

IFA

Overseas membership application form

This form is to be used for non-UK applicants for IFA
overseas membership 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 21 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
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, especially while the team is working remotely.

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 an initial response within 10 working days. However, during December–January this may take longer.

In certain instances, decisions regarding membership applications may need to be referred to the IFA Board.

As an international accountancy body, the IFA have representatives around the world. Should you have any questions about the criteria for gaining membership you can contact your local [agent](#) (listed below) or contact the IFA membership team at membership@ifa.org.uk or call on 020 3567 5999 and a member of the IFA team will be happy to help you through the process.

Bangladesh Mr Alii Aqbour Chowdhury E: aliyac@ifa.org.uk	Sri Lanka Mr Abdul Jamaldeen Farshath E: farshathaj@ifa.org.uk
Ghana Mr Christian Nyanor Ohene E: christiano@ifa.org.uk	Saudi Arabia Mr Sulman Ihsan E: sulmani@ifa.org.uk
Nigeria Mr Olanrewaju Sharafa E: olanrewajus@ifa.org.uk	United Arab Emirates Mr Saqib Iqbal E: saqibi@ifa.org.uk
Pakistan Mr Abdul Shakoor E: abduls@ifa.org.uk	

Assessment information

Please complete the following sections to the best of your knowledge. Your answers will help us to determine which grade of membership is most applicable to you

I am applying for:

Please indicate the grade of membership you are applying for (please refer to guidance note 1).

	AFA MIPA	FFA FIPA
IFA membership		

	Yes	No
Do you have any plan to relocate to the United Kingdom within the next 12 months and start offering accountancy services to the public (please refer to guidance note 5)		

What information do I need to include with my application?

You will need to include the documentation listed below. .

Documents required for membership only	Included Yes/No
Certified copies of photographic identification (eg passport, driving licence) <i>(Refer to guidance note 4)</i>	
Evidence of having completed and passed an ethics qualification	
Accountancy and related qualifications, including completion certificates and transcripts	
A current CV which provides details of a minimum of three years' work experience in the accountancy industry or a closely related field	

Please supply these documents where relevant	Included Yes/No
Copies of membership certificates held with other professional accountancy bodies.	
A letter of good standing no older than 7 working days from your current professional body	
Copies of any accountancy and/or tax practising certificates held with other professional accountancy bodies.	

Prescribed fees

All applicants will be required to pay the prescribed fees, as detailed on the IFA website.

[membership fees](#)

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](#) education programme units.
2. The exemption fee is applicable to all membership applicants who have not studied any of the IFA Direct education programme units or an [IFA endorsed programme](#).
3. The annual membership fee is pro-rated and valid until 31 December 2021.

Membership application

Personal details

The following information is required for our electronic identification 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 (DD/MM/YYYY)	
Email address	
Mobile telephone number (include international dialling code)	
Home telephone number-(include international dialling code)	
Work telephone number-(include international dialling code)	
Home address:(post not courier) Line 1 Line 2 Line 3 Town	
Post code	
Country	

Other address: Line 1 Line 2 Line 3 Town	
Post code	
Country	

Which contact details would you prefer us to use?	HOME	OTHER

Have you previously been known by any other name? <i>If yes, please provide names below</i>	YES	NO
First name		
Middle name		
Surname		
Date you changed name (DD/MM/YYYY)		

Name as you wish to appear on your membership certificate (refer to guidance note 6)	
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Membership of other bodies

Main professional body	YES	NO
Do you hold membership with another professional accountancy body?		
If yes, please provide the following details and evidence to support this:		
Name of professional accountancy body		
Grade of membership		
Start date (DD/MM/YYYY)		
End date (if applicable) (DD/MM/YYYY)		

Other professional bodies	YES	NO
Are you currently a member or have you held membership of any other professional body?		
If yes, please provide details and evidence to support this:		
Name of professional body		
Grade of membership		

If you are currently an active member of another professional accountancy body, we strongly advise you check the Bye-laws and regulations of the body before applying for membership of the IFA.

