

**ACCOUNTING DEPARTMENT  
MINISTRY OF FINANCE, LAO PDR**

**and**

**LAO CHAMBER OF PROFESSIONAL  
ACCOUNTANTS AND AUDITORS**

**ASSESSMENT STATEMENT FOR  
ASEAN CHARTERED  
PROFESSIONAL ACCOUNTANT**

Accounting Department, Ministry of Finance  
1 Avenue Lane Xang, Vientiane Capital  
Lao PDR

Lao Chamber of Professional Accountants and Auditors  
349/2, Ban Thongsangnang, Chanthabury District, Vientiane, Lao PDR  
Tel/Fax: (856-30) 5033187  
Website:  
e-mail: [lcpaa@hotmail.com](mailto:lcpaa@hotmail.com)

# Table of Contents

INTRODUCTION.....	4
1 The ASEAN Mutual Recognition Arrangement (MRA) on Accountancy Services .....	4
2 ASEAN Chartered Professional Accountant (ACPA) .....	4
3 Registered Foreign Professional Accountant (RFPA).....	5
4 Privilege and obligation of a Registered Foreign Professional Accountant (RFPA) .....	6
5 Purpose and operation of Assessment Statement .....	7
<b>PART A: THE NATIONAL ACCOUNTANCY BODY, PROFESSIONAL REGULATORY AUTHORITY AND MONITORING COMMITTEE .....</b>	<b>8</b>
6 The National Accountancy Body and/or Professional Regulatory Authority in Lao PDR .....	8
7 Accountancy Services .....	8
8 The Monitoring Committee in Lao PDR .....	10
9 Roles of the Monitoring Committee (MC) .....	11
10 Authorisation to work as Registered Foreign Professional Accountants .....	11
<b>PART B: ASSESSMENT MECHANISMS .....</b>	<b>13</b>
11 Requirements for registration as ASEAN Chartered Professional Accountant (ACPA) .....	13
12 Completion of an accredited or recognised accountancy degree or programme .....	14
13 Attainment of a minimum of three years of practical experience since graduation .....	14
14 Maintenance of Continuing Professional Development (CPD).....	16
15 Compliance with Code of Professional Conduct and Ethics .....	17
16 Keeping of records for continuing mutual monitoring.....	18
<b>PART C: REGISTRATION PROCESS.....</b>	<b>19</b>
17 Guide to Application for Registration as ACPA.....	19
Annex I: MEMBERS OF THE MONITORING COMMITTEE, Lao PDR .....	22
Annex II APPLICATION PROCEDURES .....	23
Annex III FORM 1 APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ACCOUNTANT (ACPA).....	33
Annex IV FORM 2 RELEVANT PRACTICAL EXPERIENCE FOR ASEAN CHARTERED PROFESSIONAL ACCOUNTANT REGISTRATION	
Annex V DECLARATION FOR THE APPLICATION AS ASEAN CHARTERED PROFESSIONAL ACCOUNTANT (ACPA) .....	37
Annex VI ASSESSOR'S REPORT .....	38

Annex VII MONITORING COMMITTEE SUMMARY OF ASSESSMENT OF APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ACCOUNTANT REGISTRATION .....41

Annex VIII APPOINTMENT FOR ASSESSOR’S ACPA.....42

.....42

DRAFT

# 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 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;
  - b) enhance the current regime for the provision of accountancy services; 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<sup>th</sup> November 2014, is available at ASEAN Web Site, at: [www.asean.org](http://www.asean.org)

## **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 authorise 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 Lao PDR, details of the National Accountancy Body and/or Professional Regulatory Authority and Monitoring Committee are in **Part A** of this Assessment Statement.

### **3 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 host participating ASEAN Country to be registered as a Registered Foreign Professional Accountant (RFPA). A Registered Foreign Professional Accountant (RFPA) will be permitted to work in collaboration with designated Professional Accountants in the said host

country, but subject to domestic laws and regulations and where applicable.

