

# COMPLAINT FORM

## COMPLAINANT INFORMATION

Full legal name \*

Organization (if applicable) \*

Mailing address \*

Telephone \*

Email \*

Relationship to registrant \*

Client  Employer  Employee  Business associate

 Other 

## REGISTRANT INFORMATION

Name of CPA, or CPA PEP candidate \*

Firm name (if applicable) \*

City \*

Province \*

CPA number (if known)

## DESCRIPTION OF THE MATTER

### What is “unprofessional conduct”?

For guidance, please refer to [CPA Complaints Review Process 2022.pdf](#) and [CPA Alberta's Bylaws and Rules](#) .

### Important:

CPA Alberta does not determine or adjust fees. Fee disputes are addressed through a separate, voluntary mediation process. For more information, please refer to [Resolve a Fee Dispute](#).

### Details to include:

- What occurred
- When it occurred
- Who was involved

Please attach additional pages or supporting documentation if required.

## SPECIFIC CONCERNS

List each concern separately. Attach additional pages if required.

### Concern 1:

Describe the issue \*

Date(s) or time period \*



**Why do you believe this conduct was improper or unprofessional? \***

**SUPPORTING INFORMATION**

Describe any information or materials that support each concern (e.g., emails, letters, invoices, agreements, records). If you do not have documents, explain why.

**Concern 1 Material Type \***

Email    Letter    Invoice    Agreement    Record  

**Supporting Information \***

I have copies of relevant materials to attach.

Failure to provide supporting information may limit CPA Alberta's ability to proceed.

**Concern 2:**

**Describe the issue**

**Date(s) or time period**

**Why do you believe this conduct was improper or unprofessional?**

### SUPPORTING INFORMATION

Describe any information or materials that support each concern (e.g., emails, letters, invoices, agreements, records). If you do not have documents, explain why.

#### Concern 2 Material Type

Email    Letter    Invoice    Agreement    Record  

#### Supporting Information

I have copies of relevant materials to attach.

Failure to provide supporting information may limit CPA Alberta's ability to proceed.

### OTHER PROCEEDINGS OR COMPLAINTS

Is this matter currently before a court, tribunal, or arbitrator?

Yes    No

Have you submitted this matter to another organization or authority?

Yes    No

(e.g., CRA, court, police, another regulator)

### PRIVACY NOTICE

CPA Alberta collects personal information for the purposes of receiving, reviewing, investigating, and resolving complaints. To ensure procedural fairness, CPA Alberta may disclose this complaint, supporting materials, and personal information you provide to those involved in the complaint process, including the CPA, firm, or CPA PEP candidate.

Questions about privacy may be directed to [conduct@cpaalberta.ca](mailto:conduct@cpaalberta.ca)

## DECLARATION AND SIGNATURE

I declare the information and materials provided are true and correct to the best of my knowledge and belief. I understand the information I provide may be disclosed as part of the complaint process.

**Signature \***

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**Signature Date \***

2026-05-27

**Signature Name \***