta, of which the member is a sole proprietor, has been properly de-registered. Please contact [PAF@cpaalberta.ca](mailto:PAF@cpaalberta.ca) for information regarding de-registration, as needed.

A resignation request **will not** be considered until all of the above requirements have been met.

**REQUEST TO RESIGN (must be signed)**

*I hereby request to resign as a member of the Chartered Professional Accountants of Alberta.*

*I understand that, should the Registrar or Registration Committee accept my resignation, I will no longer be a member of CPA Alberta and section 7 of Alberta's Chartered Professional Accountants Act prohibits me from representing myself as a Chartered Accountant, Certified Management Accountant, Certified General Accountant or a Chartered Professional Accountant in the province of Alberta. I understand that I may not use any title, name, description, abbreviation, letter or symbol representing the name "Chartered Accountant", "Certified Management Accountant", "Certified General Accountant", or "Chartered Professional Accountant" in the province of Alberta. In addition, I acknowledge that the CPA Act restricts the performance of audit and review engagements in Alberta to only **members** of CPA Alberta and therefore this may affect me if I currently practice public accounting or if I wish to consider providing such services in the future.*

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date