It is your responsibility to be aware of any conflicting regulations that may arise from your membership with another professional body when applying for IFA membership, and as such, the IFA will not be held responsible if these are discovered later.

Employment

Please indicate whether you are:			
Employed	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
Self-employed	<input type="checkbox"/>	Retired	<input type="checkbox"/>

If employed, please indicate which sector:			
Accountancy (as an employee)	<input type="checkbox"/>	Public practice (as a sole practitioner/partner/director)	<input type="checkbox"/>
Education	<input type="checkbox"/>	Not for profit organisation	<input type="checkbox"/>
Commerce	<input type="checkbox"/>	Government	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

Please indicate the title that best describes your current job:			
Sole practitioner/Partner/Director	<input type="checkbox"/>	Financial controller	<input type="checkbox"/>
CEO/COO/Managing director	<input type="checkbox"/>	Financial manager	<input type="checkbox"/>
CFO/Finance director	<input type="checkbox"/>	Management accountant	<input type="checkbox"/>
Chairman	<input type="checkbox"/>	Senior manager	<input type="checkbox"/>
Consultant	<input type="checkbox"/>	Non-executive board director	<input type="checkbox"/>
Financial accountant	<input type="checkbox"/>	Other	<input type="checkbox"/>
Analyst	<input type="checkbox"/>		<input type="checkbox"/>

Please indicate your job function (you can tick more than one box):			
Accounting	<input type="checkbox"/>	Financial management	<input type="checkbox"/>
Auditing	<input type="checkbox"/>	Information technology	<input type="checkbox"/>
Banking and finance	<input type="checkbox"/>	Management/Business advisory services	<input type="checkbox"/>
Bankruptcy/Insolvency	<input type="checkbox"/>	Company Secretary and Board	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	Taxation	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	Other	<input type="checkbox"/>

Fit and proper declaration

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

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

If you have answered 'yes' to any of the above, please provide details below:		
• 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

Please indicate below how you would like the IFA to communicate with you regarding IFA business partner products and services, CPD events and workshops.

The IFA's preferred method of communicating is email.

The IFA will automatically communicate annual invoicing, regulatory issues and any requests to complete annual member returns by email and, if necessary, by post.

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

Please indicate whether you agree to be contacted as described below:

	YES	NO
I agree to be contacted, where applicable by my countries International Representative regular meetings that count towards my CPD and can help me in my career path.		
I agree to be contacted by the IFA's business partners about their products and services.		

Member undertakings

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

I have read and by accepting membership, I agree to adhere to the **IFA's Bye-laws, Code of Ethics, Disciplinary Regulations, Continuing Professional Development Regulations** and any other guidance issued by the IFA that may relate to my membership, including but not limited to **Professional Conduct in Relation to Taxation** and **Public Practice Regulations**. This includes obtaining an IFA practising certificate and firm supervision if I am offering or start to offer services in the future in the UK.

Visit [member regulations](#) for details.

I declare that:

- to the best of my knowledge and belief all of the information given in this application is true and correct.
- I have checked the Bye-laws, regulations and other documentation of any other professional bodies I am associated with before applying to the IFA for membership.

I confirm that:

- I agree to and am able to complete the annual member return which is an online submission;
- I am able to and agree to communicate with the IFA by email;
- I agree to provide the IFA with correct contact details, including an email address for regulatory and supervisory purposes;
- by applying for membership, with the IFA, my English language proficiency allows me to understand all IFA regulations and Bye-laws, to communicate with the IFA and the IFA to communicate with me.

I understand that:

- I must inform the IFA of any material changes to the information I have provided within 10 working days of the change;
- the IFA reserves the right to contact me and/or other relevant parties to verify any of the information provided in this form or supporting documentation;
- 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 into membership;
- if I am in or enter into public practice in the UK, I will be required to meet the additional educational requirements to obtain an IFA practising certificate and obtain a basic DBS certificate;
- if I obtain a tax practising certificate and start to offer services outside of the tax practising certificate remit, I will be required to immediately contact the IFA and apply to upgrade my IFA practising certificate; and
- if I am to be supervised by the IFA as a member firm for compliance with AML, I will complete a firm return before an offer of membership can be made.
- the IFA conducts all of its communications in English.

