

IFA/FTA membership application form 2017

Institute of Financial Accountants

The Podium, 1 Eversholt Street, Euston, London NW1 2DN

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www.ifa.org.uk

The Institute of Financial Accountants registered in England No. 9350923 Limited by Guarantee.
Registered Office: 6th Floor, 60 Gracechurch Street, London EC3V 0HR

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 Advisers (FTA), or both at the same time.

There are three levels of IFA membership: financial accountant executive (FAE), associate (AFA) and fellow (FFA); 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.

2.1 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		

2.2 Level of membership

Please indicate the level of membership that you wish to apply for.

	FAE	AFA	FFA
IFA membership			

To view more details regarding the different membership levels available, please visit www.ifa.org.uk/members/ifa-membership-grades

	AFTA	FFTA
FTA membership		

To view more details regarding the different membership levels available, please visit www.ifa.org.uk/fta/become-a-fta-member

If you are successful with your application, at the level that you have requested, we shall take the appropriate exemption fee (if applicable), and the appropriate annual fee in addition to the mandatory application fee.

Our membership fees can be viewed at www.ifa.org.uk/joinus/membershipfees

If we cannot offer you your requested grade of membership, we shall take only the application fee and contact you regarding what is required in order to progress your membership further.

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 true, 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 not be processed.

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

1. Email to 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

Core documents which you MUST enclose:	YES
Photographic identification (passport, driving licence, etc.)	
Evidence of having completed ethics training	
An up-to-date CV and job description	

AND

Additional documents which you MUST enclose if you hold them:	YES/NO
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

FTA membership	YES
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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Membership number	
Title	
First name	
Middle name	
Surname	
Date of birth	
Home address	
Home number	
Other address	
Work number	
Mobile number	
E-mail address	

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

	YES	NO
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		
Name of professional body:		
Start date		
End date		
Name of professional body:		
Start date		
End date		

7 Fit and proper status

Section A – Financial responsibility and reliability	YES	NO
In the last 10 years, have you		
<ul style="list-style-type: none"> • Had a court judgment made against you for a debt or made a compromise arrangement with your creditors? 		
<ul style="list-style-type: none"> • Been declared bankrupt or been subject to bankruptcy procedures? 		
<ul style="list-style-type: none"> • Signed a trust deed, made an assignment for their benefit or made any arrangements for the payment of a composition to creditors? 		
If yes, please give details below:		
Section B – Criminal or civil offences/liabilities	YES	NO
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 yes, please give details below. Please note that offences which are spent for the purposes of the Rehabilitation of Offenders Act England and Wales 1974 (or equivalent legislation as may apply in other jurisdictions) and motoring offences that did not lead to disqualification or a prison sentence need not be mentioned below. In respect of a conviction, details are required regarding the offence, penalty imposed, the court which convicted you and the date of the conviction.		
Section C – Good reputation and character	YES	NO
In the last 10 years, have you:		
<ul style="list-style-type: none"> • Been investigated for professional misconduct or malpractice where a formal complaint was proved? 		
<ul style="list-style-type: none"> • Been subject to a disciplinary procedures by a professional body or an employer resulting in a finding against me? 		
<ul style="list-style-type: none"> • Been reprimanded, excluded, disciplined or publicly criticised by a profession body or trade association? 		
<ul style="list-style-type: none"> • Been dismissed or requested to resign from any office, employment or partnership? 		
<ul style="list-style-type: none"> • Been reprimanded, warned about future conduct, disciplined or publicly criticised by a regulatory body or similar organisation? 		
<ul style="list-style-type: none"> • Been the subject of a court order or disciplined or publicly criticised by a regulatory or professional body? 		
If you have answered 'yes' to the above, please provide details below:		

	YES	NO
Do you know of any pending investigations or procedures by a professional bodies, trade associations, regulators or other authorities against me?		
If you have answered 'yes' to the above, please provide details below:		

	YES	NO
Are you currently undergoing any investigations or procedures by a professional bodies, trade associations, regulators or other authorities?		
If you have answered 'yes' to the above, please provide details below:		

8 Members in public practice

	YES	NO
Are you in public practice?		

Members who provide accountancy and/or taxation services for reward to the public are required to have a practising certificate.

The IFA offers all members in public practice who are supervised by the IFA for AML free access to the FA Simms Anti-Money Laundering Compliance product (AMLCC). The AMLCC product assists members in meeting the Money Laundering Regulation 2007 requirements, including client due diligence, risk assessments and AML training.

	YES	NO
Do you hold a practising certificate with another professional body?		
If yes, please provide the following details and evidence to support this:		
Name of professional body:		
Start date		
End date		
Date of last monitoring visit/desktop review		
Name of professional body:		
Start date		
End date		
Date of last monitoring visit/desktop review		
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 www.ifa.org.uk/members/new-members/regulations/ for details.		
I declare that:		
<ul style="list-style-type: none">• to the best of my knowledge and belief all of the information given in this application is true and correct;• 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• I understand that 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.		
Print your full name	Signature	Date (DD/MM/YYYY)

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. 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

Before we accept your application, we may need to obtain 'satisfactory evidence' to confirm your identity and we may 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.

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		
IFA promotion		
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 £160. [We will not begin the assessment of your application until the application fee has been paid in full.](#)

Where your application for membership is successful at the level requested, we will debit the appropriate annual membership fee, the exemption fee (if applicable), and the non-refundable application fee.

Our membership fees can be viewed at www.ifa.org.uk/joinus/membershipfees

Where we are unable offer you your requested grade of membership, we will only debit the application fee. We will contact you to discuss what is required in order to progress your membership further.

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>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 Sort code: 40-40-32 Bank account number: 71640623 IBAN: GB96MIDL40403271640623 BIC/SWIFT: MIDLGB2109A</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>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>PAYMENT BY DEBIT/CREDIT CARD</p> <div style="border: 1px solid black; padding: 10px;"> <p>Payment by Debit/Credit Card</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Mastercard</p> <p>Card No. _____</p> <p>Expiry date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 3 Digit Security Code <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Signature _____ Date _____</p> </div>	

Please give your VAT number (if registered for VAT)