#### **4 Privilege and obligation of a Registered Foreign Professional Accountant (RFPA)**

- 4.1 A Registered Foreign Professional Accountant (RFPA) shall not be eligible to work in independent practice in the host country, unless specifically permitted by National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of a host participating ASEAN Country. As the National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of a host participating ASEAN Country have statutory responsibility to register and/or license a practitioner so as to protect the public interest and economy of the community within its jurisdiction, it may require a Registered Foreign Professional Accountant (RFPA) seeking the right to independent practice to be subjected to some form of supplemental assessment which aims to determine that the Registered Foreign Professional Accountant:
- a) fully understands the general principles behind applicable codes of practice and laws in the country;
  - b) has demonstrated a capacity to apply such principles effectively and efficiently; and
  - c) is familiar with other special/domestic requirements operating within the country.

- 4.2 A Registered Foreign Professional Accountant (RFPA) shall provide accountancy services only in the areas of competence as may be recognised and approved by the National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA) of the host participating ASEAN Country, and shall undertake assignments only in the specific discipline(s) in which he/she has been registered. 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); and
  - (b) prevailing laws and regulations of the host participating ASEAN Country in which he/she is permitted to work as a Registered Foreign Professional Accountant (RFPA).

## **5 Purpose and operation of Assessment Statement**

- 5.1 This Assessment Statement provides a framework for the assessment of professional Accountants or practitioners for placement on the ASEAN Chartered Professional Accountants Register (ACPAR) by the Lao Monitoring Committee.
- 5.2 This Assessment Statement shall be reviewed and accepted by the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC) before the Lao Monitoring Committee is authorised 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 Lao PDR**

- 6.1 The Lao Chamber of Professional Accountants and Auditors (LCPAA) is the National Accountancy Body in Lao PDR.
- 6.2 LCPAA with MoF are Designated Entities to confer the Lao Certified Public Accountants –designation.
- 6.4 The Ministry of Finance (MoF) appoints its Accounting Department to be the Professional Regulatory Authority, a national regulator of certified public accountants, statutory auditors and accounting and audit firms in Lao PDR as defined in the Independent Audit Law.

**7 Accountancy Services**

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

- a) Public Practice as in an accounting or audit firm



CPA as Public Accountants who are registered under the Independent Audit Law with the MoF for the purpose of providing non-assurance engagements services, which is defined as:

- Give advice on setting up an accounting system, bookkeeping and preparation of financial statements;
- Give advice on accounting and regulations on accounting;
- Give advice on management;
- Organize short term training sessions on accounting;

- Provide other accounting related services that are required by any written law to be done by a public accountant and the designations of the professional bodies for example Certified Public Accountant (Laos).

b) In business as in Public Interest Entities (PIEs) and large-sized non-Public Interest Entities (non-PIEs)

An approved CPA as chief accountant in public interest entities and large-sized non-public interest enterprises must be a member of the Lao Chamber of Professional Accountants and Auditors as to his experience and capacity. CPA as chief accountant in enterprises as indicated above must have suitable and relevant experience and compulsorily follow continuing professional development organized by LCPAA as mentioned in the Accounting Law and Independent Audit Law.

## **8 The Monitoring Committee in Lao PDR**

- 8.1 The Lao Monitoring Committee (MC) is established by the MoF as the competent body to exercise the functions, on behalf of MoF, to develop and maintain a process of submitting the applications of the Professional Accountants eligible under Article 4.1 to be emplaced on the ASEAN Chartered Professional Accountants Register (ACPAR) in Lao PDR.
- 8.2 The MC comprises of the heads and officials from MoF (Accounting Department) and LCPAA who are appointed by the MoF to be in charge of ASEAN MRA on Accountancy Service. Names of members of MC are in Annex 1.
- 8.3 The contact person is:  
Registrar, Lao Chamber of Professional Accountants and Auditors (LCPAA)  
349/2, Ban Thongsangnang, Chanthabury District  
Vientiane, Lao PDR  
Tel: (856) 30 503 3187  
Fax: (856)  
Website:  
e-mail: [lcpaa@hotmail.com](mailto:lcpaa@hotmail.com)

## **9 Roles of the Monitoring Committee (MC)**

- 9.1 In assessing compliance with the qualifications and experience set out in the ASEAN Mutual Recognition Arrangement on Accountancy Services for registration as an ASEAN Chartered Professional Accountants, the MC shall adhere to the criteria and procedures in this Assessment Statement.
- 9.2 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 apply for renewal of their registration that they have complied with the Continuing Professional Development (CPD) at a level prescribed in this Assessment Statement.

