



## APPLYING FOR REGULAR MEMBERSHIP

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## MEMBERSHIP CRITERIA

A successful applicant will be:

- Competent (evidenced by membership of an Approved Overseas Professional Accountancy Institute or other means satisfactory to CIIPA)
- 21 years or older
- Legally permitted to work in the Cayman Islands
- Of good character

### Who is your OPAI?

The institute, Society, association of other body other than CIIPA to which you belong and which retains primary responsibility for your professional career and conduct as an accountant.

## COMPETENCE

### APPLICANTS FROM APPROVED INSTITUTES

1. If you originally qualified as a professional accountant with an Overseas Professional Accounting Institute ("OPAI") that complies with International Education Standards, and are still a member, you will benefit from a presumption of satisfactory competence.
2. The Approved Institutes for this purpose are:

American Institute of Certified Public Accountants	Chartered Institute of Public Finance and Accountancy	Institute of Chartered Accountants Of Pakistan
Association of Chartered Certified Accountants	Hong Kong Institute of Certified Public Accountants	Institute of Chartered Accountants of Scotland
Canadian Institute of Chartered Accountants	Institute of Certified Public Accountants Ireland	Institute of Chartered Accountants of Zimbabwe
Certified General Accountants Association of Canada	Institute of Certified Public Accountants of Kenya	New Zealand Institute of Chartered Accountants
Certified Management Accountants Canada	Institute of Chartered Accountants in Australia	South African Institute of Chartered Accountants
Certified Practising Accountants of Australia	Institute of Chartered Accountants of England and Wales	South African Institute of Professional Accountants
Chartered Institute of Management Accountants	Institute of Chartered Accountants of Ireland	US State Boards of Accountancy

## APPLICANTS FROM NON-APPROVED INSTITUTES

3. Where your OPAI is not included in the list of institutes above, we may consider your application and will ask for evidence of your competence for example:
  - a) Amount and type of practical experience<sup>1</sup>
  - b) Resume/cv
  - c) CPD record
  - d) Copies of Certificates of Professional Qualifications.

## LEGAL STATUS

4. You will also need to be either Caymanian, a permanent resident with a right to work or a work permit holder (or other permission to work granted by the Cayman Islands Immigration Board).

## GOOD CHARACTER

5. You must be of good character. Details on how to prove that are set out in the next section.

## SUBMITTING AN APPLICATION

- Apply online at [www.ciipa.ky](http://www.ciipa.ky)
- Go to “How to Join”
- Select “Member Application”
- Select “Regular Membership”

The screenshot shows the CIIPA website's online membership application page. The browser address bar displays 'ciipa.ky/Member-Application'. The page features a dark blue header with the CIIPA logo and navigation links: ABOUT, MEMBERSHIP, COMMUNITY, NEWS & EVENTS, RESOURCES, and CONTACT. Below the header is a secondary navigation bar with links: MEMBERSHIP TYPES, HOW TO JOIN, RENEWAL, MEMBER RESPONSIBILITIES, and MEMBER BENEFITS. The main content area is titled 'ONLINE MEMBERSHIP APPLICATION' and includes a search bar, social media icons for Facebook, LinkedIn, and Email, and a user profile for Lisa Bowyer. The 'Membership level' section is active, showing three options: Associate Membership - C\$150.00 (KYD), Regular Membership - C\$150.00 (KYD), and Student Membership - Free. Each option includes a description and subscription period. A 'Next' button is visible at the bottom of the form.

<sup>1</sup>At least three years in some cases, however, the nature of study undertaken can reduce the amount of post-qualification experience required. Your good character reference can also be used to evidence experience.

6. After submission of the application, you will receive an email requesting:

- a) Proof of Identity (i.e. copy of Valid Passport or Driver's License)
- b) A character reference
- c) Evidence of your legal status in the Cayman Islands
- d) Letter of Good Standing from OPAI (dated in 6 months)

## **OPAI MEMBERSHIP**

- 7. It is important that we have evidence of your OPAI membership and we ask for a letter of good standing. If you are unaware on how to request the following, please contact us.
- 8. If your documents are in your maiden name, then please also submit a copy of your marriage certificate.

## **CHARACTER REFERENCE**

- 9. To prove your good character, we ask for a letter confirming that you are of good character from:
  - a) Your current employer
  - b) A previous employer, or
  - c) A Professional person confirming that they have known you for at least two years and in what capacity. The letter should make clear the referee's professional status and provide contact information.
- 10. The good character letter may also be used as evidence of the applicant's relevant experience where required.

## **LEGAL STATUS**

- 11. If you are Caymanian there is no need to submit evidence unless you have not registered on the electoral roll. In that case send a copy of your status grant or a copy of your birth certificate and those of your parents.
- 12. If you are a Permanent Resident send a copy of your Residency and Employment Rights Certificate or other letter or document confirming the grant of the Immigration Boards and the latest receipt for payment of the PR fee.
- 13. If you are Work permit holder or benefit from some other permission from one of the Immigration Boards, pending grant or renewal of a work permit then send a copy of your work permit<sup>2</sup> or a copy of your passport stamp ensuring that the photo identification page is included on the same page of the copy and it is certified as true copies from the same passport.
- 14. We also ask for some supplementary information in order to better understand our membership profile and to plan social activities.

<sup>2</sup>And receipt for renewal payment where permit has expired and the renewal is in process.

## WHAT NEXT?

15. Once your application is submitted we will request a letter of your good standing from your OPAI (even if already been provided by you). If we know in advance or subsequently that your OPAI charges a fee for issuing letters of good standing, then we will ask you to obtain, pay for and submit the letter which should be addressed to the Chair of the Membership and Licensing Committee. We may also require you to provide consent to your OPAI for the release of the letter of good standing to us in which case we will contact you.
16. We will send you an invoice for the fee.
17. Once the fee is received, if all of your documentation is acceptable and you meet the criteria, then you can expect a confirmation of registration by email typically within four weeks. Your name and prescribed details will be added to the Register of Members.
18. You will be issued with a membership card, certificate and will start to receive the member newsletter.
19. If your application is unsuccessful, you may be invited to join CIIPA as an Associate Member.

## CONTINUING OBLIGATIONS

20. As a regular member of CIIPA you are required to:
  - a) Maintain your good standing with your OPAI, and
  - b) Comply with CPD

## RENEWING YOUR MEMBERSHIP

21. Annually, you will be invited to renew your membership online by December 31<sup>st</sup> each year.

## REINSTATING LAPSED MEMBERSHIPS

22. If your membership lapsed through non-payment of fees or failure to renew annually then you will need to submit a new application unless:
  - a) Lapse is less than 24 months,
  - b) There was good reason for lapse e.g. period of unemployment or employer let membership lapse without advising the member, and
  - c) Fees due since lapse are paid.

## FREQUENTLY ASKED QUESTIONS

Q: I've paid to the CIIPA Member Fee, but according to my online profile, I am seemingly still a Pending – New Member: How do I update my status?

A: You don't need to take any action. The application or renewal is simply pending the decision of the Membership and Licensing Committee which meets monthly. Once done, we will update your profile for you.

Q: Why do I have to request a letter of good standing from my OPAI if I can provide you with an online print out?

A: CIIPA places significant reliance on your qualification and membership of your OPAI and it is important for us to have a copy of the original membership certificate so we can verify your membership by means such as a letter of good standing and online directories.