



Australian Government



TAX PRACTITIONERS BOARD

Application for accreditation as a recognised BAS agent association

Completing this application form

You will need to have read the information sheet *Recognised BAS agent association* before completing this application

- Print clearly in BLOCK LETTERS using a black or blue pen.
- Place X in ALL applicable boxes.
- insufficient space is provided at any item, please attach the additional information.
- A notice will be published on the Board's website if the Board decides to recognise the organisation.

Office use only	
RBAA number	<input type="text"/>
Reference numbers	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Organisation details

1. Organisation name

2. Business/trading name

If applicable.

Attach a copy of the *Certificate of registration of business name*.

3. Australian company number (ACN)

If applicable

4. Australian business number (ABN)

If available

5. Preferred delivery address

Postal Business

6. Postal address

Suburb/town

State/Territory

Postcode

12. Does your organisation have professional and ethical standards for its voting members, including terms to the effect that:

- (a) voting members must undertake at least 15 hours of continuing professional education each year, and**
- (b) voting members must be of good fame, integrity and character; and**
- (c) each voting member is subject to rules controlling the member's conduct in the practice of that profession; and**
- (d) each voting member is subject to discipline for breaches of those rules; and**
- (e) if a voting member is permitted by the organisation to be in public practice, the voting member has professional indemnity insurance?**

See Schedule 1 Part 1 Item 103 of the *Tax Agent Services Regulations 2009*

No Yes Provide details

13. What arrangements does the organisation have in place for:

- (a) notifying clients of its members, or of members of its member bodies, about how to make complaints; and**
- (b) receiving, hearing and deciding those complaints; and**
- (c) taking disciplinary action if complaints are justified?**

See Schedule 1 Part 1 Item 104 of the *Tax Agent Services Regulations 2009*

14. What arrangements does the organisation have in place for publishing annual statistics about:

- (a) the kinds and frequency of complaints made to the organisation (except complaints under the Tax Agent Services Act 2009 about entities registered under the Tax Agent Services Act 2009); and**
- (b) findings made as a result of the complaints; and**
- (c) action taken as a result of those findings?**

See Schedule 1 Part 1 Item 105 of the *Tax Agent Services Regulations 2009*

15. Does the organisation have the ability to pay its debts as they fall due?

See Schedule 1 Part 1 Item 106 of the *Tax Agent Services Regulations 2009*

No Yes Provide evidence

Director's declaration

Director's signature _____

Auditor's confirmation

Auditor's signature _____

16. Is the management of the organisation required to:

(a) be accountable to the organisations members; and

(b) abide by the corporate governance and operational procedures of the organisation?

See Schedule 1 Part 1 Item 107 of the *Tax Agent Services Regulations 2009*

No Yes Provide details

17. Has each voting member of the organisation been awarded at least a Certificate IV Financial Services (Bookkeeping) or a Certificate IV Financial Services (Accounting) from:

(a) a registered training organisation; or

(b) an equivalent institution.

See Schedule 1 Part 1 Item 109 of the *Tax Agent Services Regulations 2009*

No Yes Provide details

Documentation required to support this application

Please provide copies of the following documents:

- a copy of the association's registration form for members
- a copy of the association's Constitution
- a copy of the association's Code of Conduct
- a copy of the association's By laws

Checklist

- All questions on the application form have been answered truthfully and correctly
- Copy of the *Certificate of registration of business name* attached (if applicable)
- Any other documentation necessary to support this application attached

If the organisation does not provide all of the required information there may be delays in processing the application.

Declaration

Before you sign this declaration, please ensure that you have answered all relevant questions and that the information provided, including any supporting documentation is true and correct.

Privacy

The Tax Practitioners Board is authorised by the *Tax Agent Services Act 2009* to collect all the information requested in this form for the purpose of administering the *Tax Agent Services Act 2009*.

Some of the information requested may be provided to other government agencies, including the Australian Taxation Office, where the Tax Practitioners Board is authorised by law to do so.

The Tax Practitioners Board may seek information from the Australian Taxation Office in relation to your tax obligations and/or the tax obligations of any other relevant entities associated with the application.

I declare that all information given in this application, including any supporting documentation is to the best of my knowledge, information and belief, true and correct in every particular.

Full name of public officer (please print)

Signature of public officer

Date

Day

Month

Year

Where to send this application

Post the completed application to:

Tax Practitioners Board
PO Box 9825 PENRITH NSW 2740

Further information

Visit our website www.tpb.gov.au or phone the Tax Practitioners Board on **1300 362 829**.