



Australian Government



TAX PRACTITIONERS BOARD

Application for accreditation as a recognised tax agent association

Completing this application form

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

- Print clearly in BLOCK LETTERS using a black or blue pen.
- Place X in ALL applicable boxes.
- If 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

7. Location of principal place of business

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.

Suburb/town

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State/Territory

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Postcode

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Business phone number

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Business mobile phone number

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Fax number

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Email address (please print clearly)

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8. Is the organisation an Australian non-profit organisation?

See Schedule 1 Part 2 Item 201 of the Tax Agent Services Regulations 2009

No Yes Provide details

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9. How many voting members does this organisation have?

See Schedule 1 Part 2 Item 209 of the Tax Agent Services Regulations 2009

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10. How many of the organisation's voting members are registered as tax agents?

See Schedule 1 Part 2 Item 209 of the Tax Agent Services Regulations 2009

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11. What corporate governance and operational procedures does the organisation have in place to ensure that:

- (a) it is properly managed; and
- (b) its internal rules are enforced?

See Schedule 1 Part 2 Item 202 of the Tax Agent Services Regulations 2009

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

- (a) voting members must undertake an appropriate number of hours of continuing professional education each year, having regard to the circumstances and requirements of the voting members; 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 2 Item 203 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 2 Item 204 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 2 Item 205 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 2 Item 206 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 2 Item 207 of the Tax Agent Services Regulations 2009

No Yes Provide details

17. Is each voting member of the organisation required to comply with at least one of the following requirements:

- (a) the member has been awarded a degree or post-graduate award from:**
 - (i) an Australian tertiary institution; or**
 - (ii) an equivalent institution**

in the discipline of accountancy;

(b) the member has been awarded a diploma or higher award from:

- (i) a registered training organisation; or**
- (ii) an equivalent institution;**

in the discipline of accountancy;

(c) the member has the academic qualifications required to be an Australian legal practitioner;

(d) the member was:

- (i) registered as a tax agent, or as a nominee, for the purposes of Part VIIA of the *Income Tax Assessment Act 1936* as in force immediately before this item commences; and**
- (ii) a member of, and entitled to vote at meetings of, a recognised professional association within the meaning of section 251LA of the *Income Tax Assessment Act 1936* as in force immediately before this item commences;**

(e) the member has the equivalent of 8 years of full-time experience in providing tax agent services in the past 10 years.

See Schedule 1 Part 2 Item 210 of the Tax Agent Services Regulations 2009

No Yes Provide details

18. Is the organisation taken to have arrangements that comply with questions 13, 14 and 15 of this form if the organisation is subject to:

- (a) a law of a State or Territory;**
- (b) a rule or other instrument of a body created by or under a law of a State or Territory;**

that sets out a requirement in terms that are the same, or that have a similar effect to the requirements of questions 13, 14 and 15 of this form?

See Schedule 1 Part 2 Item 208 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
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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 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 the application in accordance with the *Tax Agent Services Regulations 2009*.

Any 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 your 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) 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 your application.

If we grant your application for recognition, your organisation's details (including your name and website address) will appear on the [List of recognised tax agent associations](#). This list is publicly available on our website.

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 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

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

/ /

Where to send this application

Post the completed application to:

Tax Practitioners Board
GPO Box 1620
Sydney NSW 2001

Further information

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