

Annual declaration form for recognised tax agent associations

Completing this form

Before completing this form, please read the TPB's guidance on the [Ongoing eligibility requirements for recognised tax agent associations](#) and note the following instructions for completing the form:

- ✓ Please complete this form by entering details into the relevant fields (or print clearly in BLOCK letters using a black or blue pen).
- ✓ Please place a in applicable boxes.
- ✓ A relevant authorised person must sign the required declaration sections.
- ✓ If insufficient space is provided at any item, please attach additional information (as part of your email to the TPB).
- ✓ Where requested, please provide additional information in the box provided at the relevant question. You can provide information as a hyperlink to a relevant accessible website document, or as a separate attachment.

Association details

Name of association seeking to continue its TPB recognition

Contact officer name

Telephone number

Email address

Ongoing eligibility requirements under the Tax Agent Services Regulations 2022 (TASR)

1. The association is a non-profit association ([Item 201 of Part 2 of Schedule 1 to the TASR](#))

Has the association's non-profit status changed since the last annual declaration?

Yes No

If you answered 'Yes', please provide further relevant details in the box below and attach relevant evidence / supporting documentation.

2. The association has adequate corporate governance and operational procedures to ensure that it is properly managed and its internal rules are enforced ([Item 202 of Part 2 of Schedule 1 to the TASR](#))

Has the association's [corporate governance](#) and operational procedures changed since the last annual declaration?

Yes No

If you answered 'Yes', please provide further relevant details in the box below and attach relevant evidence / supporting documentation (noting the specific clauses in relevant documents).

For further information on the requirements that relate to corporate governance and operational procedures, please refer to the TPB's guidance in paragraphs 42 to 44 of [TPB\(l\) 33/2018 Recognised professional associations – Corporate governance related requirements for recognition under the Tax Agent Services Regulations 2022](#).

3. The association has satisfactory arrangements for ensuring appropriate professional and ethical requirements standards for voting members ([Item 203 of Part 2 of Schedule 1 to the TASR](#))

Have the association's professional and ethical requirements standards for voting members changed in relation to the criteria outlined below since the last annual declaration?

Yes No

If you answered 'Yes', please provide further details in the box below against the criteria for which there has been a change. Please provide accessible hyperlinks to relevant evidence or attach supporting documentation (and note specific applicable clauses in the relevant documents).

Criteria	Further information (where there has been a change since the last annual declaration)
a) Voting members must undertake an appropriate number of hours of continuing professional education (CPE) each year.	
b) Voting members must be of good fame, integrity and character.	
c) Each voting member is subject to rules controlling the member's conduct in the practice of the member's profession.	
d) Each voting member is subject to discipline for breaches of rules controlling the member's conduct in the practice of their profession.	
e) If a voting member is permitted by the association to be in public practice, the voting member has professional indemnity (PI) insurance .	

4. The association has satisfactory arrangements for dealing with complaints ([Item 204 of Part 2 of Schedule 1 to the TASR](#))

Have the association's arrangements for dealing with complaints changed in relation to the criteria outlined below since the last annual declaration?

Yes No

If you answered 'Yes', please provide further details in the box below against the criteria for which there has been a change. Please provide accessible hyperlinks to relevant evidence or attach supporting documentation (and note specific applicable clauses in the relevant documents).

Criteria	Further information (where there has been a change since the last annual declaration)
a) Satisfactory arrangements in place for notifying clients of its members, or of members of its member bodies, about how to make complaints.	
b) Satisfactory arrangements in place for receiving, hearing and deciding those complaints.	

Criteria	Further information (where there has been a change since the last annual declaration)
c) Satisfactory arrangements in place for taking disciplinary action if complaints are justified.	

5. The association has satisfactory arrangements for publishing annual statistics about complaints ([Item 205 of Part 2 of Schedule 1 to the TASR](#))

Have the association's arrangements for publishing annual statistics about complaints changed in relation to the criteria outlined below since the last annual declaration?

Yes No

If you answered 'Yes', please provide further details in the box below against the criteria for which there has been a change. Please provide accessible hyperlinks to relevant evidence or attach supporting documentation (and note specific applicable clauses in the relevant documents).

Criteria	Further information (where there has been a change since the last annual declaration)
a) Satisfactory arrangements in place for publishing annual statistics about the kinds and number of complaints made to the association (except complaints under the <i>Tax Agent Services Act 2009</i> (TASA) about entities registered under the TASA).	
b) Satisfactory arrangements in place for publishing annual statistics about the findings made as a result of the complaints.	
c) Satisfactory arrangements in place for publishing annual statistics about action taken as a result of those findings.	

