



## Application for Member registration

To the Council of  
The Institute of Certified Public Accountants of Cyprus  
P.O.Box 24935  
CY-1355 Nicosia  
Cyprus

### 1. Personal Details

Surname (*as recorded on your ID*)

(CAPITAL LETTERS) .....

Name (*as recorded on your ID*)

(CAPITAL LETTERS) .....

Identity Card / Passport Number .....  
(copy attached)

Nationality .....

Date of birth .....

Professional qualifications .....

Academic qualifications .....



## 2. Permanent Residence address

Street .....No.....

Town ..... Postal Code ..... Country .....

### Contact details:

Home telephone number ..... Mobile telephone number .....

Personal Email address: .....

## 3. Employment details

Position held .....

Employer's name .....

Employer's business .....

### Employer's address

Street .....

Town ..... Postal Code .....Country .....

### Work Contact details:

Telephone number ..... Fax .....

Email address(personal):.....

## 4. Particulars for correspondence

State the **postal address** where you want your correspondence to be sent:

Residence

Business

State the **email address** where you want your correspondence to be sent:

Personal

Business

## 5. Have you previously submitted an application for registration with ICPAC?

*Please tick (✓) where appropriate*

<b>NO</b>	<input type="checkbox"/>		
<b>YES</b>	<input type="checkbox"/>	Past member	Registration number: .....
		Application not processed	Date of submission: .....

## 6. Work/employment sector

Please insert ✓ at the box next to the sector that best describes your work/employment:

Accounting and Auditing (director / partner / shareholder / self-employed or employee)

Administrative Services Provider (director / partner / shareholder / self-employed or employee)

Insolvency Practitioner

Trade and Industry (including banking, financial services and insurance)

Public sector (central government, semi-government organisations and municipalities)

Unemployed

Retired

Other sector (*please explain*):

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## 7. Conditions under which this application is submitted

Please select the appropriate route to ICPAC membership and provide the relevant information:

### 1. ICPAC Examinations Route

Please tick (✓) the appropriate category:

- (a) Student - Graduate Accountant of the Joint Examination Scheme (JES) of ICPAC- ACCA
- (b) Graduate of a Body of Professional Accountants other than the Joint Examination Scheme of ICPAC-ACCA

JES Student Registration number:  
(Pursuant to point 7.1.(b) above)

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**1.1** Attain university entrance or equivalent level

*Copy of high school certificate attached*

**1.2** Success in the prescribed examinations of professional competence (including Cyprus Taxation & Cyprus Law variant papers)

*Exam certificates or transcript attached*

*Cyprus Taxation and Cyprus Law variant papers certificates attached (Where applicable)*

**1.3** I have completed the required three-year relevant practical experience

Yes  No

*Training record confirmation form attached*

**1.4** Success in the Ethics and Professional Skills module

*Certificate of completion of the module attached*

**2. Member of a recognized Body/(ies) of professional accountants of the European Union**

Country of origin of the body:  
 .....

Name of body of professional accountants:  
 .....

Registration Number:  
 .....

Date of becoming a member  
 .....

*Please provide a copy of the Certificate of Membership*

**3. Member of a recognized Body of professional accountants of a Third Country**

Country of origin of the body:  
 .....

Name of body of professional accountants:  
 .....

Registration Number:  
 .....

Date of becoming a member:  
 .....

*Please provide a copy of the Certificate of Membership*

*(Where required, please submit additional supporting documents relevant to possible additional condition)*

## 8. References

The following two ICPAC members, having personal knowledge of the applicant, support this application for registration as a Member of ICPAC, confirm the good character of the applicant and confirm that, to the best of their knowledge, the information contained in this application form is correct and precise:

### Referee 1

Name and surname ..... Registration No. ....

Address .....

Telephone ..... Fax .....

E-mail .....

Position / profession .....

By my signature, I declare responsibly that:

- (a) all my obligations towards ICPAC are settled,
- (b) hereby provide my express consent to be contacted by ICPAC via email, post, sms or call, in relation to the provision of references for the person applying herein to become a member of ICPAC.
- (c) I declare that I support this application based on my personal knowledge and opinion for the applicant.

Signature ..... Date .....



**Referee 2**

Name and surname ..... Registration No. ....

Address .....

Telephone ..... Fax .....

E-mail .....

Position / profession .....

By my signature, I declare responsibly that:

- (a) all my obligations towards ICPAC are settled,
- (b) hereby provide my express consent to be contacted by ICPAC via email, post, sms or call, in relation to the provision of references for the person applying herein to become a member of ICPAC.
- (c) I declare that I support this application based on my personal knowledge and opinion for the applicant.

Signature ..... Date .....

