

THE REPUBLIC OF THE UNION OF MYANMAR



MYANMAR INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

**ASSESSMENT STATEMENT FOR
ASEAN CHARTER PROFESSIONAL ACCOUNTANTS**

**THE SIXTX MEETING OF THE ASEAN CHARTERED PROFESSIONAL
ACCOUNTANTS WORKING COMMITTEE (ACPACC)**

Myanmar Institute of Certified Public Accountants (MICPA)

1/19, Tha Khin Mya Garden Street, Ahlone Township

Yangon, Myanmar

Tel: (+95) 931718149

Website : <http://www.myanmar-icpa.org>

Email: Myanmar.micpa@gmail.com

INTRODUCTION

1 The ASEAN Mutual Recognition Arrangement (MRA) on Accountancy Services

- 1.1 The Governments of Member Countries of the Association of South East Asian Nations (collectively referred to as “ASEAN” , and comprising Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, Lao People’s Democratic Republic, Malaysia, the Republic of the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore , the Kingdom of Thailand, and the Socialist Republic of Viet Nam) have agreed on the ASEAN Mutual Recognition Arrangement on Accountancy Services which aims to:
- (a) facilitate mobility of accountancy services professionals across ASEAN Member States;
 - (b) enhance the current regime for the provision of accountancy services in the ASEAN Member States; and
 - (c) exchange information in order to promote adoption of best practices on standards and qualifications.
- 1.2 A copy of the ASEAN Mutual Recognition Arrangement on Accountancy Services, which was signed on 13 November 2014, is available at ASEAN Web Site, at: <http://www.asean.org/communities/asean-economic-community/category/services>

2 ASEAN Chartered Professional Accountant (ACPA)

- 2.1 Under the MRA, a Professional Accountant who holds the nationality of an ASEAN Member Country and who possesses qualifications and experience that complies with the requirements specified in Part B of this Assessment Statement may apply to be placed on the ASEAN Chartered Professional Accountants Register (ACPAR) and accorded the title of ASEAN Chartered Professional Accountant (ACPA).
- 2.2 The National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of each participating ASEAN Country will authorize a Monitoring Committee (MC) to receive and process applications from its Professional Accountants for

registration as ACPA and to maintain the ASEAN Chartered Professional Accountants Register (ACPAR). In the case of Myanmar, details of the National Accountancy Body and/or Professional Regulatory Authority and Monitoring Committee are in Part A of this Assessment Statement.

3 Privilege and Obligation of a Registered Foreign Professional Accountant (RFPA)

3.1 An ACPA who wishes to provide professional accountancy services in another participating ASEAN Country shall apply to the National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of a participating ASEAN Host Country to be registered as a Registered Foreign Professional Accountant (RRPA). A Registered Foreign Professional Accountant (RFPA) will be permitted to work in collaboration with designated Professional Accountants in the said Host Country, except for signing off of an independent auditor's report and other accountancy services that require domestic licensing from the authorities of the Host Country, subject to domestic laws and regulations of the Host Country, where applicable.

3.2 A Registered Foreign Professional Accountant (RFPA) shall provide accountancy services only in the areas of competence as may be recognized and approved by the National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of a participating ASEAN Host Country, and shall undertake assignments only in the specific discipline(s) in which he/she has been registered for. He/she shall also be bound by:

- (a) codes of professional conduct in accordance with the policy on ethics and conduct established and enforced by the country of origin in which he/she is registered as an ASEAN Chartered Professional Accountant (ACPA);
- (b) prevailing laws and regulations of a participating ASEAN Host Country in which he/she is registered as an ASEAN Chartered Professional Accountant (RFPA); and
- (c) work in collaboration with a local Professional Accountant in a participating ASEAN Host Country, subject to the domestic laws and regulations of the Host Country.

