



Members

# IFA/FTA membership application form 2016

## 1 Eligibility for membership

Membership is open to individuals in finance, those who have achieved an accounting, financial or taxation qualification, or are currently studying these disciplines.

You can use this form to apply for either membership of the Institute of Financial Accountants (IFA), the Federation of Tax Advisors (FTA), or both at the same time.

There are three levels of IFA membership: financial accountant executive, associate and fellow; and two levels of membership for the FTA: associate and fellow. You can find out more about each level and the different routes to obtaining IFA and/or FTA membership in the guidance for membership booklet.

You can find out more about the different routes to obtaining either IFA and/or FTA membership in the guidance document for membership.

The guidance for membership will also help you complete the application form.

## 2 IFA and FTA membership

Use this form to apply for membership of:

- IFA; and/or
- FTA.

I am applying for:	YES	NO
IFA membership		
FTA membership		

## 3 Completing and submitting your application form

Complete **ALL** sections of the form using block capitals and black ink. Remember to enclose **ALL** your supporting documents and the application fee.

The information that you provide must be correct and up to date. It is your responsibility to inform us of any changes within 10 working days.

Forms which are Incomplete, illegible or where the application fee and supporting documents are missing will be returned unprocessed.

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)
2. Post to:

**Institute of Financial Accountants**  
**Membership Department**  
**The Podium**  
**1 Eversholt Street**  
**London**  
**NW1 2DN**

#### 4 Membership application checklist

<b>Core documents which you MUST enclose:</b>	<b>YES</b>
Photographic identification (passport, driving licence, etc.)	
Evidence that I am entitled to live and work in the UK (where not an EU citizen)	
Evidence of having completed ethics training	
An up-to-date CV and job description	

#### AND

<b>Additional documents which you MUST enclose if you hold them:</b>	<b>YES/NO</b>
Copies of examination certificates	
Copies of examination transcripts	
Copies of membership certificates held with other professional accountancy bodies	
Copies of any other practising certificates	

#### AND IF APPLICABLE

<b>FTA membership</b>	<b>YES</b>
Copies of tax qualifications	

#### 5 Next steps

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 15 working days. However, during October – December this may take longer as existing membership renewals are prioritised.

## 6 Personal details

Membership number if previously a member or student of the IFA and/or FTA	
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Title	
Surname/family name	
First name(s)	
Date of birth	
Home address	
Telephone number	
Mobile number	
Email address	
Business/practice address	
Telephone number	
Mobile number	
Email address	
National Insurance number	
Nationality	
Country of birth	
Passport number	
Place of issue	
Passport expiry date (DD MM YYYY)	
National ID number	

## 7 Fit and proper status

<b>Section A – financial responsibility and reliability</b>	<b>YES</b>	<b>NO</b>
In the last 10 years, have you:		
• Had a court judgment made against you for a debt or made a compromise arrangement with your creditors?		
• Been declared bankrupt or been subject to bankruptcy procedures?		
• Signed a trust deed, made an assignment for their benefit or made any arrangements for the payment of a composition to creditors?		
If you have answered <b>YES</b> to any of the above, please give details:		
<b>Section B – criminal or civil offences/liabilities</b>	<b>YES</b>	<b>NO</b>
Have you been found guilty of any offence?		
Have you been the subject of any civil or court action relating to your professional, business or directorship or management of any company?		
If you have answered <b>YES</b> to any of the above, please give details in respect of a conviction, provide details of the offence, penalty imposed, the court which convicted you and the date of the conviction:		
<b>Section C – good reputation and character</b>	<b>YES</b>	<b>NO</b>
In the last 10 years, have you:		
• Been refused or been restricted the right to carry on any trade, business or profession?		
• Been subject to a disciplinary finding against you by a professional body or an employer?		
• Been refused entry or excluded from any professional body or trade association?		
• Been dismissed or requested to resign from any office, employment or partnership?		
• Been the subject of a court order or disciplined or publicly criticised by a regulatory or professional body?		
If you have answered <b>YES</b> to any of the above, please give details below:		

## 8 Membership of another professional accountancy and/or taxation body

		YES	NO
Do you currently hold membership with another professional accountancy body?			
If yes, please provide:			
Name of professional body			
Start date			
End date			

## 9 Practising certificate(s) with another professional accountancy and/or taxation body

		YES	NO
Do you hold a practising certificate with another professional body?			
If yes, please provide:			
Name of professional body			
Start date			
End date			
Date of last monitoring visit/desktop review			

## 10 My undertakings

This is a formal agreement between yourself as the member and the IFA as your 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.

I have read and by accepting membership, I agree to adhere to the IFA's Bye-Laws, Code of Ethics, Disciplinary Regulations, Code of Best Practice, <i>Members' Handbook</i> , Professional Conduct in Relation to Taxation and any other guidance issued by the IFA. Visit <a href="http://www.ifa.org.uk/members/new-members/regulations/">www.ifa.org.uk/members/new-members/regulations/</a> for details.		
I declare that:		
<ul style="list-style-type: none"> <li>to the best of my knowledge and belief all of the information given in this application is correct;</li> <li>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; and</li> <li>the IFA reserve the right to contact me to verify any of the information provided in this form</li> </ul>		
<b>Print your full name</b>	<b>Signature</b>	<b>Date (DD MM YYYY)</b>

### IFA Data Protection Policy

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 Data Protection Act 1998. Non-sensitive information may be passed to third party and partner organisations for the promotion of goods and services relevant to financial accountancy and tax.

We will treat your personal information in accordance with the data protection legislation. We will use your information for administration, communication and research. We will also use your information to carry out our responsibilities as a regulator and as a professional body. To do this, we will share your information with other organisations as required by law.

We may transfer your information outside the European Economic Area (EEA) e.g. IFA 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)

## 11 Communications and marketing

	YES	NO
I want to receive information, including annual renewal notifications, from the IFA by email.		
I want to be contacted by my local branch about regular meetings and seminars that count towards my CPD and can help me in my career path.		
I want to be contacted by IFA's business partners about their products and services.		

### How did you hear about us?

	Tick the most appropriate	Please give details
Event		
Search engine		
Word of mouth		
Colleague		
Friend		
Study		
Publication		
Other		

## 12 Membership application fee

The application fee is a one-off non-refundable payment of £150.

Once we have assessed your application and supporting documents, we will inform you of what level of membership we can offer.

Our membership fees can be viewed at [www.ifa.org.uk/members/new-members/application-fees](http://www.ifa.org.uk/members/new-members/application-fees)

We will not begin your membership application assessment until the application fee has been paid in full.

### Confirmation

I confirm that I have:	YES
Fully completed the application form and signed and dated the undertakings	
Completed the payment form or enclosed a cheque where applicable	

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: 40-40-32</b>  <b>Bank account number: 81108603</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>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>PAYMENT BY DEBIT/CREDIT CARD</b></p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Payment by Debit/Credit Card</b></p> <p><input type="checkbox"/> Visa      <input type="checkbox"/> Mastercard</p> <p>Card No.  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Expiry date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    <b>3 Digit Security Code</b> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Signature _____      Date _____</p> </div>	

If you require a receipt, please indicate here.	
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Please give your VAT number (if registered for VAT)