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 address history 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 UK General Data Protection Regulations and the DPA 2018 and any subsequent legislation.

We will treat your personal information in accordance with UK 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 UK specifically to Australia where, as part of the IPA Group, we have shared IT systems. When we 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](#) .

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Effective 01.10.2021

Method of payment

Choose ONE method of payment	Tick								
<p>BACS – 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>The Institute of Financial Accountants Metro Bank Sort code: 23-05-80 Bank account number: 27604875 IBAN: GB70MYMB23058027604875 BIC/SWIFT: MYMBGB2L</p> <p>Please note: If paying via this method you must ensure that your bank uses your membership number, initials and surname 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.</p> <p>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>STERLING CHEQUE OR BANKER'S DRAFT DRAWN ON A UK BANK – I confirm that I am paying my fees by Sterling cheque or banker's draft, made payable to the Institute of Financial Accountants.</p>									
<p>INVOICE – 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 all prescribed fees have been paid.</p>									
<p>PAYMENT BY DEBIT/CREDIT CARD</p> <p><input type="checkbox"/> I authorise you to take the application fee only. Please invoice me for the remaining amounts.</p> <p><input type="checkbox"/> I authorise you to take all appropriate fees in order to offer me the grade of membership I have applied for. This will include the appropriate application fee, exemption fee, annual membership fee, practising certificate fee and member firm fee. If supervision is included in the application we will only take payment once the firm return has been completed.</p> <div data-bbox="292 1274 1145 1648" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Payment by Debit/ Visa Card</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>I confirm that this card is mine. If this card belongs to another person, please provide written confirmation and contact details to whom this card belongs.</p>									

Guidance and supporting information for completing an application for IFA membership

1. The IFA Membership grade descriptions

There are four different grades of membership available to prospective applicants. These are Associate (AFA MIPA), Fellow (FFA FIPA), Associate Tax Adviser (ATA AIPA) and Fellow Tax Adviser (FTA AIPA).

A brief description of each is provided below.

Associate (AFA MIPA)

Membership at the grade of Associate (AFA MIPA) means you can refer to yourself as an IFA Financial Accountant. To join the IFA at the AFA grade you will need to be able to demonstrate the equivalent of a Level 6 accountancy qualification covering at least the same level and content as our IFA Direct education programme.

Fellow (FFA FIPA)

Membership at the grade of Fellow (FFA FIPA) means you can refer to yourself as an IFA Financial Accountant. FFA FIPA is the IFA's highest membership grade. You will have been working in a senior role in the accountancy profession for no fewer than 10 years, the last five at a senior level in accountancy.

You will need to have a minimum of five consecutive years' membership with the IFA at AFA MIPA level and 10 years' relevant work experience, or equivalent from another professional accountancy body.

2. Eligibility requirements for membership

You must provide evidence that you:

- Have successfully gained the required entry qualifications for the membership grade you are applying for where you:
 - have successfully completed and passed the IFA Direct education programme; 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 Institute; and
 - are able to demonstrate that you have achieved not less than three years' experience in accountancy
 - are a fit and proper person in accordance with IFA Bye-law 5.

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 IFA website.

If you have completed an accountancy qualification but are unsure whether it meets the above definition, please refer to the information below. For Associate level membership, your qualification should cover at least 75% of the following subject areas:

- Basic accounting
- Auditing
- Business finance
- Computer Information systems
- Cost and management accounting
- Current accounting issues
- Economics
- Financial and corporate accounting
- Statistics
- Introductory law
- Company law
- Taxation law

If you meet the educational requirements but do not yet have the experience, IFA may be able to offer you Provisional Associate Membership for a maximum of five years until you have completed the three years' experience in accountancy or a related field.

Fellow level membership is only offered to applicants who currently hold Fellow level membership of another IFAC body or of another accountancy professional body recognised by the Institute. If accepted as Associate, you may later progress to Fellow level following five consecutive years membership of IFA.