4 Accountancy Services

There are two types of accountancy services which are regulated or require domestic licensing:

- a) Public Accounting Services

Public Accountants who are registered and regulated by MAC for the purpose of performing public accounting services, which are defined in the Myanmar Accountancy Law, as audit and reporting of financial statements and other services that are required by any written law to be done by a public accountant. They are subject to the requirements of the Myanmar Accountancy Law and the rules and standards prescribed under it. All public accountants must also be members of the Myanmar Institute of Certified Public Accountant and adhere to its membership rules and standards.

b) Approved Liquidation Services

An approved liquidator must satisfy the Registrar of Public Accountants as to his experience and capacity. Public accountants must have suitable and relevant experience relating to audit of liquidation. Public accountants must obtain a report from two referees (an applicant's client or family member cannot be the referee), one of whom must be an approved liquidator who has supervised the applicant's work. These reports should comment on the applicant's character, his ability to perform liquidation work, his role in specific liquidation jobs (where applicable) and other relevant experience which the referee deems applicable.

c) Other Services

Other services such as taxation, consultancy, internal auditing, providing accounting training, registration of foreign CFOs and other accountants serving in foreign companies in Myanmar, etc. shall be regulated under the rules that are in the process of being developed in accordance with the provisions of the new MAC Law enacted in June, 2015.

5 Purpose and Operation of Assessment Statement

- 5.1 This Assessment Statement provides a framework for the assessment of Professional Accountants for placement on the ASEAN Chartered Professional Accountants Register (ACPAR) by the MAC Monitoring Committee.
- 5.2 This Assessment Statement shall be reviewed and accepted by the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC) before the Myanmar Accountancy Council Monitoring Committee is authorized to operate the ASEAN Chartered Professional Accountants Register (ACPAR).

PART A:

THE NATIONAL ACCOUNTANCY BODY, PROFESSIONAL REGULATORY AUTHORITY AND MONITORING COMMITTEE

6 The National Accountancy Body and/or Professional Regulatory Authority in Myanmar

- 6.1 The Myanmar Institute of Certified Public Accountants (MICPA) is the National Accountancy Body (NAB) of Myanmar.
- 6.2 The Myanmar Accountancy Council (MAC) is the Professional Regulatory Authority (PRA).

7 The Monitoring Committee in Myanmar

- 7.1 The Myanmar Monitoring Committee (MC) is established by MAC as the competent body to exercise the functions, on behalf of MAC, to develop, process and maintain an ASEAN Chartered Professional Accountants Register (ACPAR) in Myanmar.
- 7.2 The MC comprises the Chairman of MICPA, as the chairman of MC, and members who are appointed by MAC. Names of members of MC are in Annex 1.
- 7.3 The contact person is: U Tin Shein , CEO
Myanmar Institute Certified Public Accountants
No.1/19,Tha Khin Mya Garden Street, Ahlone Township,
Yangon
Tel: +959785171641
Website:www.myanmar-icpa.org
e-mail:Myanmar.micpa@gmail.com

8 Roles of the Monitoring Committee (MC)

- 8.1 In assessing compliance with the qualifications and experience set out in the ASEAN Mutual Recognition Arrangement (MRA) on Accountancy Services for registration as an ASEAN Chartered Professional Accountant (ACPA), the MC shall adhere to the criteria and procedures in this Assessment Statement.
- 8.2 The MC shall also undertake to ensure that all ASEAN Chartered Professional Accountants (ACPAs) on its ASEAN Chartered Professional Accountants Register (ACPAR) of the country of origin:
 - a) comply fully with the requirements specified in the MRA; and

(b) provide evidence when applying for registration of or renewal of their registration as ASEAN Chartered Professional Accountants (ACPA) that they have complied with the Continuing Professional Development (CPD) at a level prescribed in this Assessment Statement.

8.3 The MC shall withdraw and deregister the ASEAN Chartered Professional Accountants (ACPA) from the ASEAN Chartered Professional Accountants Register (ACPAR) where:

(i) The ASEAN Chartered Professional Accountants (ACPA) has contravened the ASEAN MRA as a Registered Foreign Professional Accountant (RFPA) in the Host Country; or

(ii) Disqualified by the Country of Origin and/or non compliance with its Continuing Professional Development (CPD) policy; or

(iii) Violation of technical, professional or ethical standards either in the Country of Origin or Host Country that had led to deregistration or suspension from practice.

9 Authorization to work as Registered Foreign Professional Accountants

9.1 Application by an ASEAN Chartered Professional Accountants (ACPA) from another participating ASEAN Country to work as a Registered Foreign Professional Accountant (RFPA) in Myanmar shall be made through Monitoring Committee (MC) to MAC. Upon acceptance and payment of a prescribed fee, the RFPA will be permitted by the MAC to work in collaboration with designated local Professional Accountants in Myanmar. The RFPA will not be eligible to work in independent practice to sign off the auditor's report which is required by any written law to be signed by a Public Accountant or qualified person for the purposes of submission to regulatory authorities unless he/she is registered as a Public Accountant in accordance with the Myanmar Accountancy Law..

