



Appendix 1

Fiji Institute of Accountants Membership Application Check List

Relevant documents attached	Essential Requirements	CPP	CA	PM	AA	OS
<input type="checkbox"/>	1. Current Member	√	√	√	√	√
<input type="checkbox"/>	2. Recognised form of identification (Voter ID/Driver's Licence/ Joint ID)	√	√	√	√	√
<input type="checkbox"/>	3. Curriculum Vitae	√	√	√	√	√
<input type="checkbox"/>	4. Originally Certified/Original Copy of Degree/Diploma Certificate	√	√	√	√	√
<input type="checkbox"/>	5. Originally Certified /Original Copy of Academic Transcript	√	√	√	√	√
<input type="checkbox"/>	6. Originally Certified/Original Copy of Certificate from recognised accounting body (if applicable)	√	√	√		√
<input type="checkbox"/>	7. Originally Certified/Original Copy of Letter of Good Standing from recognised accounting body (if applicable)	√	√	√		√
<input type="checkbox"/>	8. Mentoring Agreement (For Chartered Accountant Membership Only)		√			
<input type="checkbox"/>	9. Final Mentoring Report (For Chartered Accountant Membership Only)		√			
<input type="checkbox"/>	10. Originally Certified/Original Post Graduate University Degree (For Chartered Accountant Membership/and or if applicable)		√			
<input type="checkbox"/>	11. Originally Certified/Original Post Graduate University Transcript (For Chartered Accountant Membership/and or if applicable)		√			
<input type="checkbox"/>	12. Business Licence from city or town council (For CPP Membership only)	√				
<input type="checkbox"/>	13. Supporting Documents if Business details have changed (For CPP Membership only)	√				
<input type="checkbox"/>	14. Work Permit Validity (from / to) (applicable to non Fiji Citizen)	√	√	√	√	√
<input type="checkbox"/>	15. Business Registration (For CPP Membership only)	√				