## **10 Authorisation to work as Registered Foreign Professional Accountants**

- 10.1 Applications by an ASEAN Chartered Professional Accountants (ACPA) from another participating ASEAN Country to work as a Registered Foreign Professional Accountant (RFPA) in Lao PDR shall be made to the MoF Upon acceptance and payment of a prescribed fee, the RFPA will be permitted by the MoF to work in collaboration with designated local Professional

Accountants. 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 Statutory Accountant in accordance with the Independent Audit Law.

- 10.2 MoF and LCPAA shall monitor and assess the professional practice of Registered Foreign Professional Accountants (RFPAs) to ensure compliance with the MRA. The MoF and LCPAA 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**

#### **11 Requirements for registration as ASEAN Chartered Professional Accountant (ACPA)**

11.1 A professional accountant who meets the following qualifications, practical experience and conditions is eligible for registration as an ASEAN Chartered Professional Accountant (ACPA):

- a) completed an accredited or recognised accountancy degree or program;
- b) been assessed as eligible for professional accountancy practice;
- c) acquired a minimum of three (3) years of practical experience cumulatively within a five (5) year period since graduation;
- d) complied with the Continuing Professional Development (CPD) policy; and
- f) agrees to be bound by code of professional conduct and ethics.

11.2 Details of each of the above qualifications, practical experience and conditions are described in the ensuing paragraphs.

11.3 An application for registration as an ASEAN Chartered Professional Accountant (ACPA) shall be made in the format prescribed in Attachment 3 to this Assessment Statement.

## **12 Completion of an accredited or recognised accountancy degree or programme**

12.1 An applicant for registration with the MC as an ASEAN Chartered Professional Accountant (ACPA) is required to possess a Certified Public Accountant Certificate issued by the MoF

## **13 Attainment of a minimum of three years of practical experience since graduation**

13.1 A professional accountant is eligible for registration as an ASEAN Chartered Professional Accountant (ACPA) if he/she has at least three (3) years of relevant practical work experience cumulatively within a five (5) year period after completing the accredited or recognised accountancy degree or programme. 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 practical accountancy work experience attained over a period of at least 3 years cumulatively within a 5 year period since graduation. 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.

13.2 The report on practical accountancy work experience attained over a period of at least 3 years cumulatively within a 5 year period since graduation shall be submitted to the MC; except that if the report had earlier been submitted to the MoF (pursuant to the application for LCPAA membership and registration as a Public Accountant or Chief Accountant in PIEs and large-sized non-PIEs with the MoF), the said report could be referred to by the MC.

13.3 The MC will arrange for the professional interview to be conducted; except that if the MoF and LCPAA had carried out a professional interview to assess the practical accountancy work experience attained over a period of at least 3 years cumulatively within a 5 year period since graduation, no further professional interview needs to be conducted by the MC.

13.4 The professional interview shall be conducted by a panel of at least 2 senior professional accountants. 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 MoF and/or LCPAA.

13.5 Acceptable accountancy practical experience full time relevant work experience includes auditing and assurance, finance, financial accounting, 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.

## **14 Maintenance of Continuing Professional Development (CPD)**

14.1 Every ASEAN Chartered Professional Accountant (ACPA) is required to engage in CPD to the extent that meets the prevailing norms prescribed by the ISCA for the application of Certified Public Accountant (CPA) (Lao) membership.

14.2 The objectives of LCPAA's CPD programme is to reinforce the need for lifelong learning and to provide a framework through which professional accountants could systematically maintain and enhance competency to do a job in their area of expertise. LCPAA's requirement on CPD is 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. The



requirements and determination of CPE hours for the CPA (Lao) is under Independent Audit Law.

- 14.3 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 practising certificate by the LCPAA; or
  - b) CPE audit conducted by the LCPAA; or
  - c) declaration by the ASEAN Chartered Professional Accountant (ACPA) showing participation in CPD in the format prescribed in Part C of this Assessment Statement.

## **15 Compliance with Code of Professional Conduct and Ethics**

15.1 All professional accountants who are registered with the MoF and/or LCPAA are bound by the MoF and/or LCPAA Code of Professional Conduct and Ethics (the MoF and LCPAA 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.