9.2 MAC/MC shall monitor and assess the professional practice of Registered Foreign Professional Accountants (RFPAs) to ensure compliance with the MRA. MAC/MC may prepare rules, which shall not contradict or modify any of the provisions in the MRA, for the purposes of maintaining high standards of professional and ethical practice in accountancy.

PART B:
ASSESSMENT MECHANISMS

10 Requirements for registration as ASEAN Chartered Professional Accountant (ACPA)

- 10.1 A Professional Accountant who meets the following qualifications, practical experience and conditions is eligible to apply to be an ASEAN Chartered Professional Accountant (ACPA):
- a) has completed an accredited accountancy degree, or professional accounting education program recognized by MAC (paragraph 11);
 - b) possesses a current and valid MICPA membership certificate;
 - c) has acquired a minimum of three (3) years of post qualifying practical experience cumulatively within a five (5) year period since graduation with reference to (a) (paragraph 12); at present, Myanmar CPAs have to complete 2 years of practical experience after graduation from the CPA course to qualify as CPAs (full-fledged). But they shall be required to undergo one more year of practical training to be entitled to apply to be ACPAs.
 - d) has complied with the Continuing Professional Development (CPD) policy of MAC (paragraph 13); and
 - e) has obtained letter of good standing from MC/MICPA that he/she has no record of serious violation of technical, professional or MICPA ethical standards (paragraph 14).
- 10.2 Details of each of the above qualifications, practical experience and conditions are described in the ensuing paragraphs.
- 10.3 An application for registration as an ASEAN Chartered Professional Accountant (ACPA) shall be made in the format prescribed in Annex III to this Assessment Statement.

11 Completion of an accredited accountancy degree or professional accounting education program recognized by MAC (paragraph 10.1(a))

- 11.1 An accredited accountancy degree or professional accounting education program recognized by MAC refers to:
- a) a Degree of Bachelor of Accountancy, a Degree of Bachelor of Commerce, Bachelor of Business Administration from the Universities of Economics, and
 - b) a Certificate of Diploma in Accountancy awarded by MAC are recognized as academic qualifications for admission to the CPA course of MAC.
 - c) a Certificate of Certified Public Accountant awarded by MAC after successful completion of the CPA course conducted by MAC;

- d) an Accountancy degree or professional accounting education program accredited or recognized by MAC;
12. **Attainment of a minimum of three years of post qualifying practical experience cumulative within a five (5) year period since graduation (paragraph 10.1(c))**
- 12.1 A Professional Accountant is eligible for registration as an ASEAN Chartered Professional Accountant (ACPA) if he/she has acquired a minimum of three (3) years of relevant post qualifying practical work experience cumulatively within a five (5) year period after completing the accredited accountancy degree or professional accounting education program recognized by MAC. Assessment of practical work experience shall be carried out through:
- a) submission of a report describing the type, significance and level of responsibility of the post qualifying practical accountancy work experience attained over a period of at least 3 years cumulatively within a 5 year period since graduation from the accredited accountancy degree or professional accounting education program recognized by MAC. The report must demonstrate that the candidate has engaged in professional practice which, directly or indirectly, calls upon his accountancy knowledge, skills, experience and judgment, and has a significant influence on the technical direction of accountancy services; and
 - b) a professional interview to review the practical work experience claimed and assess the relevance and adequacy for registration.
- 12.2 The report on post qualifying practical work experience attained over a period of minimum 3 years cumulatively within a 5 year period since graduation from the accredited accountancy degree or professional accounting education program recognized by MAC, shall be submitted to the MC. Except if the report had earlier been submitted to MAC pursuant to the application for MICPA membership, the said report could be referred to by the MC.
- 12.3 The MC will arrange for the professional interview to be conducted except if MAC/MICPA had previously carried out a professional interview to assess the post qualifying relevant practical work experience attained over a period of minimum 3 years cumulatively within a 5 year period since graduation from the accredited accountancy degree or professional accounting education program recognized by MAC, no further professional interview needs to be conducted by the MC.
- 12.4 The professional interview shall be conducted by a panel of at least 3 senior Professional Accountants of MAC/MICPA. During the interview, the candidate must be prepared to answer questions on knowledge of accountancy standards including financial reporting and/or auditing standards and compliance, understanding of local Tax and Law and corporate governance compliance (where relevant to his/her field of work experience), and the Professional Accountants (Code of Professional Conduct and Ethics) Rules which is administered by MAC.

