

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF JAMAICA  
APPLICATION FOR MEMBERSHIP



*Please attach  
a Current  
Passport Sized  
Photograph*

**PERSONAL INFORMATION**

Mr.  Mrs.  Miss  Ms  Dr.

Name (*In Block Capitals*): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Telephone #: - Home \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address (es): \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Present Nationality: \_\_\_\_\_

(*For Foreign Nationals only*) Are you a Resident of Jamaica? Yes  No

If "Yes", what is your planned period of residence in Jamaica? \_\_\_\_\_

If "No", in which country do you reside? \_\_\_\_\_

Reason(s) for requesting membership

**EMPLOYMENT INFORMATION**

Current Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_ Fax #(s) \_\_\_\_\_

Email Address (es): \_\_\_\_\_

Business Sector: Public Sector  Industry  Commerce  Banking & Finance  Education

Professional Services  Other (*please specify*) \_\_\_\_\_

**JOB CATEGORY**

External Audit  Internal Audit  Financial Accounting  General Management

Management Accounting  Taxation  Consultancy  Other (*please specify*) \_\_\_\_\_

**MEMBERSHIP CATEGORY BEING APPLIED FOR**

Associate not in Public Practice  Fellow not in Public Practice  Affiliate not in Public Practice

Visit [www.icaaj.org](http://www.icaaj.org) for an explanation of the respective categories of membership

**PROFESSIONAL QUALIFICATIONS**

ACCA  AICPA  CMA

CPA CANADA  UWI MSc in Accounting

**GRADUATES OF ICAJ/ACCA**

Date of Registration as a student (Day/Mth/Yr) \_\_\_\_\_

Month and year in which final examination was passed (Mth/Yr): \_\_\_\_\_

**AUTHORISATION FROM PROFESSIONAL BODY**

My membership number with the professional body indicated above is \_\_\_\_\_

I have been a member for \_\_\_\_\_ years and I hereby authorise the ICAJ to obtain verification of the information provided by me from:

ACCA  AICPA  CMA

CPA CANADA  UWI MSc in Accounting

**DOCUMENTS TO BE SUBMITTED**

The following documents are to be submitted along with your completed application form:

1. Academic qualifications (*If not ACCA*)
2. Reference letters from two members of the Institute of Chartered Accountants of Jamaica, who are in good standing
3. A copy of your Curriculum Vitae (*Provide details of all prior work experience and duties performed*)
4. One current passport-sized photograph
5. Name/s of person who encouraged you to join ICAJ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FEES**

Please enclose the application fee of JA\$6,800.00 which is *not refundable*

**NB: If an application is made three or more years after obtaining professional qualification and the required work experience, a fee of \$8,000.00 applies**

***Please note your application will not be complete until payment is made***

**DECLARATION**

**Note:** ICAJ Bye-Law 75 sets out the details of the events which could lead to disciplinary action. These events include, (but are not limited to ), the following: the applicant has pleaded guilty to, been found guilty of, or has accepted a caution in relation to any offense discreditable to the Institute or to the Accountancy profession; in any civil proceedings in which the applicant has been a party or witness, the applicant has been found to have acted fraudulently or dishonestly; incompetence in carrying out work; breach of ICAJ Bye-Laws or Regulations; disciplinary action against you by another professional body; bankruptcy or insolvency; failure to satisfy a judgement debt without reasonable excuse within two months; misconduct – this includes (but is not limited to) any act, or failure to act which brings, or is likely to bring, discredit to the individual or relevant firm or to the Institute or to the Accountancy profession.

I declare that all information contained in this application is true.

I understand that when seeking membership, I could become liable to disciplinary action for events which are in breach of ICAJ Bye-Law 75; liability to disciplinary action, which occurred before or after I become a member.

I confirm I have now read the above and:

- I understand that if I fail to declare an event which may be in breach of Bye-Law 75 I may face an allegation of dishonest conduct;
- I understand that while I am a member of ICAJ I will notify ICAJ about any event which may be in breach of Bye-Law 75;
- I agree to comply with ICAJ’s Bye-Laws, Regulations and Code of Ethics and Conduct;
- I confirm I have not been subject to any criminal, disciplinary or other matters which may be in breach of Bye-Law 75 that have not already been brought to the attention of ICAJ’s Disciplinary Committee. I understand that I am required to disclose spent convictions, that is any conviction irrespective of its age and/or type;
- I understand that any matters which I have disclosed to ICAJ which are in breach of Bye-Law75 will be taken into account when dealing with my application, but that the matters may not automatically stop me from obtaining membership;
- I confirm and declare that I have included anything ICAJ needs to know, and there is nothing else I should bring to ICAJ’s attention at the present time.

I further undertake that I will only use the designation “Chartered Accountant” and the designatory letters “CA” (or “FCA”, when I become a fellow) only while I remain a member of ICAJ. I understand that if I engage in any public practice activities I will need to hold a practising certificate.

I acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after qualification. I therefore accept my responsibility to undertake adequate continuing professional development as required by ICAJ Bye-Law 33.

I confirm that I have read and understood the terms.

I Agree  I Disagree

Signature: \_\_\_\_\_

Date: \_\_\_\_\_