## 9. Fees

The Registration Fee / Re-registration Fee (where is applicable) and the Annual Subscription should be paid with the submission of this application. The amount payable is:  
Please tick the applicable option.

<b>Initial Registration</b>	€	<b>Re-Registration</b>	€
Registration Fee	<b>60</b>	Re-Registration Fee	<b>400</b>
Annual Subscription	<b>180</b>	Annual Subscription	<b>180</b>
Total	<input type="checkbox"/> <b>240</b>		<input type="checkbox"/> <b>580</b>

For the payment you may select one of the following ways:

1. By cheque - Please attach the related cheque
2. By Credit / Debit Card: If you choose to settle your subscription via credit / debit card, please fill in the relevant details shown below. The specific data and information shall be used only once for the specific payment, after which they shall be destroyed without any copies being retained.







## 11. Clarifications

- a) This form has been prepared based on the Members' Manual of ICPAC and its relevant Regulations.
- b) ICPAC may revise / modify this form in accordance with any changes in the Members' Manual or its Regulations.
- c) Approval of the membership application does not automatically lead to the acquisition of any Practising Certificate. Separate applications must be submitted for these certificates.
- d) ICPAC operates as a competent authority / body under the Law on the Recognition of Professional Qualifications of 2008 (31 (I) / 2008), on the basis of which Accountants' Bodies from Third Countries are recognised.

## 12. Declaration

I hereby confirm that, the information contained in this form is true, accurate and complete. I am aware that any false or misleading declaration on this form may lead to disciplinary action against me or may render any decision taken on this application null and void. I also fully agree with Section 13 below, regarding the processing of personal data.

I also declare that I have not been convicted for any criminal, disciplinary or other disgracing offence nor do I have declared bankruptcy.

If I am accepted as a Member, I undertake, for as long as I am an ICPAC Member, to comply with the Regulations and directives issued by ICPAC. I am aware of my duty to maintain the quality of my knowledge and undertake to study sufficiently for my continuous professional education in accordance with the recommendations of the Institute from time to time.

Signature ..... Date .....

## 13. Personal Data Processing & Privacy Information Notice

### **Why we collect your personal data and how we use it**

Based on the new EU privacy regulation, also known as GDPR, we inform you that ICPAC collects, stores, processes and uses personal data as reflected in this application form, as explained below. As part of our operational business processes and routines which affect you, we may process personal data based on one or more of the following legal bases defined in and allowed by GDPR, specifically (a) your explicit consent; (b) specific legislation; (c) our legitimate interests; or (d) a contract we may enter with you for the provision of a service or product to you. In certain occasions, we may also process your personal data in discharging obligations we perform in the public interest or when exercising public authority assigned to us.

Specifically in relation to processing your application, we use your personal data to seek clarifications or further information from you; include your personal details on the Members Register of ICPAC; accept and process disciplinary claims which you log with us (or which are lawfully logged by others against you); and communicate with you for all matters related to your membership with us such as trainings, circulars, pronouncements, other 3<sup>rd</sup> party services, etc. In case of a ruling against you following a disciplinary process, we shall publish specific details and the outcome of that process (including reprimands, fines or other penalties) in the Accountancy Cyprus magazine and on ICPAC's website. Based on our legal and regulatory obligations, we also collect special categories of data as defined in the GDPR, such as a copy of your identity or passport and a police-certified Criminal Record. In a limited number of instances, we also collect and process data relating to a medical condition, for example when applying for a Continuing Professional Development (CPD Waiver Declaration).

Please note that incorrect, inaccurate or misleading information for any of the mandatory fields may not allow us to process your application or fulfil the objectives for which such data is collected.

### **How long we keep your personal data (retention period)**

Personal data may be maintained by us in physical and / or electronic form and be processed in ways designed to respect the principles of purpose limitation; data minimization; data accuracy; integrity and confidentiality; and retention limitation. In line with our retention policy, your personal data shall be maintained for a defined retention period following cessation of your membership with us, irrespective of the reason for such cessation, as per ICPAC's retention policy. At the end of the retention period, defined operational processes or routines shall result in personal data being deleted or destroyed in controlled ways. In some circumstances we may anonymise your personal information (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

### **Ways to access, update or delete your personal data handling preferences**

Under GDPR you have the right to request access to the personal data we hold relating to you. You may also inform us for the need to update your personal data as your circumstances change, remembering however, your ongoing obligation to provide us complete and accurate information. The GDPR also allows you to object to certain types of processing (such as automated profiling) or to withdraw your consent to processing for those cases where the said processing is performed based on such a consent from you. Finally, you have the right to be provided with your personal data in an easily readable format so that you can transfer it to another Data Controller if you so wish.

