



# APPLICATION FORM FOR APPLYING FOR AN INDIVIDUAL MEMBER

4 x 6  
Photo

## 1 CHOICE OF MEMBERSHIP

### Apply for:

- Active Member (Auditor)     Active Member (Accountant)     Affiliate Member
- Associate Member     Student Member

### Purpose of acquiring KICPAA membership

## 2 PERSONAL DETAILS

Khmer Name : \_\_\_\_\_

Name in English: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Title:  Mr.  Ms.  Dr.  Other      Marital Status:  Single  Married

ID # \_\_\_\_\_ Passport # \_\_\_\_\_

Tel: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Secondary Tel: \_\_\_\_\_ Workplace Email: \_\_\_\_\_

Resident Address:

Contact Address:

### 3 QUALIFICATIONS

#### Academic Qualifications

Level of Education: \_\_\_\_\_

Degree: \_\_\_\_\_ Institution Name: \_\_\_\_\_

#### Professional Membership

Please indicate the professional body or bodies of which you are a member:

Institute Name: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Institute Name: \_\_\_\_\_

Admission Date: \_\_\_\_\_

### 4 CURRENT EMPLOYMENT

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Main Business Activity: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Company address:

## 5 EMPLOYMENT CATEGORY

Which best describes your organization?  National  International

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### PUBLIC PRACTICE

**Note:** For Student Members, please skip this section.

If you work in Public Practice, please complete the Job Categories and Number of Partners/ Directors by inserting a tick in the relevant boxes:

#### Job Category

General practicing services  Audits  Information Technology

#### Number of Partners/ Directors

Sole Practitioner  Between 2-10  Between 11-50  More than 50

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### BUSINESS CATEGORY

Agriculture  Chemical Petroleum  Computer Service  
 Construction/Civil Engineering  Distributive trade  Education/ training  
 Electronic  Food/ Drink/Tobacco  Government/ Statutory Body  
 Hotel/ Catering/ Leisure  Insurance/Banking/Finance  Consultancy/ Media  
 Mechanical/ Automotive  Manufacturing  Mining  
 Engineering  Real Estate  Shipping/ Transport  
 Other (please specify) \_\_\_\_\_

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#### Job Category

External Auditing  Financial Accounting  Company Secretarial  
 Internal Auditing  Management Accounting  Taxation  
 Financial Management  Management Information System  
 Other (please specify) \_\_\_\_\_

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#### Size of Organization

Between 1 - 10 Staffs  Between 11-30  Between 30-60  More than 60

## 6 DECLARATION

Please answer the following questions by ticking in the boxes at the right-hand side where appropriate. For any “**Yes**”, please details in the space below. Please attach a separate sheet if more space is required.

- Have you ever been convicted of any criminal offence?  Yes  No
  
- Have you ever been a subject of any investigation by governmental, statutory or professional in respect of any offence involving dishonesty or any complaint for professional misconduct  Yes  No
  
- Have you ever been refused entry to any professional body or has your membership or registration with such body terminated or suspended?  Yes  No
  
- Have you been a member of KICPAA previously?  Yes  No

**Reason:**

I declare that the information provided in this application is true to the best of my knowledge and belief. I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me and/or may invalidate any decision reached on this application. I shall observe and abide by the KICPAA’s By-Law, Code Ethics and others related regulation if I am admitted as a member of KICPAA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB:** Registration as a member of the KICPAA is subject to the final decision of the Registration and Membership Committee.

## 7 FEES

### Application Fee

The application fee is payable to the KICPAA and must accompany this application. The application fee is not refundable.

No.	Individual Membership Category	Application Fee (USD)	
		Khmer	Foreigner
1	Active Member	100	100
2	Affiliate Member	100	100
3	Associate Member	50	50
4	Student Member	5	5

### Annual Membership Fee

The annual membership fee is due upon approval of your membership by the Registration Committee. The membership fee is payable on an annual basis thereafter.

No.	Individual Membership Category	Annual Fee (USD)	
		Local	Foreign
1	Active Member	150	300
2	Affiliate Member	100	200
3	Associate Member	50	100
4	Student Member	10	10

## 8 CHECKLIST OF APPLICATION

Application will only be processed if the application is completed and signed, with all supporting documents and fee payment attached. Kindly ensure that you have:

- a. Attached 1 (4 x 6) Photo
- b. Certified true copies of your academic and professional certificates
- c. Updated C.V in detail attached with notification of employment of each company
- d. A copy of your passport or an Identification Card
- e. Good-standing letter from your professional Institution (Foreigner Only)
- f. Official translations of any documents not in Khmer or English
- g. Receipt of Payment on Application Fee

For enquiries, please contact KICPAA Secretariat at the address provided below:

## 9 FEES

Please send your completed application with payment to:

KICPAA Secretariat,

Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA)

Address: 8<sup>th</sup> Floor, Vtrust Tower, Street Czech Republic Blvd (169), Phnom Penh, Kingdom of Cambodia

- **Website:** www.kicpaa.org
- **Telephone:** (+855) 23 23 17 07
- **Mobile Phone:** (+855) 77 24 17 07
- **Telegram:** (+855) 77 24 17 07
- **Email:** membership@kicpaa.org

## 10 FOR OFFICER USE ONLY

Application Number: \_\_\_\_\_ Received Date: \_\_\_\_\_

Payment of Application:  Yes  No \_\_\_\_\_ Amount: \_\_\_\_\_

(Must attach the receipt in this application form)

Application Status:  Approve  Disapprove

Approved Date: \_\_\_\_\_ Approved Membership-Type: \_\_\_\_\_

Admiration Date: \_\_\_\_\_ Membership ID: \_\_\_\_\_

**Attached:**  Approval Letter  Membership Certificate