- 12.5 Acceptable accountancy practical experience include auditing and assurance, financial accounting, finance, financial risk management, financial planning insolvency and reconstruction, taxation, management accounting and academia or other accountancy experience such as technical, economic and administrative factors affecting accountancy works.

13 Maintenance of Continuing Professional Development (CPD) (paragraph 10.1(d))

- 13.1 Every ASEAN Chartered Professional Accountant (ACPA) is required to engage in CPD to the extent that meets the prevailing norms prescribed by the MAC for the renewal of Certified Public Accountant (CPA) (Myanmar) membership.
- 13.2 The objectives of MAC CPD program is to reinforce the need for lifelong learning and to provide a framework through which professional accountants could systematically maintain and enhance their competencies to do a job in their area of expertise. MAC requirement on CPD is the attainment of a minimum of 120 continuing professional education (CPE) hours per triennium, of which at least 20 are verifiable (structured) CPE hours per year with 2 hours of compulsory ethics. Members are required to declare their CPE compliance annually upon renewing their membership.
- 13.3 Every ASEAN Chartered Professional Accountant (ACPA) shall be required to submit evidence on compliance with the CPD requirement. The following are acceptable evidence of participation in Continuing Professional Development:
- a) grant of an annual practicing certificate by the MAC; or
 - b) _ declaration by the ASEAN Chartered Professional Accountant (ACPA) showing participation in CPD in the format prescribed in Part C of this Assessment Statement.

14 Compliance With Code of Professional Conduct and Ethics (paragraph 10.1(e))

- 14.1 All Professional Accountants who are registered with MAC are bound by the MAC Code of Professional Conduct and Ethics (the MAC Codes). The MC will also require all Professional Accountants who are registered on the ASEAN Chartered Professional Accountant Register (ACPAR) to be bound by the same Code of Professional Conduct and Ethics Rules.
- 14.2 Every ASEAN Chartered Professional Accountant will be held individually accountable for his/her actions taken in their professional work. In his/her practice of accountancy, he/she shall not have any record of serious violation on technical, professional or ethical standards, either in Myanmar or elsewhere.

- 14.3 Every ASEAN Chartered Professional Accountant is bound by the MAC Code of Professional Conduct and Ethics to practice only in areas which they are competent in.

15 Keeping of records for continuing mutual monitoring

- 15.1 In order to facilitate mutual monitoring, verification of operations of the procedures of participating ASEAN Member Countries and information exchange, the MC shall keep a set of all successful applications for registration on ASEAN Chartered Professional Accountant Register (ACPAR), which shall include;
- a) A copy of the report describing the post qualifying practical work experience attained over a period of minimum 3 years within a 5 year period since graduation from the accredited accountancy degree of professional accounting education program recognized by MAC; and
 - b) evidence of participation in CPD program.
- 15.2 The MC will carry out annual random audits of at least 5% of the records in the ASEAN Chartered Professional Accountant Register (ACPAR) to determine:
- a) declarations of participation in CPD; and
 - b) continued compliance with the conditions of registration.

**PART C:
REGISTRATION PROCESS**

16 Guide to Application for Registration as ACPA

16.1 General

This section describes the procedures involved in application for and renewal of registration with the MC as ASEAN Chartered Professional Accountants (ACPAs).

16.2 Application process

- (a) Application for registration shall be made on the prescribed application form in Annex III and submitted to the MC. The type of documents to be submitted, initial registration fee, renewal fee, and where the application is to be submitted are listed in the application form.
- (b) The Chairman of MICPA, U Wan Tin will appoint an Assessment Panel to review and assess the application.
- (c) Applicants will be informed of the decision by the MC in writing.
- (d) A certificate of registration will be issued to the successful applicant. The term of registration shall be one year from the date of registration. Registration is on annual renewal basis.

16.3 Assessment Panels

- (a) The 執務 will appoint Assessment Panels each comprising a Lead Assessor and 2 Assessors who are senior and experienced professional accountants in the appropriate discipline to review the applications and carry out professional interviews to assess suitability for registration on ACPA Register. The Assessment Panels will make recommendations to the MC on whether a candidate should be placed on the ACPA Register.
- (b) Assessors will be appointed based on the following criteria:
 - MICPA members in good standing; and
 - Possess more than 10 years of practical experience as professional accountants in business or public accountants.