If, for some extreme reason, you wish us to completely delete your personal data, we will contact you to understand - and if possible address the reason for your request - and to take those measures that, at our discretion, will correct the underlying matter which has caused concern to you. If despite those efforts, you continue to wish to delete your data completely, subject to the provisions of the next paragraph we will proceed with the relevant actions within the specified timelines in accordance with the GDPR, and we will notify you accordingly.

To exercise any of the above rights, please email our Data Protection Officer ("DPO") at [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy). To the extent there are no legal, professional or regulatory requirements that allow or compel us to continue processing your personal data or not to proceed with your request for another lawful reason, we shall comply and inform you in accordance with GDPR. Even in those cases where we shall not proceed with the execution of your request, we commit to inform you of the status of such instructions and the rationale underlying our decision.



### Access to your personal data

Within ICPAC, your personal information can be accessed by or may be disclosed internally on a need-to-know basis, based on user access rights management processes. Your personal information may also be accessible and / or accessed by authorized third parties, including suppliers and advisers as outlined in our Privacy Policy available <https://www.icpac.org.cy/selk/privacyPolicy.aspx>.

### Technical & Organisational Privacy Measures

A core element of our mission is to empower our members by providing knowledge, training, guidance and support. Equally importantly, your right to privacy and the protection of your personal data are very high in our priorities. Therefore, although in the technologically advanced age we live no one can guarantee that such data will never be accessed by unauthorized personnel or misused, we inform you that we use appropriate technical and organizational means designed to protect the confidentiality, integrity and availability of your data. Such measures include a number of specialized tools and technologies for network and information security, targeted implementation and compliance procedures which are consistent with GDPR, restrictions and limits even to authorized members of our team when accessing your personal data, and other equally important protection and security measures.

### Queries & Complaints

ICPAC is committed to acknowledge, consider and respond to all queries and complaints that it receives from any natural person who believes is affected by our processing of his / her data. To communicate such queries or complaints please contact us on [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy), and we shall seek to respond to the substance of your query as soon as practical, within a 30-day window as stipulated by GDPR.

If despite our responses and actions to address your concerns, you are not satisfied, you have the right to address the matter to the Cyprus Data Protection Commissioner whose offices are at Jason street 1, 2nd Floor, Nicosia 1082. The Commissioner's office can be reached on +357 22818456 and their email address is [commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy).

**I have read and understand the information, terms and conditions of this notice. I understand and acknowledge that certain types of processing performed by ICPAC emanate from specific legislation or other legal bases which are not dependent on my express consent. I also understand that other types of processing that ICPAC may perform require my explicit consent, hence I hereby provide and confirm such consent for the preferences to which I answered "YES" below:**

- |  |          |
|--|----------|
| <i>~Receive news, alerts and updates regarding pronouncements, standards, etc., relevant to my profession</i>                | YES / NO |
| <i>~Receive notices for training opportunities and seminars</i>  | YES / NO |
| <i>~Sharing of my personal contact details with carefully pre-selected 3<sup>rd</sup> party Service or Product Providers</i> | YES / NO |
| <i>~Contacting me via email, post sms or call, for providing or confirming references for new applicants to ICPAC</i>        | YES / NO |
| <i>~Contacting academic / professional institutions I declare on my application, to confirm my respective credentials</i>    | YES / NO |
| <i>~Contacting my past and present employer for confirmation of employment and work experience particulars</i>               | YES / NO |
| <i>~In case my application is unsuccessful, retain the submitted information for 2 years after ICPAC's decision</i>          | YES / NO |

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

#### 14. Have you attached the necessary documents?

A copy of the identity card or passport	<input type="checkbox"/>
A copy of the marriage certificate, if your name has changed	<input type="checkbox"/>
High School Certificate (Sect. 7.1.1)	<input type="checkbox"/>
Examinations Transcript (Sect. 7.1.2)	<input type="checkbox"/>
Aptitude tests Certificates (CY Tax & Law) (Sect. 7.1.2)	<input type="checkbox"/>
Training record form (Sect. 7.1.3)	<input type="checkbox"/>
Ethics and Professional skills module Certificate (Sect. 7.1.4)	<input type="checkbox"/>
Certificate of membership of Professional Body of Accountants (Sect.7.2, 7.3)	<input type="checkbox"/>
The Registration / Re-registration Fee and Annual Subscription (Cheque or details of Credit Card)	<input type="checkbox"/>
Personal Data Processing & Privacy Information Notice (pursuant to section 12 of the application)	<input type="checkbox"/>
Original Certificate of Clean Criminal Record (issued within last 3 months from the date of this application)	<input type="checkbox"/>