



To all the Members of the Institute

5 December 2016

Subject: Annual Continuing Professional Development (CPD) declaration for the year 2016

Please complete this form and submit it to ICPAC by **31 December 2016** in one of the following ways:

1. Via the Institute's website, from the personal member's account at the Continuous Professional Development link (www.icpac.org.cy)
2. By e-mail to Mrs Agathi Lambrou: agathi.lambrou@icpac.org.cy
3. By mail to The Institute of Certified Public Accountants of Cyprus, P.O.Box 24935, CY-1355, Nicosia
4. By fax 22 766 360

Membership number:

Full name:

PART 1

Members must complete this part of the form by selecting either option A or option B.

◀ **Option A** – I have complied with the CPD requirement for 2016. The CPD route I followed is (please select only one route and complete the details where necessary):

◀ ICPAC's unit route.

◀ ICPAC's unit route for members who are working part-time or are semi-retired.

◀ Approved CPD Employer route.
My employer is:

◀ CPD route of a member body of IFAC of which I am a member.
My professional body is:

OR

◀ **Option B** – I have not been able to meet the CPD requirement for 2016. I understand that CPD is a requirement for my continuing membership and that I will be contacted by ICPAC to enable rectification of this matter.

PART 2

Only complete this part of the form if the statement below applies to you. If not, please leave this part blank.

◀ I confirm that I am involved in the audit of historical financial information.

PART 3

Members must complete this part of the form by signing and dating the declaration.

I confirm that the information given in this form is true and accurate. I have maintained, and where appropriate, developed my competence in relation to professional ethics.

Signature:

Date:

For any additional explanation required please contact Mrs Agathi Lambrou: agathi.lambrou@icpac.org.cy



Annual CPD declaration – Guidance

COMPLETING PART 1

Option A

If you have met the CPD requirement, select Option A and also indicate which CPD route you followed from the options below:

- ICPAC's unit route:
If you have completed 40 units of CPD, including 21 verifiable units. Please select this route even if you were granted a full/partial CPD waiver.
- ICPAC's unit route for members who are working part-time or are semi-retired:
Please check the guidance at the CPD web resource on the ICPAC website to ensure that you are eligible to select this route.
- Approved CPD Employer route:
If you are employed by an ACCA/ICPAC Approved Employer for professional development, and your role is covered by the approval. Please check with your employer that they are approved and confirm the scope of their approval.
- CPD route of a member body of the International Federation of Accountants (IFAC) of which I am a member:
If you are a full member of another IFAC member body and you have followed that body's CPD programme which is compliant to International Education Standard (IES) 7 of IFAC.
Visit www.ifac.org for a listing of IFAC member bodies.

Option B

If you have not been able to meet the CPD requirement, select Option B. Completing CPD is a requirement of your continuing membership, and ICPAC will contact you to assist you in making good any shortfall. Once your shortfall is rectified, you must make a replacement declaration for the year selecting Option A.

COMPLETING PART 2

Complete Part 2 if you are an audit professional as defined by IFAC (IES 8), i.e. a professional accountant, below engagement partner level, with responsibility/delegated responsibility for significant judgements in the audit of historical financial information. (This definition does not apply to experts who undertake specific tasks within an audit – e.g. tax, IT or valuation experts.)

COMPLETING PART 3

You must sign and date the declaration to confirm the CPD information you have provided, and that you have maintained your competence in relation to professional ethics.