16.4 Professional Interview

The Assessment Panel may conduct a professional interview to assess the practical experience in accountancy of the applicant. If an interview is necessary, the MC will inform the applicant of the date/time and venue. However, the MC may waive the interview for CPA (full-fledged) who is a public accountant if a prior assessment had

already been carried out by MAC during the process of registration as a public accountant with the MAC.

16.5 Assessment Report and Decision

- (a) Assessment Panels will prepare and submit its recommendations to the MC. The MC will check to ensure that there is no discrepancy and inadequacy in the assessment procedures.
- (b) The MC will consider the recommendations of Assessment Panels and a decision by the MC to register an applicant will require a positive vote from more than 50% of the committee members.

16.6 Notice of the Results

The MC will inform all candidates in writing, of the results of its assessment, including providing reasons for failure, where applicable.

16.7 Availability of Assessment Report

The MC will ensure that documents containing information on its assessment of applicants for registration on the ASEAN Chartered Professional Accountants Register will be made available when requested by the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC) for purposes of review as required under the MRA.

**ANNEX 1:
MEMBERS OF THE MONITORING
COMMITTEE, MYANMAR**

Members of the Monitoring Committee reformed on 30th May 2017 are:

1.Chairman:

Mr Wan Tin
Chairman, Myanmar Institute of Certified Public Accountants

2. Vice- Chairmen

- (i) Ms.Khin San Oo
Secretary , Myanmar Accountancy Council (MAC)
- (ii) Chairman, Compliance Review Committee

Members

- 4.Mr Aung Naing Oo, Director-General, Investment and Company Administration Department
- 5. Mr Min Htut , Director-General, Internal Revenue Department
- 6. Representative of the Union of Myanmar Federation of Chamber of Commerce and Industry(UMFCCI)
- 7. Rectors from the Universities of Economics
- 8. Mr Win Thin, Patron of Myanmar Institute of Certified Public Accountant
- 9. Mr Win Htut Aung, Member of Myanmar Institute of Certified Public Accountant
- 11. Mr Sein Win, EC Member of Myanmar Institute of Certified Public Accountant
- 12. Dr.Tin Latt, Vice Chairman of Myanmar Institute of Certified Public Accountant
- 13. Ms Aye Thida, Treasure of Myanmar Institute of Certified Public Accountant
- 14. Mr Aung Naing Maung Maung, Secretary of Myanmar Institute of Certified Public Accountant
- 15. Director MAC office

Secretary

- 16. Mr.Tin Shein, CEO of MICPA

**ANNEX II
APPLICATION PROCEDURES**

CONTENTS	PAGE	
1.0	Aim	
2.0	Scope	
3.0	Reference Document	
4.0	Abbreviations/Terminology	
5.0	Responsibility	
6.0	Flow Chart	
7.0	Details	
7.1	Receive Application	
7.2	Check Application for Eligibility	
7.3	Eligible / Compete Application?	
7.4	Incomplete / Rejected Application	
7.5	Process Application	
7.6	Appointment of Assessor by the Committee	
7.7	Professional Interview	
7.8	Review of Fail Case	
7.9	MC's Endorsement	
7.10	MC's Recommendation to ACPACC	
7.11	ACPACC's Approval	
7.12	Inform Candidate	
7.13	End	

1. Aim

This Procedure is applicable to the verification requirements of professional accountants who apply to be registered under the ACPAR. This is to meet stipulated requirements of the ASEAN Mutual Recognition Arrangement (MRA) on Accountancy Services as ASEAN Chartered Professional Accountants (ACPA).

2. Scope

It encompasses the processing of applicants to register as an ASEAN Chartered Professional Accountant (ACPA).

3. Reference Document

- a) Myanmar Accountancy Law
- b) Companies Act
- c) ASEAN Mutual Recognition Arrangement on Accountancy Services signed in Myanmar on 13 November 2014

