

IFA

Provisional Associate membership application form

Completing and submitting your application form

Complete **ALL** sections of the form using block capitals and black ink for scanning purposes. Remember to enclose **ALL** your supporting documents and the application fee of £160.

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
OR
2. Post to:

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

Sending your application in by email is quicker, faster and more cost effective.

Once we have assessed your application we will contact you with a decision about your eligibility for provisional associate membership.

We aim to provide a response within 10 working days. However, during December – January this may take longer as existing membership renewals are prioritised.

What do I need to include in my application?

Listed below are all the documents that you will need to submit with your application. If you are unable to submit these with your application, please contact the membership department either by telephone on +44(0) 20 3567 5399 or by email at membership@ifa.org.uk before submitting your application.

Mandatory documents which you MUST enclose:
Copies of photographic identification (passport, driving licence)
Evidence of having completed and passed ethics training
Copies of relevant accountancy and/or tax qualification, including completion certificates and transcripts
An up-to-date CV, detailing what work experience in the accountancy industry or a closely related field you can evidence, your full educational history and membership of other professional bodies

AND

Additional documents which you MUST enclose if you hold them:	YES	NO
Copies of any other relevant qualifications, including completion certificates and transcripts		
Copies of membership certificates held with other professional accountancy bodies		
Copies of any other practising certificates		

What grade am I applying for?

By completing this application form, you are applying for the **Provisional Associate member** grade offered by the IFA.

This grade of membership is designed to provide support, guidance and recognition to graduates and other recently qualified accountants who meet our education requirements but have not yet achieved the three years relevant accountancy experience to obtain full membership.

You will be able to hold this level of membership for a maximum of five years, during which time we would expect you to be able to demonstrate that you have gained the relevant accountancy experience.

If you are in public practice, you will not be eligible to hold this level of membership.

What are the entry requirements for Provisional Associate membership?

For admission to membership of the IFA as a Provisional Associate member, you must provide evidence that you have successfully gained the required entry qualifications for the level you are applying for by either:

1. have successfully completed and passed the IFA's educational programme; or
2. hold a UK accountancy qualification approved by the Institute; or
3. hold an overseas accountancy qualification approved by the Institute.

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

How do I upgrade to full member?

When have completed three years' relevant accountancy experience you will be required to provide a copy of your CV as supporting evidence. Once approved you will be granted "full" Associate membership, which will entitle you to use the designatory letters AFA and the description "Financial Accountant", as well as MIPA (Member of the Institute of Public Accountants).

What benefits do I get as a Provisional Associate member?

By beginning your association with a professional accountancy membership body, you will start to differentiate yourself in a competitive job market by being able to demonstrate that you take your career seriously as a Provisional Associate member.

In addition to the enhancement in your recognition and marketability, you will also receive the following benefits:

- Exclusive access to a hard copy of our bi-monthly magazine, [Financial Accountant](#) and access to previous soft copies within the benefits area (found on the IFA website).
- Access to a range of dedicated [technical support and advice](#) including online CPD training.
- [Technical resources](#) covering a range of topics from AML to tax which enable you to remain up to date with regulations and legislation.
- [Regional branch meetings](#) featuring expert speakers.
- [National events and networking opportunities](#) at member rates.

Membership application

Personal details

Membership number if previously a member or student of the IFA	
----------------------------------------------------------------	--

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

Membership of other bodies

	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 (if applicable)		
If you no longer hold membership with the above body, please provide the reason why.		
	YES	NO
Do you hold a practising certificate with that body?		

If you are currently an active member of another professional accountancy body, we strongly advise you to 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, and as such, will not be held responsible if these are later discovered.

Employment

	YES	NO
Are you currently in public practice offering accountancy services to the public for reward?		

Please choose the most appropriate employment that best describes you.

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	

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

Fit and proper declaration application

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 terminated.

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 that remains outstanding or was not satisfied within a reasonable period of time? 		
<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, the IFA or other third parties? 		
If you have answered yes to 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 under the Relevant Offences 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 or found guilty to 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 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 disciplinary 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 procedures by an employer resulting in a finding? 		
<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 a direction, trustee, or disqualified from acting in a managerial capacity? 		
<ul style="list-style-type: none"> • Been involved with a company, partnership or other organisation which has been refused registration, authorisation, and membership or license to 		

carry out any trade, business or profession or had those registrations, authorisation, and membership or license revoked, withdrawn or terminated?		
• Been refused entry to or excluded from membership of any profession or vocation?		
• 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 undertakings

This is a formal agreement 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 Articles of Association, 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.</p> <p>Visit member regulations for details.</p>		
<p>I declare that:</p> <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 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 appendices; I have checked the bye-laws, regulations and other documentation of any other professional institutes I am associated to before applying to the IFA for membership; 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; and I understand that, if I am in or enter into public, I will be required to obtain a basic DBS check 		
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.

Member permissions

Once you have achieved membership you can change your communication preference and what you would like to hear about from the IFA through your member dashboard.

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

Our primary method of communication is email. For the purposes of administering your membership we will send renewal information and invoice information by email.

	YES	NO
I accept that the IFA will confirm my identity using electronic verification		
I want to be contacted by my local IFA branch ambassador about regular meetings and seminars that count towards my CPD and can help me in my career.		
I want to be contacted by the IFA's business partners about their products and services.		

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	
Agree to the IFA taking full payment for my level of membership if I meet the entry requirements	

How did you hear about us?

Please tick the most appropriate box relating to how you heard about the IFA.

	Tick the most appropriate	Please give details
Live Chat – IFA website		
IFA Agent		
Branch event		
IFA conference/workshop		
Previous member		
Word of mouth		
Search engine		
IFA qualification		
Publications		
IFA Endorsed/ Embedded Program		
Universities		
Facebook		
Linked In		
Twitter		
Other		

If we contacted you via the campaign below, please can you provide details?

	Please tick	Please provide your original ID number, when you lapsed and when you were contacted about re-instating
I am a previous member who lapsed and was contacted about re-instating as part of a lapsed campaign		

	Please tick	Please provide the name and ID number of the member who recommended you
The IFA has been recommended to me via the recommend a colleague campaign		

Method of payment

Choose ONE method of payment

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:

The Institute of Financial Accountants

Sort code: 23-05-80

Bank account number: 27604875

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.

Please note your application will not be assessed until your application fee has been paid/ nor will membership be fully approved until the full re-scribed fees have 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.

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**.

INVOICE – I would like to pay by invoice and request that an invoice is sent to the email included on the application form.

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.

PAYMENT BY DEBIT/CREDIT CARD

I authorise you to take the application fee of £160.00 from the card details below and invoice me for the remaining outstanding fees

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

Payment by Debit/ Visa Card

Visa MasterCard

Card No.

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Expiry Date

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Name on Card _____ Date _____

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.

Please give your VAT number (if registered for VAT)