

# IFA

# Overseas membership application form

This form is applicable to non-UK applicants only

## **How do I submit my application form?**

Complete **ALL** appropriate sections of the form using block capitals and black ink for scanning purposes. Remember to enclose **ALL** your supporting documents and the appropriate fees.

The information that you provide must be true, correct and up to date. It is your responsibility to inform us of any changes within 14 working days.

Forms which are incomplete, illegible or where the application fee and supporting documents are missing will not be processed.

There are two ways to submit your application form, supporting documents and application fee:

1. Email to [membership@ifa.org.uk](mailto:membership@ifa.org.uk)  
OR
2. Post to:

**Institute of Financial Accountants  
Membership Department  
CS111, Clerkenwell Workshops  
27-31 Clerkenwell Close  
Farringdon  
London  
EC1R 0AT**

### **Submitting your application by email is faster.**

Once we have assessed your application we will contact you with a decision about your eligibility for membership and the level of membership we can offer you.

We aim to provide a response within 10 working days. However, during December–January this may take longer.

For the purposes of administering your membership we will send renewal and invoice information by email.

## What grade can I apply for?

You can apply for any grade of membership where you meet the eligibility criteria. There are four levels of IFA membership available:

- Associate membership (AFA MIPA)
- Fellow membership (FFA FIPA)
- Associate tax adviser (ATA AIPA)
- Fellow tax adviser (FTA AIPA)

If you are applying for Associate or Fellow Tax Adviser grade as well as Associate (AFA MIPA) or Fellow (FFA FIPA) membership of the IFA, this will be offered at a discounted rate.

## What are the entry requirements for membership?

For admission to membership of the IFA, you must provide evidence that you:

1. Have successfully gained the required entry qualifications for the level you are applying for where you:
  - have successfully completed and passed the IFA's educational programme (IFA Direct) or
  - hold a UK accountancy qualification approved by the Institute or
  - hold an overseas accountancy qualification approved by the Institute or
  - are a member of another professional body approved by the Instituteand
2. Are able to demonstrate that you have achieved not less than three years' experience in accountancy or a related field.

If you have completed an accountancy qualification but are unsure whether it meets the above definition, please refer to the [routes to membership](#) section on the website.

## Applying for membership

Please indicate below the grade of membership you are applying for

	AFA MIPA	FFA FIPA	ATA AIPA	FTA AIPA
IFA membership				

The appropriate fees that are applicable when applying for membership are detailed below.

	AFA MIPA	FFA FIPA	ATA AIPA	FTA AIPA
Application fee (one-off)	£160.00			
Exemption fee (one-off)	£150.00	£150.00	£65.00	£65.00
Annual membership fee overseas high	£220.00	£236.00	£137.00	£157.00
Annual membership fee overseas low	£137.00	£175.00	£137.00	£157.00

## Annual fees

The annual fee will depend on where you are based in the world. Please refer to the country listing below. If you are from a country that is not listed below please contact the IFA directly.

### Overseas High – International Countries A - These fees apply to the following countries:

Austria | Bahamas | Belgium | Belize | Bermuda | Botswana | Brazil | Canada | Caribbean region countries | Chile | Croatia | Cyprus | Czech Republic | Denmark | Finland | France | Germany | Gibraltar | Greece | Hungary | Ireland | Israel | Italy | Lebanon | Luxembourg | Maldives | Malta | Mexico | Namibia | Netherlands | Norway | Poland | Portugal | Romania | Slovenia | Spain | Sweden | Switzerland | Turkey | USA | Venezuela

### Overseas Low – International Countries B - These fees apply to the following countries:

Argentina | Bahrain | Bangladesh | Cameroon | Central African Republic | Egypt | Estonia | Ethiopia | Gambia | Ghana | Guyana | India | Ivory Coast | Kenya | Kuwait | Latvia | Lithuania | Liberia | Malawi | Mali | Mauritius | Morocco | Namibia | Nepal | Niger | Nigeria | Oman | Pakistan | Qatar | Russia | Saudi Arabia | Seychelles | Sierra Leone | Slovakia | South Africa | Sri Lanka | Swaziland | Tanzania | UAE | Uganda | Ukraine | Zambia | Zimbabwe

Important information:

1. The application fee is non-refundable and is applicable to all membership applicants who have not studied any of the [IFA Direct programmes](#)
2. The exemption fee is applicable to all applicants who are applying for membership who have not studied any of the [IFA Direct programmes](#)
3. The annual fee is valid until the 31 December 2020 and is not pro-rated.