4. Abbreviations/Terminology

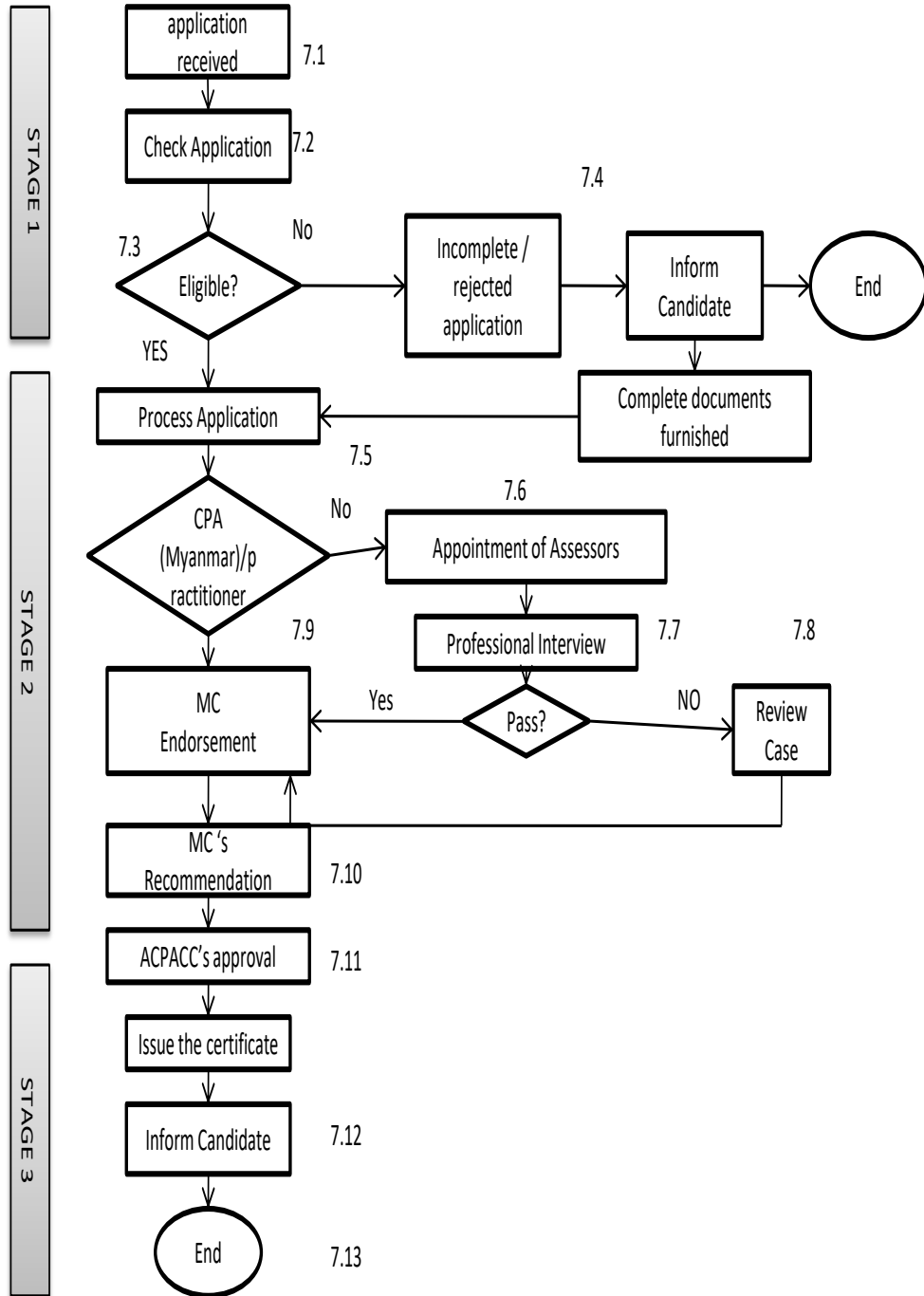
MAC	Myanmar Accountancy Council
MICPA:	Myanmar Institute of Certified Public Accountants
ACPA:	ASEAN Chartered Professional Accountant
MC:	Monitoring Committee
REG	Registrar
AO/SEC	Administrative Officer/Secretariat

5. Responsibility

The responsibility of implementing and maintaining this procedure is with the Chairman of Monitoring Committee acting on behalf of the Registrar.

Routine administration associated with this function is with Administrative Officer of MC and other support staffs who are held responsible for the quality of their work at all times in accordance with written procedures and instructions.

