



GENERAL CIRCULAR: 4/2024 [GC 4_2024]

To: ALL MEMBERS AND STUDENTS OF ICPAC

Date: 26 February 2024

Subject: New digitalized procedure for the submission of applications for registration/re-registration with ICPAC

We are delighted to announce that, as part of the digital strategy for technological advancement and introduction of new digital applications, ICPAC has established a **new digitized process for applying for membership registration/re-registration** with the Institute.

ICPAC is developing new computerized Enterprise Content Management (ECM) systems, aiming at, inter alia, to managing applications for member and student registration, applications for the issuance of practicing certificates and their renewal, and declarations for the Continuing Professional Development (CPD) of the members. Our goal is to move into a fully digitized environment in the following months, which will be easy to use and functional for members and students, pursuant to ICPAC's strategic objective for the digitization of its operations and the "green" transition.

The first step is made with the digitized process of submitting the application for membership registration, which is available on ICPAC's website, in the category «[Electronic Application for Member Registration](#)»

Thus, the aim is to simplify and speed up the process from the initial submission of the application till the final approval. The new process allows ICPAC to carry out its tasks more effectively, efficiently and comprehensively, thus minimizing any errors, while seeking to facilitate and better serve the applicants.

This new application allows **all necessary documents and other supporting documents to be uploaded as electronic files** to the application, as part of the process of completing and submitting the application.

It is noted that, after the approval of the applications by ICPAC Council, the members will receive a confirmation by e-mail, as indication of their registration in the Register of Members, their login credentials to ICPAC's website for the members' section, as well as the invoices which will correspond to the registration/re-registration fee and



the annual membership fee for the year of reference. The process is completed with the settlement of the above amount through the electronic payment system of [JCCsmart](#) within five (5) working days from the date of the approval of the application.

Upon finalization of the process, members will receive by post their Membership Certificate, which is the official document issued, certifying membership with ICPAC.

The new electronic procedure has already come into effect, while as **from 1st of March 2024, new applications for member registration will only be accepted through this procedure.**

This new automated process, apart from ICPAC's website, is also available from the "[Ariadne](#)" government gateway.

ICPAC continues its digital upgrade with the gradual integration of new electronic processes which will be connected to the ECM system, as previously mentioned.

For any additional information or clarifications on the electronic submission or on the conditions for member registration, you can contact the Admissions and Licensing Department of ICPAC at the email address admissions@icpac.org.cy or over the phone at 22870030 (option 2).