### **Documents required to submit when applying for membership**

You will need to include the following documents when applying for membership:

- Certified copies of photographic identification (passport, driving licence).
- Evidence of having completed and passed an ethics qualification.
- Copies of relevant accountancy and/or tax qualification, including completion certificates and transcripts.
- An up-to-date CV which provides details of a minimum of three years' work experience in the accountancy industry or a closely related field, your full educational history and membership of other professional bodies.

Please also submit following documents if you have these:

- Copies of any other relevant qualifications, including completion certificates and transcripts.
- Copies of membership certificates held with other professional accountancy bodies.

# Membership application

## Personal details

Please note, this information is required for our electronic verification process.

Membership number if previously a member or student of the IFA	
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Title	
First name	
Middle name	
Surname	
Date of birth	
Home address	
Home telephone number	
Other address	
Work telephone number	
Mobile telephone number	
Email address	

Name to appear on membership certificate	
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Which contact details would you prefer us to use?	<b>HOME</b>	<b>OTHER</b>

## Membership of other bodies

	<b>YES</b>	<b>NO</b>
Do you hold membership with another professional body?		
If yes, please provide the following details and evidence to support this:		
Name of professional body		
Start date		
End date (if applicable)		
If you no longer hold membership with the above body, please provide the reason why.		

If you are currently an active member of another professional body we strongly advise you check their regulations and Bye-laws before applying for membership of the IFA. It is not the IFA's responsibility to inform you of any conflicting regulations that may arise from your membership with another professional body when applying for IFA membership, and as such, will not be held responsible if these are later discovered.

## Employment

Please indicate the employment sector you currently work in:			
Professional practice/Accountancy		Retired	
Education		Not for profit	
Commerce		Unemployed	
Consultant		Other	

Please indicate the title that best describes your current job:			
Partner/director		Financial controller	
CEO/COO/Managing director		Financial manager	
CFO/Finance director		Management accountant	
Chairman		Senior manager	
Consultant		Non-executive board director	
Financial accountant		Other	
Analyst		Other manager	

## Fit and proper declaration

All members of the IFA must be of good character. Please complete the below fit and proper declaration below. Failure to complete the declaration will result in your application being terminated.

<b>Section A – Financial soundness</b>	<b>YES</b>	<b>NO</b>
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> <li>• Been the subject of any debt or award that remains outstanding or was not satisfied within a reasonable period of time?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been declared bankrupt, subject to bankruptcy procedures, made arrangements with creditors or involved in any proceedings relating to these areas?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been involved as a director, partner or manager of a business that has gone into insolvency, liquidation or administration?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been the subject of debt collection agencies, court action by the IFA or other third parties?</li> </ul>		
If you have answered 'yes' to the above, please provide details below:		
<b>Section B – Criminal or civil offences</b>	<b>YES</b>	<b>NO</b>
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> <li>• Been subject to a criminal conviction under the Relevant Offences in Schedule 3 of the Money Laundering Regulations 2017 or equivalent legislation as may apply in other jurisdictions which is unspent?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been subject to, pleaded guilty or found guilty to any other offence which is unspent?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been subject to any adverse finding or any settlement in civil proceedings, particularly in relation to any financial business, fraud, misconduct or the formation of companies and trusts?</li> </ul>		
If you have answered 'yes' to the above, please provide details below:		
<b>Section C – Good reputation and character</b>	<b>YES</b>	<b>NO</b>
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> <li>• Been notified of any potential investigation and disciplinary by a professional body, tax authority, regulator, court or tribunal?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been subject to investigation and disciplinary proceedings by a professional body, tax authority, regulator, court or tribunal resulting in a finding?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been subject to disciplinary procedures by an employer resulting in a finding?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been dismissed, asked to resign and resigned, from employment, position of trust, fiduciary appointment or similar?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been disqualified from acting a direction, trustee, or disqualified from acting in a managerial capacity?</li> </ul>		
<ul style="list-style-type: none"> <li>• Been involved with a company, partnership or other organisation that has been refused registration, authorisation, and membership or licence to</li> </ul>		

carry out any trade, business or profession or had that registrations, authorisation, and membership or license revoked, withdrawn or terminated?		
• Been refused entry to or excluded from membership of any profession or vocation?		
• Are you currently in the process of any investigation or disciplinary procedures as described above?		
If you have answered 'yes' to the above, please provide details below:		

## Member permissions and interests

Please indicate below how you would like the IFA to communicate with you regarding IFA business partner products and services. The IFA's preferred method of communicating is email and information regarding member offerings may not be available via other channels.

	Email	Post	Telephone	Text
I am happy to be contacted by the IFA by the following communication preferences				

Please indicate your preference below:

	YES	NO
I am happy to be contacted by the IFA's business partners about their products and services.		



# Member undertakings

This is a formal declaration between you as the member and the IFA as your professional membership body and you must adhere to the following undertakings. The IFA reserves the right to remove you from membership and potentially begin disciplinary proceedings if you provide false information.

