



Statement of relevant experience - tax (financial) advisers

Completing this form

- This form must accompany an application for registration or renewal of registration as an individual tax (financial) adviser under the standard option.
- If you are relying on more than one type of relevant experience gained to support your application, you must complete a separate form for each type of experience.

1. Your full name

Name of applicant

Title

Family name

First given name

Other given names

2. Types of relevant experience

Please select one of the following types of relevant experience. If you are relying on more than one type of relevant experience gained to support your application, you must complete a separate form for each type.

Did your relevant experience include work:

- as a registered tax agent or tax (financial) adviser

Go to [question 3](#)

- under the supervision of a registered tax agent or tax (financial) adviser

Go to [question 4](#)

- of another kind subject to approval by the TPB?

Go to [question 5](#)

3. Work as a registered tax agent or tax (financial) adviser

a) Provide your registration number below:

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b) Period in which the relevant experience was gained

From			To			Hours per week if not full-time

c) Did your relevant experience include substantial involvement in:

i) one or more types of tax (financial) advice services?

No **Yes** Give details in the box below

ii) a particular area of taxation law to which one or more of those types of tax (financial) advice services relate?

No **Yes** Give details in the box below

Note: The TPB may impose one or more conditions on your registration to limit the scope of services that you may provide to a particular type of tax (financial) advice service or a particular area of taxation law.

4. Work under the supervision of a registered tax agent or tax (financial) adviser

Answer the questions below to provide details of this supervisory arrangement. Your supervising registered tax agent or tax (financial) adviser should provide comment on your ability to provide tax (financial) advice services competently and declare that the information provided in this question is correct.

a. Name of supervising registered tax agent or tax (financial) adviser

b. Registration number of supervising tax agent or tax (financial) adviser

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c. Nature of the supervisory relationship (for example, employer-employee)

d. Period in which the relevant experience was gained

From	To	Hours per week if not full time																		
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e. Capacity in which the experience was gained

f. Did this experience include substantial involvement in:

i) one or more types of tax (financial) advice services?

No Yes Give details in the box below

ii) a particular area of taxation law to which one or more of those types of tax (financial) advice services relate?

No Yes Give details in the box below

g. **To be completed by the supervising tax practitioner**

Provide comments on the applicant's ability to provide tax (financial) advice services competently.

Declaration

I agree with the information provided by the applicant and declare that it is to the best of my knowledge, information and belief, true and correct in every particular.

Full name of the supervising tax practitioner providing this statement

Signature of the supervising tax practitioner providing this statement

Date

/ /

5. Work of another kind approved by the Board

If you believe you have relevant experience of ‘another kind’, you must demonstrate your experience and the reasons why you believe it should be approved.

a) Period in which the relevant experience was gained

From	To	Hours per week if not full time
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- b) Provide details of your relevant experience including the reasons why you believe it should be approved. You also need to demonstrate how the experience includes substantial involvement in:
- one or more types of tax (financial) advice services, and/or
 - a particular area of taxation laws to which one or more of those types of tax (financial) advice services relate.

Note: You must also provide independent verification of your experience. Independent verification may include a reference from a registered tax agent or tax (financial) adviser or **two** separate references from colleagues or clients who are able to verify your experience.

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) will use the information collected from you in order to assess the application for registration under Part 2 of the *Tax Agent Services Act 2009* (TASA).

Section 60-15 of the TASA allows the TPB to do anything incidental or conducive to the performance of its functions, which includes the collection of information in relation to an applicant's relevant experience for the purposes of registration under the TASA.

The personal information collected 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.

Some of the information collected from you may be provided to other government agencies including the Australian Taxation Office and Australian Securities and Investments Commission and third parties relevant to the application.

This may occur, for example, in order to verify the information you have provided and only where we are authorised under the TASA to do so and it is considered to be relevant to the processing of 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 statement is to the best of my knowledge, information and belief, true and correct in every particular.

Full name of the applicant

Signature of the applicant

Date

 / /

How to send the completed form

Upload the completed form with your online application for registration as a tax (financial) adviser.

Further information

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