15.2 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 Lao PDR or elsewhere.

15.3 Every ASEAN Chartered Professional Accountant is bound by the MoF and/or LCPAA Code of Professional Conduct and Ethics to practice only in areas which they are competent in.

## **16 Keeping of records for continuing mutual monitoring**

16.1 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 practical accountancy work experience attained over a period of at least 3 years within a 5 year period since graduation; and
- b) evidence of participation in CPD programme.

16.2 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**

### **17 Guide to Application for Registration as ACPA**

#### **17.1 General**

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

#### **17.2 Application process**

- (a) Application for registration shall be made on the prescribed application form in Attachment 3 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 MC 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 successful applicant. The term of registration shall be one year from the date of registration. Registration is renewal on a yearly basis.

### **17.3 Assessment Panels**

- (a) The MC will appoint Assessment Panels each comprising a Lead Assessor and 2 Assessors who are senior and experienced registered 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 ACPA Register.
- (b) Assessors will be appointed based on the following criteria:
- public accountants registered with the MoF; or
  - LCPAA members in good standing; and
  - possess more than 10 years of practical experience as professional accountants in business or public practices.

### **17.4 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 (Lao) members with certificate to practise if a prior assessment had already been carried out by the LCPAA during the process of registration as a public accountant with the LCPAA.

## **17.5 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.

## **17.6 Notice of the Results**

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

## **17.7 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 I:**  
**MEMBERS OF THE MONITORING**  
**COMMITTEE, Lao PDR**

Members of the Monitoring Committee as at Vientiane, 13 July 2015 are:

Chair:

Mr. Chanthasith Senaphanh, Director General of Accounting Department, Ministry of Finance

Vice Chair:

Ms. Phirany Phissamay, President of LCPAA

Members:

Mr. Sonexay Silapheth, Vice President of LCPAA

Mr. Oudone Thammavongsa, Deputy Head of Audit Division, Accounting Department

Mr. Kongpasa Sengsulivong, Member of LCPAA

Secretary and Contact Person:

Phirany Phissamay, Vice Chair of Lao ACPA MC

[phirany@yahoo.com](mailto:phirany@yahoo.com) and [lcpaa@hotmail.com](mailto:lcpaa@hotmail.com)

# 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 / Complete 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

7.10 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 with 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 ASEAN Chartered Professional Accountants (ACPA).

## **3. Reference Document**

- a) Accounting Law
  - a) Independent Audit Law
  - b) Enterprise Law
  - c) ASEAN Mutual Recognition Arrangement on Accountancy Services signed in Nay Pyi Taw on 13<sup>th</sup> November\_ 2014.