6. Flow Chart



7	Details	Action Responsibility
7.1	Receive Application Receive application from the applicants	AO/ SEC
7.3	Check Application for Eligibility To check application documents based on ACPA Guidelines on Criteria and procedures and ensure that documents are in order and complete: (i) Complete ACPA Application Form (Annex II) (ii) Description of practical experience fulfilled in accordance to Article 4.1.3 (Annex IV) (iii) Declaration Form (Annex V) (iv) Copy of Degree/ accredited professional qualification (v) Copy of MICPA Membership Certificate (vi) Copy of Public Accountant's registration with MAC (if any)	AO/ SEC
7.3	Eligible / Complete Application (i) Eligible / complete - proceed to step 7.5 (ii) Not eligible / incomplete - proceed to step 7.4	AO/ SEC
7.4	Incomplete / Rejected Application (i) Inform candidate by writing that his/her application is incomplete / rejected (ii) Additional documents received for incomplete application - proceed to step 7.5 (iii) Rejected application - end	AO / SEC

7.5	<p>Process Application</p> <p>(i) Admin Officer / Secretariat to forward checked application documents for Mc's consideration with a letter of good standing indicating the candidate's particulars, qualification, post qualifying experience, CPD compliance and no violation of professional conduct and ethics;</p> <p>(ii) MC to review documents and make reference to MICPA and/or MAC for CPA (Myanmar) designation or certificate to practise and certify application's qualification and experience</p> <p>(iii) Upon satisfactory reference made to</p>	AO/ SEC
	<p>MICPA and/or MAC, proceed to step 7.9</p> <p>(iv) For non CPA (Myanmar) applicants, proceed to step 7.6</p>	
7.6	<p>Appointment of Assessors</p> <p>(i) MC to appoint three independent assessors to examine the applicant</p> <p>(ii) To send letter of appointment (Annex VIII) to the assessors together with the following documents:</p> <p>(a) ACPA Guidelines on Criteria and Procedures (Appendix II of MRA)</p> <p>(b) Instruction to assessor</p> <p>(c) Code of Professional Conduct</p> <p>(d) Assessor's Report (Annex VI)</p> <p>(e) Copy of ACPA Applicant Form</p>	AO & MC
7.7	<p>Professional Interview</p> <p>i) The Assessors to conduct panel interview with the applicant covering relevant work experience, technical knowledge and code of professional conduct</p> <p>ii) Consensus of three assessors or at</p>	Assessors

	least two out of three to support/ pass the applicant	
--	--	--

	iii) Pass - proceed to step 7.9 iv) Fail- proceed to step 7.8	Not included in ISCA
7.8	Review to Fail Cases Lead assessor to report with reasons and present results to the MC for consideration and endorsement	Lead Assessor Not included in ISCA
7.9	MC's Endorsement The MC to endorse the summary of assessment of application for ACPA and assessor's report (application to professional interview)	MC
7.10	MC's Recommendation to ACPACC MC to recommend pass applications to ACPACC for consideration and approval	MC
7.11	ACPACC's Approval ACPACC to approve and confer the title of ASEAN Chartered Professional Accountants (ACPA)	ACPACC Board
7.12	Inform Candidate ACPA Registrar to inform successful candidate of the result in writing	REG
7.13	End	

ANNEX III
FORM 1
APPLICATION FOR ASEAN CHARTERED
PROFESSIONAL ACCOUNTANT (ACPA)
(To be completed by Applicant in BLOCK LETTERS)

Name of Accountant Applicant (As in Passport) :
 Name of Country of Origin :
 Nationality :
 Academic Qualification Obtained :
 Qualification Place and date obtained :
 MICPA Membership No. :

MICPA Membership Admission Date :

ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS Register (ACPAR):

Certified Compliance with ACPA Criteria:

Completed an accredited or recognized accountancy program, or assessed recognized by MAC	
Been assessed within their own country as eligible for MICPA or other recognized Professional accountancy body membership	
Gained a minimum of not less than three (3) years cumulatively within a five (5) year Period of relevant practical experience since graduation	
Complied with the Continuing Professional Development policy of the Country of Origin	
Confirmed signature on statement of compliance with codes of ethics	

Applicant's signature :

<u>For Official Use Only</u>	
ACPA MC : (Name of Country of Origin)	Meeting Date :
Result :	Approval Date :
ACPA No:	Registration Fee :
Secretary General :	Cashier :

Annex IV

**FORM 2
RELEVANT PRACTICAL EXPERIENCE FOR
ASEAN CHARTERED PROFESSIONAL
ACCOUNTANT REGISTRATION**

Name of Accountant Applicant (As in Passport) :

Name Title (Mr.,Mrs., Ms., Ar., Dr.) :

Qualification Place and date obtained :

MICPA Membership No. :
(Country of Origin)

Qualification :

Date of Birth (DD/MM/YY) :

Mailing Address :
Postcode :
Country :

Present Company/ Organisation Name :
Company / Organisation Address :
.....
Postcode :
Country :

I wish to be registered on the ASEAN Chartered Professional Accountant Register (ACPAR) and apply as described below in accordance with the provision that requires acquisition of relevant practical experience of minimum three (3) years cumulatively within a five (5) year period following the recognized qualification.