<p>I have read and by accepting membership, I agree to adhere to the IFA's <a href="#">Articles of Association</a>, <a href="#">Bye-Laws</a>, <a href="#">Code of Ethics</a>, <a href="#">Disciplinary Regulations</a>, <a href="#">Continuing Professional Development Regulations</a> and any other guidance issued by the IFA that may relate to my membership, including but not limited to <a href="#">Professional Conduct in Relation to Taxation</a> and <a href="#">Public Practice Regulations</a>.</p> <p>Visit <a href="#">member regulations</a> for details.</p>		
<p>I declare that:</p> <ul style="list-style-type: none"><li>• to the best of my knowledge and belief all of the information given in this application is true and correct;</li><li>• I must inform the IFA of any material changes to the information I have provided within 10 working days of the change;</li><li>• the IFA reserves the right to contact me and/or other relevant parties to verify any of the information provided in this form or appendices;</li><li>• I have checked the bye-laws, regulations and other documentation of any other professional institutes I am associated with before applying to the IFA for membership;</li><li>• the IFA will confirm my identity using electronic verification, and where appropriate, will make further checks as part of its due diligence before accepting me for membership.</li></ul>		
Print your full name	Signature	Date (DD/MM/YYYY)

## Verification

Before we accept your application, we may need to obtain "satisfactory evidence" to confirm your identity and we will use electronic verification for this purpose. We may also need to obtain such evidence after we have begun to act on your application. Although a record of our enquiry will be entered on your record it will not affect your credit history.

In certain circumstances, we may also need to obtain evidence confirming the identities of third parties, the source of any funds or other property, the purpose of any instructions or any other matter.

## IFA data protection

IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is collected and held in accordance with the General Data Protection Regulation.

We will treat your personal information in accordance with data protection legislation.

We will use your information for administering your membership, for communicating with you in respect of your membership and for IFA research.

We will also use your information to carry out our responsibilities as a regulator and as a professional body. To do this, we may share your information with other organisations as required by law.

We will transfer your information outside the European Economic Area (EEA) e.g. IPA Group. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website

[www.ifa.org.uk/dataprotection](http://www.ifa.org.uk/dataprotection).

## Section G – How did you hear about us?

	Tick the most appropriate	Please give details
IFA Agent		
Recommended by a colleague		
Email		
IFA conference/workshop		
Previous member		
Word of mouth		
Search engine		
Lapsed campaign		
IFA Endorsed/IFA Embedded course		
IFA qualification		
Publications		
Universities		
Facebook		
LinkedIn		
Twitter		
Live Chat - IFA		
Other		

# Method of Payment

Choose ONE method of payment	Tick								
<p><b>BACS</b> – I confirm that I am paying my fees by BACS. This method of payment provides a fast and efficient means to renew your annual membership. Simply make payment to:</p> <p><b>The Institute of Financial Accountants</b>  <b>Sort code: 23-05-80</b>  <b>Bank account number: 27604875</b></p> <p><b>Please note:</b> If paying via this method you <b>must</b> ensure that your bank uses your <b>membership number, initials and surname</b> as your BACS payment reference so we can locate and allocate the payment.</p> <p>Please note your application will not be assessed until your application fee has been paid            You remain liable to pay any bank charges incurred. Charges not paid may result in your membership not being renewed until all charges are received in full.</p>									
<p><b>STERLING CHEQUE OR BANKER’S DRAFT DRAWN ON A UK BANK</b> – I confirm that I am paying my fees by Sterling cheque or banker’s draft, made payable to <b>the Institute of Financial Accountants</b>.</p>									
<p><b>INVOICE</b> – I would like to pay by invoice and request that an invoice is sent to the email included on the application form.</p> <p>Please note your application will not be assessed until your application fee has been paid/ nor will membership be fully approved until the all prescribed fees have been paid.</p>									
<p><b>PAYMENT BY DEBIT/CREDIT CARD</b></p> <p><input type="checkbox"/> I authorise you to take the application fee of £160.00 from the card details below an invoice me for the remaining outstanding fees</p> <p><input type="checkbox"/> I authorise you to take the appropriate exemption and annual fees from the card details below in order to offer me the grade of membership I have applied for in this application form</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Payment by Debit/ Visa Card</b></p> <p><input type="checkbox"/> Visa      <input type="checkbox"/> MasterCard</p> <p>Card No.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <p>Expiry Date    <table border="1" style="display: inline-table; text-align: center;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table></p> <p>Name on Card _____ Date _____</p> </div> <p><b>I confirm that this card is mine. If this card is not yours please provide written confirmation and contact details of the person on whose card this is.</b></p>									