## **4. Abbreviations/Terminology**

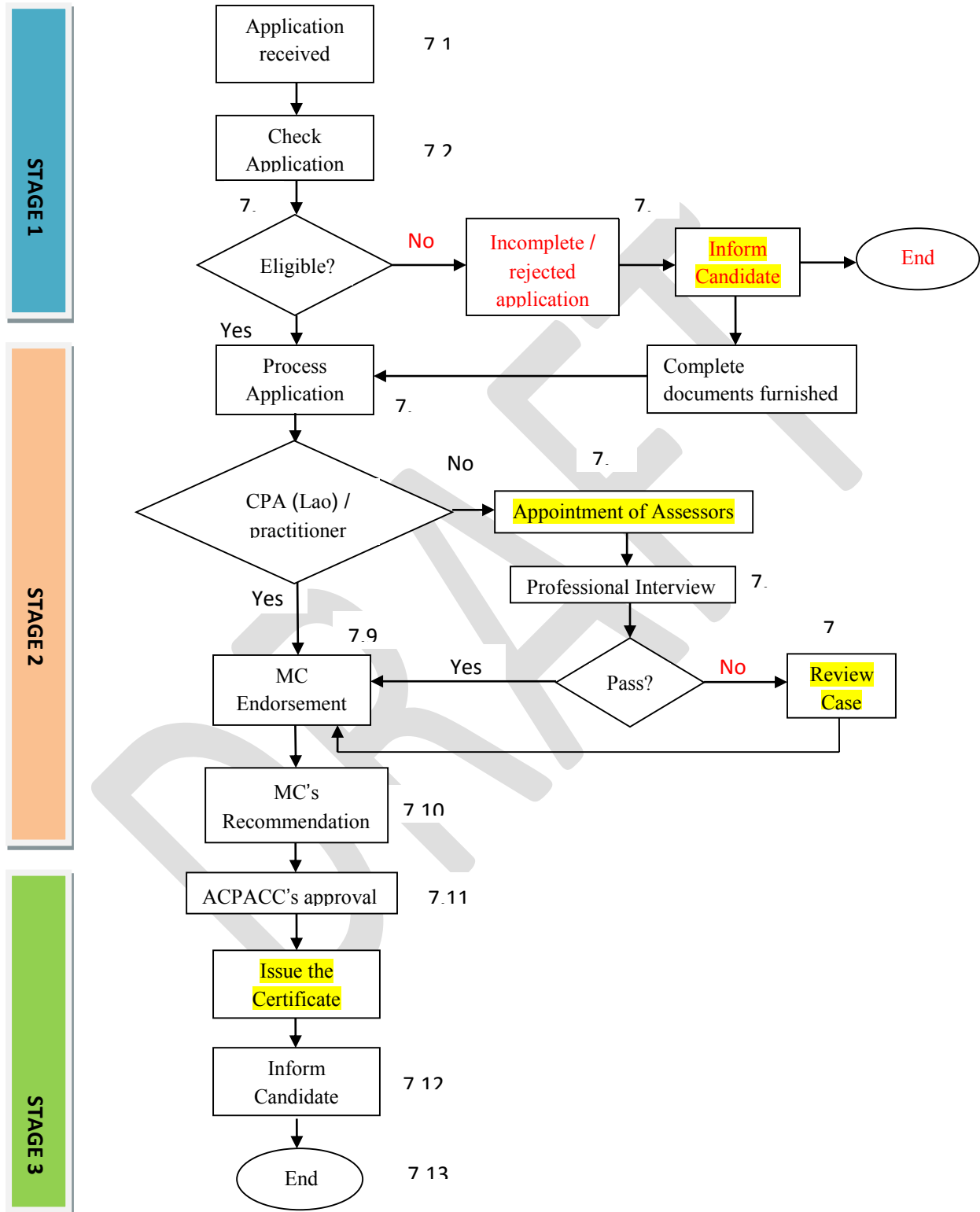
REG: Registrar  
AO / SEC: Administrative Officer / Secretariat  
AA: Administrative Assistant

MoF: Ministry of Finance  
LCPAA: Lao Chamber of Professional Accountants and  
Auditors  
MC: Monitoring Committee

## **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.	<b>Details</b>	<b>Action Responsibility</b>
7.1	<p><b>Receive Application</b></p> <p>Receive application from the applicants</p>	AO/SEC
7.2	<p><b>Check Application for Eligibility</b></p> <p>To check application documents based on ACPA Guidelines on Criteria and procedures and ensure that documents are in order and complete:</p> <ul style="list-style-type: none"> <li>(i) Complete ACPA Application Form (Annex III)</li> <li>(ii) Description of practical experience fulfilled in accordance to Article 4.1.3 (Annex IV)</li> <li>(iii) Declaration Form (Annex V)</li> <li>(iv) Copy of CPA Certificate / accredited professional qualification</li> <li>(v) Copy of LCPAA Membership Certificate</li> <li>(vi) Copy of Public Accountant's registration with MoF (if any)</li> </ul>	AO/SEC
7.3	<b>Eligible / Complete Application</b>	AO/SEC

	<ul style="list-style-type: none"> <li>(i) Eligible / complete – proceed to step 7.5</li> <li>(ii) Not eligible / incomplete – proceed to step 7.4</li> </ul>	
<b>7.4</b>	<p><b>Incomplete / Rejected Application</b></p> <ul style="list-style-type: none"> <li>(i) Inform candidate by writing that his/her application is incomplete / rejected</li> <li>(ii) Additional documents received for incomplete application – proceed to step 7.5</li> <li>(iii) Rejected application - end</li> </ul>	AO/SEC
<b>7.5</b>	<p><b>Process Application</b></p> <ul style="list-style-type: none"> <li>(i) Admin Officer / Secretariat to forward checked application documents for MC’s consideration with a brief summary of the candidate’s experience;</li> <li>(ii) MC to review documents and make reference to LCPAA and/or MoF for CPA (Lao) designation or certificate to practise and certify application’s qualification and experience</li> </ul>	<p>AO/SEC</p> <p>MC</p>