6. The association is able to pay its debts as they fall due ([Item 206 of Part 2 of Schedule 1 to the TASR](#))

Has the association's ability to pay its debts as they fall due changed since the last annual declaration?

Yes No

If you answered 'Yes', please provide further relevant details in the box below and attach relevant evidence / supporting documentation.

7. Management of the association is required to be accountable to its members and abide by the corporate governance and operational procedures of the association ([Item 207 of Part 2 of Schedule 1 to the TASR](#))

Has the accountability of the association's management changed since the last annual declaration?

Yes No

If you answered 'Yes', please provide relevant details in the box below and attach relevant evidence / supporting documentation.

For further information on the requirements that relate to corporate governance and operational procedures, please refer to the TPB's guidance in paragraphs 42 to 44 of [TPB\(I\) 33/2018 Recognised professional associations – Corporate governance related requirements for recognition under the Tax Agent Services Regulations 2022](#).

8. State or Territory law compliance ([Item 208 of Part 2 of Schedule 1 to the TASR](#))

Have the association's circumstances changed in relation to State or Territory law compliance since the last annual declaration?

Yes No N/A

If you answered 'Yes', please provide further relevant details in the box below and attach relevant evidence / supporting documentation.

9. Number of voting members ([Item 209 of Part 2 of Schedule 1 to the TASR](#))

Please provide a current status update on the following criteria:

- a) How many voting members does your association have?
(Note: The minimum requirement is 1,000 voting members.)

- b) How many of these voting members are registered tax agents?
(Note: The minimum requirement is 500 registered tax agents.)

If your updates do not meet or exceed the minimum requirements of this item, please provide further relevant details in the box below regarding the expected timeframe for satisfying this item, and the reasons why it is appropriate for the association to continue to be recognised by the TPB.

For further information on the TPB's approach to exercising its discretion in relation to this item, please refer to the TPB Information Sheet [TPB\(I\) 35/2020: Recognised professional associations - Exercise of the TPB's discretion regarding specific requirements for recognition under the Tax Agent Services Regulations 2022](#).

10. Membership requirements for voting members ([Item 210 of Part 2 of Schedule 1 to the TASR](#))

Have the association's membership requirements for voting members changed since the last annual declaration?

Yes No

If you answered 'Yes', please provide further relevant details in the box below and attach relevant evidence / supporting documentation.

If your update does not meet or exceed the minimum requirements of this item, please provide further relevant details in the box below including the reasons why it is appropriate for the association to continue to be recognised by the TPB.

For further information on the TPB's approach to exercising its discretion in relation to this item, please refer to the TPB Information Sheet [TPB\(I\) 35/2020: Recognised professional associations - Exercise of the TPB's discretion regarding specific requirements for recognition under the Tax Agent Services Regulations 2022](#).

Declaration

Important: Before you sign this declaration, please ensure that you have answered all relevant questions.

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

Full name (please print)

(Name of Public officer, the Chair, CEO or other authorised person responsible for signing the accounts)

Signature

(To use a digital signature click on **Sign** at the top right hand corner of the screen)

Date

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Privacy notice

The Office of the Australian Information Commissioner (www.oaic.gov.au) is Australia's national privacy regulator. The *Privacy Act 1988* protects the privacy of individuals and sets out Australian Privacy Principles (APPs) applicable to the collection, use and storage of personal information by Australian government agencies. The Tax Practitioners Board (TPB) is authorised by the *Tax Agent Services Act 2009* (TASA) to collect the information requested in this form for the purpose of assessing ongoing eligibility requirements for TPB accredited recognised professional associations in accordance with the Tax Agent Services Regulations 2022 (TASR).

Any personal information collected will be used and stored in accordance with the APPs and the TPB Privacy Policy which is available at www.tpb.gov.au.

Where we are authorised or required by the TASA to do so, some of the information collected from you may be provided to other government agencies, including the Australian Taxation Office (ATO) and the Australian Securities and Investments Commission.

We may also seek information from the ATO and other government agencies where we are authorised under the TASA to do so and it is considered relevant to the assessment of ongoing eligibility requirements for TPB accredited recognised professional associations in accordance with the TASR.

Further information about our privacy practices is available in the TPB Privacy Policy.

For any enquiries relating to our collection, use and storage of personal information, including how to access and correct personal information or to make a privacy complaint, please contact the TPB privacy officer at TPBLegalUnit@tpb.gov.au.