

Announcement of Membership Requirement

The Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA) would like to inform that individual or firm/company that wish to register as member of KICPAA shall meet our criteria/ requirements as below.

For Firm Member

1. Completed corporate application form
2. Memorandum of Article Association Certificate of Incorporation from Ministry of Commerce (MoC) – (Certified true copy)
3. Patent from General Department of Taxation (Certified true copy)
4. VAT from General Department of Taxation (Certified true copy)
5. Business Objective shall be accounting or/and Auditing
6. Firm category:
 - a. Sole Proprietorship, one owner, owner must be an active member of KICPAA
 - b. Partnership, more than one owner/shareholder, majority of shareholders must be active members of KICPAA and group of them must hold majority of the share capital
7. Detailed C.V of signing partner(s)
8. Receipt of application form fee
9. *Please note that your firm is required to obtain the Professional Insurance Indemnity after getting approval as KICPAA member.*

For individual – There are 3 categories as below;

1. Active Member

- a) Completed application form
- b) CPA/ACCA/ CA (certified true copy of membership certificate)
- c) Practicing certificate from your institute, for instance ACCA
- d) Experience at least 3 years in accounting or/ and auditing areas with registered accounting or/and auditing firm
- e) Good standing letter from your institute (direct email from your institute to KICPAA)
- f) Copy of Cambodian Taxation certificate and Cambodian Business Law certificate (certified true copy) that recognized by KICPAA (for foreigner only)
- g) Work permit from Ministry of Labor and Vocational Training (for foreign only)
- h) Detailed C.V with supported documents; for instance, employment letter from your companies
- i) Identification card or passport (copy)
- j) One photo (size 4 x 6)
- k) Paid application form fee to KICPAA Secretariat after all required documents are in place

2. Affiliate Member

- a) Completed application form
- b) CPA/ACCA/ CA (Certified true copy of membership certificate)
- c) Experience at least 3 years in accounting or/ and auditing areas with other industry
- d) Good standing letter from your institute (direct email from your institute to KICPAA)
- e) Detailed C.V

- f) Identification card or passport (copy)
- g) One photo (size 4 x 6)
- h) Paid application form fee to KICPAA Secretariat after all required documents are in place

3. Student Member

- a) Completed application form
- b) Currently studying ACCA/CPA/CA – Confirmation from school/ institute or student ID card
- c) C.V
- d) Identification card or passport
- e) One photo (size 4 x 6)
- f) Paid application form fee to KICPAA Secretariat after all required documents are in place

Please note that we don't have online registration. All applicants shall submit your documents to KICPAA office. Our working days from Monday to Friday, 8:00am-12:00pm and 1:00pm-5:00pm. The process of registration, after submitting all required documents, may take at least 3 to 6 months. If after 3 - 6 months you haven't receive any confirmation from KICPAA, please kindly contact to KICPAA secretariat.

For further information or questions, please kindly contact KICPAA Secretariat through Email: kicpaa@kicpaa.org.kh or Tel: 023 231 707.