	<p>(iii) Upon satisfactory reference made to LCPAA and/or MoF, proceed to step 7.9</p> <p>(iv) For non CPA (Lao) applicants, proceed to step 7.6</p>	
<b>7.6</b>	<p><b>Appointment of Assessors</b></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 Application Form</p>	AO & MC
<b>7.7</b>	<p><b>Professional Interview</b></p> <p>i) The Assessors to conduct panel interview with the applicant covering relevant work experience, technical knowledge and code of professional conduct</p>	Assessors

	<p>ii) Consensus of three assessors or at least two out of three to support / pass the applicant</p> <p>iii) Pass – proceed to step 7.9</p> <p>iv) Fail – proceed to step 7.8</p>	
<b>7.8</b>	<p><b>Review of Fail Cases</b></p> <p>Lead assessor to report with reasons and present results to the MC for consideration and endorsement</p>	Lead Assessor
<b>7.9</b>	<p><b>MC's Endorsement</b></p> <p>The MC to endorse the summary of assessment of application for ACPA and assessor's report (applicable to professional interview)</p>	MC
<b>7.10</b>	<p><b>MC's Recommendation to ACPACC</b></p> <p>MC to recommend pass applications to ACPACC for consideration and approval</p>	MC
<b>7.11</b>	<p><b>ACPACC's Approval</b></p> <p>ACPACC to approve and confer the title of ASEAN Chartered Professional Accountants (ACPA)</p>	ACPACC Board

<b>7.12</b>	<b>Inform Candidate</b>  ACPA Registrar to inform successful candidate of the result in writing	REG
<b>7.13</b>	<b>End</b>	

DRAFT



# 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 : .....

Academic Qualification Obtained : .....

Qualification Place and date obtained : .....

ISCA Membership / Accountant Registration No\* : .....

(Country of Origin)

ISCA Membership / Accountant Registration Date\* : .....

ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS Register (ACPAR):

Certified Compliance with ACPA Criteria:

Completed an accredited or recognised accountancy program, or assessed recognized Equivalent	
Been assessed within their own country as eligible for LCPAA or other recognised 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 : .....

<b>For Official Use Only</b>	
ACPA MC : .....	Meeting Date : .....
(Name of Country of Origin)	
Result : .....	Approval Date : .....
ACPA No : .....	Registration Fee : .....

Secretary General : ..... Cashier : .....

\* delete if not applicable

DRAFT

# 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 : .....

LCPAA Membership / Accountant Registration No\*  
(Country of Origin) : .....

LCPAA Membership / Accountant Registration Date\* : .....

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.

# 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 (Note 1)		
			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 APPLICATION AS**  
**ASEAN CHARTERED PROFESSIONAL**  
**ACCOUNTANT (ACPA)**

I hereby declare that:

- |  | YES                      | NO                                  |
|--|--------------------------|-------------------------------------|
| I am an Accountant and complied CPD requirements   | <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 checked="" type="checkbox"/> |
| I am not a bankrupt  | <input type="checkbox"/> | <input type="checkbox"/>            |

Others:

.....

.....

.....

Yours Sincerely,

.....

Name : .....

Identity Card No. : .....

LCPAA Membership / Accountant Reg. No. : .....

Date : .....



.....  
...

.....  
...

CPD: .....

.....  
...

.....  
...

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 : .....

LCPAA Membership / Accountant Registration No.: .....  
(Home Country)

LCPAA Membership / Accountant Registration Date : .....  
(Home Country)

Certified Compliance with ASEAN Chartered Professional Accountant Criteria:

Completed an accredited or recognised accountancy program, or assessed recognized Equivalent	
Been assessed within their own country as eligible for LCPAA or other recognised 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 Lao Monitoring Committee (MC) appoints you as the Principal Assessor to evaluate the application for ACPA.

.....  
(Name of candidate)

1. Please inform the Lao 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 (Lao) 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.

(.....)

Lao Monitoring Committee

P/s (Name and address of candidate)