Annex IV
FORM 2
RELEVANT PRACTICAL EXPERIENCE FOR
ASEAN CHARTERED PROFESSIONAL
ACCOUNTANT REGISTRATION

Relevant Professional Accountancy Work Experience Record

Start Date/ End Date (Months)	Organisation(s)/ Position/ Designation	Responsibility/ Scope of Work	Attestant's Information (Note1)		
			Signature	Relationship to Applicant	Tel/ Email

Note 1: The attestant above shall be, in principle, the representative of the organisation which the applicant has worked for.

To ASEAN Chartered Professional Accountant Monitoring Committee,

I hereby declare that the above descriptions are true to the best of my knowledge,

Signature :

Accountant Applicant's name :

Date :

Annex V

**DECLARATION FOR THE APPLICANT AS
ASEAN CHARTERED PROFESSIONAL
ACCOUNTANT (ACPA)**

I hereby declare that:

	YES	NO
I am an Accountant and complied CPD requirements set by MAC/MICPA	<input type="checkbox"/>	<input type="checkbox"/>
I meet the entire requirement as stated in Article 4 of the ASEAN Mutual Recognition Arrangement (MRA)	<input type="checkbox"/>	<input type="checkbox"/>
No disciplinary action have been taken against me	<input type="checkbox"/>	<input type="checkbox"/>
I am not a bankrupt	<input type="checkbox"/>	<input type="checkbox"/>

Others:

.....

.....

.....

Yours Sincerely,

.....

Name :

Identity Card No. :

MICPA Membership / Accountant Reg. No. :

Date :

2. **INTERVIEW:**
Relevant Professional Accountancy Experience (qualitative and quantitative):

.....
.....
.....
.....
.....

3. **ASSESSOR'S RECOMMENDATION :**

PASS

FAIL

(i) If fail, candidate's weakness lies in the following:

.....
.....
.....

specify:

.....
.....
.....
.....

Elaborate on reasons for failure :

Assessors:

Signature: Signature: Signature:

Name : Name : Name :

Annex VII

MONITORING COMMITTEE SUMMARY OF

ASSESSMENT OF

APPLICATION FOR ASEAN CHARTERED

PROFESSIONAL ACCOUNTANT REGISTRATION

Name of Applicant :

Qualification, and place and date obtained :

MICPA Membership / Accountant Registration No. :

(Home Country)

MICPA Membership / Accountant Registration Date:

(Home Country)

Certified Compliance with ASEAN Chartered Professional Accountant Criteria:

Completed an accredited or recognized accountancy program, or assessed recognized Equivalent	
Been assessed within their own country as eligible for MICPA or other recognized Professional accountancy body membership	
Gained a minimum of not less than three (3) years cumulatively within a five (5) year Period of relevant practical experience since graduation	
Complied with the Continuing Professional Development policy of the Country of Origin	
Confirmed signature on statement of compliance with codes of ethics	

Signed

.....

Officer Delegated

ASEAN Chartered Professional Accountant Monitoring Committee

ANNEX VIII

Ref.No:

Date :

.....

(Name of assessor appointed)

.....

.....

(Address)

Tel. No. :

Dear Sir,

APPOINTMENT OF ASSESSOR FOR ACPA

Referring to the subject above, the MAC Monitoring Committee (MC) appoints you as the Principal Assessor to evaluate the application for ACPA.

.....

(Name of candidate)

1. Please inform the MAC Monitoring Committee (MC) within two weeks if you accept/decline the appointment.
2. If you accept the appointment , please carry out the following:
 - (i) Nominate two assessors to assist you in the evaluation. The second and third assessors must be a CPA member registered with the NAB for at least five years.
 - (ii) Informed the MC the name and address of the second and third assessors.
 - (iii) Contact the candidate and get the document from him and conduct the interview
 - (iv) If you have any relationship, business or other dealings with the candidates or his Employer, please inform the MC.

The MC wish to thank you for the cooperation you have given.

Thank you.

Yours sincerely.

(.....)

MAC Monitoring Committee

P/s *(Name and address of candidate)*