



Schedule of personal details

Completing this form

This form should accompany an application for registration or renewal as a company or partnership tax agent, BAS agent or tax (financial) adviser. This form only needs to be completed for those individual partners or directors who are **not** already registered with the Tax Practitioners Board (TPB).

- Type your answers in the spaces provided.
- Tick ALL applicable boxes.

1. Who does this schedule relate to?

Director Individual partner Director of a company partner

2. Is this schedule part of a new application for tax agent, BAS agent or tax (financial) adviser registration?

No Yes

If yes, provide name of the applicant

3. Is this schedule associated with an existing tax agent, BAS agent or tax (financial) adviser registration?

No Yes

If yes, provide their registration number

Individual details

4. Full name

Title

Last name

First name

Middle name

5. **Date of birth** / /

6. **Tax file number (TFN)**

You are not required to provide a TFN. However, if you do not provide a TFN there may be delays in processing your application.

If you do not have a TFN, has an application for a TFN been lodged?

No Yes Date application lodged / /

7. Residential address

This must be a street address (for example, *123 Smith Street, Suburb/town, State, Postcode*). This cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

Address

Suburb/town

State/Territory

Postcode

Country (if not Australia)

Email

Residential phone number (including area code)

Mobile phone number

8. Postal address

Street address, post office box number, roadside mail bag, roadside delivery or other delivery point address.

Address

Suburb/town

State/Territory

Postcode

Country (if not Australia)

9. Have you previously been registered as a tax agent, BAS agent or a tax (financial) adviser (or a nominee of a tax agent)?

No Yes Provide details

Name under which you are/were registered

Registration number

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Fitness and propriety

10. Have any of the following events occurred to you in the last five years? If yes, explain why this should not adversely affect your eligibility to be registered with the TPB.

a) The status of an undischarged bankrupt or aware that you will become an undischarged bankrupt.

No Yes

If yes, provide details, including the year the event occurred

b) Sentenced to a term of imprisonment or served a term of imprisonment, in whole or in part.

No Yes

If yes, provide details, including the year the event occurred

c) Convicted of a serious taxation offence.

No Yes

If yes, provide details, including the year the event occurred

d) Convicted of an offence involving fraud or dishonesty.

No

Yes

If yes, provide details, including the year the event occurred

e) Penalised for being a promoter of a tax exploitation scheme.

No

Yes

If yes, provide details, including the year the event occurred

f) Penalised for implementing a scheme that has been promoted on the basis of conformity with a product ruling in a way that is materially different from that described in the product ruling.

No

Yes

If yes, provide details, including the year the event occurred

g) Any other matters or events that may affect your good fame, integrity and character.

No

Yes

This may include:

- if you have ever had your registration as a tax agent, BAS agent or tax (financial) adviser (or a nominee of a tax agent) refused, cancelled, terminated or suspended
- been subject to any disciplinary action by a relevant professional body.

If yes, provide details, including the year the event occurred

11. Do you have any overdue personal tax obligations?

No

Yes

It is a requirement to meet the following tax obligations by the due dates:

- lodgement of all required forms with the Australian Taxation Office (ATO), including income tax returns, activity statements and payment summaries
- payment of all required amounts to the ATO (or subject to an agreed payment plan)
- obligations in relation to SuperStream and Superannuation guarantee (if applicable).

If yes, provide details below about the overdue tax obligations and explain why they should not adversely affect your eligibility to be registered with the TPB.

12. Identify two independent, non-family members that you authorise the TPB to contact to verify that you are a fit and proper person.

Note: these referees must be independent and should not include family members or partners.

First referee

Name

Phone (including area code)

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Email

Relationship to you

Second referee

Name

Phone (including area code)

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Email

Relationship to you

Privacy notice

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 the application for registration under Part 2 of the TASA.

Your personal information will be used and stored in accordance with the APPs.

If you do not provide the requested information we may not be able to process the application.

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), the Australian Securities and Investments Commission (ASIC) and law enforcement agencies.

Where we are authorised under the TASA to do so and it is considered to be relevant to the application, we may also seek information about you from the ATO in relation to your tax obligations and/or the tax obligations of any other relevant entities associated with the application. We may also seek information about you from ASIC.

You are not required to provide your tax file number (TFN), however if you do not provide your TFN there may be delays in processing the application.

Further information about our privacy practices is available in our privacy policy on our website www.tpb.gov.au

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

Declaration

I declare that all information given in this schedule is to the best of my knowledge, information and belief, true and correct in every particular.

Name of person completing the schedule (print)

Date

 / /

Further information

Visit our website www.tpb.gov.au or phone us on **1300 362 829**.
