

Membership Application Check List
(Appendix 1)

Relevant documents attached		Essential Requirements	CPP	CLPP	CA	AA	AT	OS
☐	1	Current Member	√	√	√	√	√	√
☐	2	Degree/ Diploma Certificate	√	√	√	√	√	√
☐	3	Academic Transcript	√	√	√	√	√	√
☐	4	Post Graduate University Transcript (For Chartered Accountant Membership only)			√			
☐	5	Application Form	√	√	√	√	√	√
☐	6	Recognised form of identification (Voter ID/ Drivers Licence/ Joint ID)	√	√	√	√	√	√
☐	7	Reference Check Form (Three reference check forms filled and signed)	√	√	√	√	√	√
☐	8	Curriculum Vitae	√	√	√	√	√	√
☐	9	Certified / Original Copy of Letter of Good Standing from recognised accounting body			√	√		
☐	10	Certificate of Practical Experience	√	√	√	√		
☐	11	Final Mentoring Report Form (For Chartered Accountant Membership only)			√			
☐	12	Mentoring Agreement Form			√			
☐	13	Statutory Declaration Form	√	√	√	√	√	√
☐	14	Business Licence Form (CPP & CLPP Membership only)	√	√				
☐	15	Subscription Status	√	√	√	√	√	√
☐	16	Supporting Documents if Business detail have changed	√	√				
☐	17	Work Permit Validity (from / to)	√	√	√	√	√	√
☐	18	Citizenship	√	√	√	√	√	√
☐	19	Business Registration (CPP & CLPP Membership only)	√	√				
☐	20	Physical address of Job Offer	√	√	√	√	√	√
☐	21	Application & Subscription paid	√	√	√	√	√	√