

Institute of Financial Accountants

International membership application form

This form is to be used for non-UK applicants applying
international 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 Institute Board.

As an international accountancy body, the Institute 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 membership team at membership@ifa.org.uk or call on 020 3567 5999 and a member of the 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).

	IFA AIPA	AFA MIPA	FFA FIPA
Grade of membership requesting			

	Yes	No
Do you have any plans to relocate to the United Kingdom within the next 12 months?		

	Yes	No
If you do plan to relocate to the United Kingdom do you plan to 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>	
Certified copies of 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
Certified 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	
Certified 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 Institute 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 Associate and Fellow applications who have not studied any of the IFA Direct education programme units or an [IFA endorsed programme](#). Intermediate applications will not be required to pay this fee as they will need to undertake IFA Direct modules to upgrade
3. The annual membership fee is pro-rated and valid until 31 December 2022.

Where the Institute cannot offer the grade of membership that you have requested, the appropriate annual fee will be refunded.

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 Institute	
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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	

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

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 Institute.

It is your responsibility to be aware of any conflicting regulations that may arise from your membership with another professional body when applying for membership of the Institute, and as such, the Institute 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 Institute 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 Institute 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 Institute to communicate with you regarding Institute business partner products and services, CPD events and workshops.

The Institute's preferred method of communicating is email.

The Institute will automatically communicate annual invoicing, regulatory issues and any requests to complete annual returns by email and post.

	Email	Post	Telephone	Text
I agree to be contacted by the Institute 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 Institute's business partners about their products and services.		

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.

Institute's data protection

The Institute takes your privacy seriously. All personal information provided to the Institute 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 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 Data Protection Policy and the Privacy and Cookie policies are available to view on the Institutes website

www.ifa.org.uk/dataprotection

Member undertakings

This is a formal declaration between you as a member and the Institute of Financial Accountants as your professional membership body. The Institute 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 **Institute's Bye-laws, Code of Ethics, Disciplinary Regulations, Continuing Professional Development Regulations** and any other guidance issued by the Institute that may relate to my membership, including but not limited to **Professional Conduct in Relation to Taxation** and **Public Practice Regulations**. This includes obtaining a 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 body I am associated with before applying for membership of the Institute

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 Institute by email;
- I agree to provide the Institute with correct contact details, including an email address for regulatory and supervisory purposes;
- by applying for membership with the Institute, my English language proficiency allows me to understand all Institute regulations and Bye-laws, to communicate with the Institute and the Institute to communicate with me.

I understand that:

- I must inform the Institute of any material changes to the information I have provided within 10 working days of the change;
- the Institute reserve the right to contact me and/or other relevant parties to verify any of the information provided in this form or supporting documentation;
- the Institute 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 a 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 Institute and apply to upgrade my tax practising certificate; and
- if I am to be supervised by the Institute as a member firm for compliance with AML, I will complete a firm return before an offer of membership can be made.
- the Institute conducts all of its communications in English.

Print your full name	Signature	Date (DD/MM/YYYY)

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 and appropriate annual fee for the grade of membership I have requested on page 3 of the application form, 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"/> The card below belongs to me and I confirm that you can take the appropriate application fee and appropriate annual fee for the grade of membership I have requested on page 3 of the application form.</p> <div data-bbox="292 1238 1145 1610" 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> <p><input type="checkbox"/> This card does not belong to me</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Name</p> <p>Telephone number</p> <p>Email</p> <p>Signature</p> </div>									

Guidance and supporting notes for completing this application form

1. Membership grades descriptions

There are three different grades of membership available to International applicants. These are Intermediate (IFA AIPA), Associate (AFA MIPA), and Fellow (FFA FIPA).

A brief description of each is provided below.

Intermediate (IFA AIPA)

Membership at the grade of Intermediate (IFA AIPA) means you can use the designatory letters IFA AIPA after your name. To join the Institute at the IFA AIPA grade you will need to be able to demonstrate an accountancy and finance accountancy qualification that is at the same level and at a minimum covers the same content as our IFA Direct education programme units at Level 4.

You will also need to demonstrate at least 1 years relevant work experience.

Associate (AFA MIPA)

Membership at the grade of Associate (AFA MIPA) means you can use the designatory letters AFA MIPA after your name and refer to yourself as an Financial Accountant. To join the Institute at the AFA MIPA grade you will need to be able to demonstrate an accountancy and finance accountancy qualification that is at the same level and covers the same content as our IFA Direct education programme.

You will also need to demonstrate at least 3 years relevant work experience.

Fellow (FFA FIPA)

Membership at the grade of Fellow (FFA FIPA) means you can use the designatory letters FFA FIPA after your name and refer to yourself as an Financial Accountant. FFA FIPA is the Institute'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 can only become a Fellow of the Institute by having been a member for seven consecutive years at AFA MIPA level, continued to meet the Institute's CPD requirements and be able to demonstrate relevant work experience, or equivalent from another professional recognised 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 international 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 Institutes 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 Institute's website.

Fellow membership is only offered to applicants who currently hold Fellow membership with another IFAC body or of another accountancy professional body recognised by the Institute. If accepted as Associate, you may later request to be upgraded to Fellow, subject to meeting the entry criteria at the time of submission.

3. Member obligations and regulations

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

The Institute 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, education qualification and transcript 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 a 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 Institute:

- "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 Institute 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 at either Associate or Fellow grade;
- are a fit and proper person in accordance with Institute's Bye-law 5;
- have submitted a completed application form for a practising certificate to the Institute including payment of prescribed fees;
- have achieved membership through an educational route approved by the Institute and be able to provide evidence of this. Please note, if you obtained membership before 1 July 2022 you may not meet the Institute's educational entry requirements. Your accounting qualification should be equivalent to the IFA Direct Education Programme
- as part of the educational requirements you must have studied UK tax and UK law to the required level as detailed in the IFA Direct Education Programme.
 - Please note:
 - 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 Institute'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 Institutes 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 Institute's Bye-laws, Membership regulations, Public Practice regulations and the Institutes 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 Institute's Code of Ethics.
- are supervised under the Money Laundering Regulations 2017 and 2019 by an appropriate supervisory authority. Where you are supervised 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

The Institute 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.