



## APPLICATION FORM FOR CORPORATE MEMBERSHIP

### 1 CHOICE OF MEMBERSHIP

Please refer to Section 51 or 59 of the KICPAA's By-Laws and insert a tick in the appropriate box to indicate the type of practice your firm seek membership.

- Accountancy                       Accountancy and Audit

### 2 COMPANY DETAILS

Company Name.....

Address.....

Registered Capital.....Paid up Capital.....

Registration Date.....

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

Email.....Website.....

If your firm is registered with the Ministry of Commerce, please indicate the date of registration below and attach a copy of the approval letter with the application.

Registration Date.....

If your firm is a multinational company, please indicate the country in which its headquarter is based.

Headquarter.....

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### 3 COMPANY REPRESENTATIVE

Name.....Address.....

Position.....Date of Birth.....Place of Birth.....

Nationality.....Telephone.....Email.....

**4 SIGNING PARTNERS/ DIRECTORS**

Please list below the particulars of the **Signing Partners/ Directors** of the firm and attach his or her curriculum vitae with the application.

1. Name and Address of Partner/ Director

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.....  
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2. Name and Address of Partner/ Director

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.....  
.....

3. Name and Address of Partner/ Director

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.....  
.....

4. Name and Address of Partner/ Director

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.....  
.....

**5 BUSINESS CATEGORY**

Which best describes your organisation?     National     Multinational     Affiliation

Please indicate the **Number of Partners/ Directors** in your firm.

Sole Practitioner     Between 2-10     Between 11-50     More than 50

Please indicate the **Type of Service** provided by your firm.

Assurance     Taxation     Information Technology     Insolvency     Legal     Deal  
 Consulting     Other (Please specify).....

Please indicate the Number of Employees in your firm.

Between 1-10     Between 11-30     Between 31-60     More than 60

**6 DECLARATION**

I hereby declare that to the best of my knowledge and belief, the information given in this application is true and correct.

I also declare to the firm adheres to the KICPAA's By-Laws and Code of Ethics.

I also declare that the firm has never been convicted of any offences.

Date.....

Signature.....

The declaration must be signed by the authorised representative of the firm whose name stated above.

**NB:** Registration as a member of the KICPAA is subject to the final decision of the Registration Committee. Please allow up to three months for the application to be processed (If your firm does not receive a reply after three months, please contact the KICPAA at the contact details provided below).

**7 FEES****Application Fee**

The application fee is payable to the KICPAA and must accompany this application. The application fee is not refundable. Application Fee is **150 US\$**.

**Annual Membership Fee**

The annual membership fee is due upon approval of your membership by the Registration Committee.

As at 15 December 2011, KICPAA has changed its annual membership fee based on the number of employees (includes partners/ directors, managers, supervisors, and technical staffs) of the firm as follows:

No.	Membership Category	Annual Fee (USD)	
		Local	Foreign
1	Member firm employing 01-10 employees	750	1,500
2	Member firm employing 11-30 employees	1,500	3,000
3	Member firm employing 31-60 employees	2,500	4,000
4	Member firm employing more than 60 employees	3,500	5,000

**8 REQUIRED INFORMATION**

Please ensure that the documents below are enclosed together with the completed application form.

- Copies of the latest Memorandum and Articles of Association and Certificate of Incorporation
- Copies of the approval letter issued by Ministry of Commerce

- Copies of Patent
- Official translations of any documents not in Khmer and English
- The curriculum vitae of all the signing partners

**9 RETURN ADDRESS**

Please send your completed application with payment to:

KICPAA Secretariat,  
 Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA)  
 Address: Ministry of Economy and Finance, Street 91, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh, Cambodia

Telephone: +855 (23) 990 664      Email: [kicpaa@kicpaa.org.kh](mailto:kicpaa@kicpaa.org.kh)      Website: [www.kicpaa.org.kh](http://www.kicpaa.org.kh)

FOR OFFICE USE ONLY	
Application Number	
Received Date	
Payment of Application	
Approved Date	
Membership ID	