3. Member obligations and regulations

All members of the IFA are required to abide by and adhere to the [IFA Bye-laws and regulations](#).

The IFA reserve the right to update the member regulations when applicable and all members must keep themselves abreast of these.

4. Certified identification information

Why do we require a certified document?

We ask for a document to be certified so we can confirm that this is a true likeness of the original.

What documents need to be certified?

We require all identification documents to be certified and any translated documents to be certified as per the below requirements.

Who can certify identification documents?

The person you ask should be one of the below:

- An Associate, Member or Fellow accountant of a professional accountancy body
- Bank or building society official
- Councillor
- Chartered accountant
- Minister of religion
- Dentists
- Solicitor or notary
- Teacher or lecturer
- Post office official

The person you ask should not be:

- Related to you
- Living at the same address
- In a relationship with you

How to certify an identification document

The certifying person should see the original documents. A copy of the original documents needs to be provided to the person certifying the documentation who should write the following on the copy which is then presented to the IFA:

- "Certified to be a true copy of the original seen by me"
- Signed underneath
- Dated underneath
- Printing of their name under the signature
- Addition of their occupation and contact details, including address, telephone number, and email address.

The contact details of the certifying person will only be used by the IFA to verify their identify and that the documents have been appropriately certified by the person named.

Any certified documents should be included with the original application form.

5. Relocating to the United Kingdom and moving into public practice

If you plan to relocate to the United Kingdom and start offering accountancy services to the public, you will need to consider whether your education and work experience meet the requirements in order to obtain a practising certificate. The entry criteria for a practising certificate is listed below

- are a current member of good standing of the IFA at either Associate or Fellow grade;
- are a fit and proper person in accordance with IFA Bye-law 5;
- have submitted a completed application form for a practising certificate to the IFA including payment of prescribed fees;
- have achieved IFA membership through an educational route approved by the IFA and be able to provide evidence of this. Please note, if you obtained membership before 1 March 2021 you may not meet the IFA's educational entry requirements. Your accounting qualification should be at least up to and including level 6.
- as part of the educational requirements you must have studied UK tax and UK law to at least level 6. If you have studied tax or law as part of an international degree you will be required to provide either equivalent qualifications based on UK tax and UK law to the units provided in IFA's educational programme, IFA Direct, or undertake the tax and law units provided in the IFA Direct programme. If you have received exemptions from another accountancy professional body for their respective law and tax units you will be required to provide evidence of the source of the exemption for us to confirm the eligibility of these exemptions into the IFA framework and they will need to be based upon study of UK tax and UK law. If the exemptions you have previously been awarded are based on an international qualification you will be required to undertake the tax and law units provided in the IFA Direct programme.
- have not less than three years' UK experience working in at least three of these main areas: financial accounting, management accounting, assurance, taxation and/or data processing. The experience must have been gained within 10 years of applying for a practising certificate.
- you are currently practising, or intend to start practising, in the UK offering accountancy services to the public for reward
- will undertake to be compliant with the requirements of the IFA Bye-laws, Membership regulations, Public Practice regulations and the IFA's Continuing Professional Development Regulations.
- are able to provide an alternate for arrangements of incapacity or death as outlined in the Public Practice Regulations.
- understand and agree to apply the Fundamental Principles set out in the IFA's Code of Ethics.
- are supervised under the Money Laundering Regulations 2017 and 2019 by an appropriate supervisory authority. Where you are supervised by the IFA as a member firm you must also complete an online firm return before supervision is confirmed.

If you do not meet the above criteria you will not be able to obtain a practising certificate and so if you choose to move into practice you will need to temporarily resign your membership whilst you study the necessary educational modules or obtain the relevant UK work experience.

6. Posting of hard copy certificates Member

The IFA will make all attempts to post your hard copy certificates to your preferred mailing address listed within this application form, or a different address that you have informed us about.

Your hard copy certificates will be posted to your preferred mailing address. If your certificates are returned by post and if replacement certificates need to be posted again, they will cost £25.00 each time. This amount will need to be paid in full before the replacement certificates are posted.