

# Permit application

## Candidates in the CPA path (Reciprocity agreements)

**Note** – There is no point in applying for a permit if you have not fully completed all the required conditions.

### Part 1 Personal information

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CPA client No.

First name  Last name

Home address  Apt.

City  Province  Postal code  Country

Telephone (home) -- Contact email

Is this new contact information? .....  Yes  No

### Part 2 Professional information

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Employer  Title of position

Professional address  Suite

City  Province  Postal code  Country

Telephone (work) -- Ext.

Is this new contact information? .....  Yes  No

### Part 3 Declaration

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I, the undersigned, hereby request that a permit be issued to me pursuant to section 1 of the *Règlement sur les autres conditions et modalités de délivrance des permis de l'Ordre des comptables professionnels agréés du Québec* and that my name be entered on the roll of the Order.

I agree to comply with the *Chartered Professional Accountants Act*, the *Professional Code*, the *Code of ethics of chartered professional accountants*, and any regulation adopted by the Board of directors of the Order. ....  Yes  No

#### Under section 45.2 of the *Professional Code*, you must answer the following questions:

I am or have been the subject of a lawsuit for an offence punishable by a term of imprisonment of five years or more in Canada or in another country. ....  Yes  No  Already reported


I have been found guilty of a criminal offence in Canada or another country. ....  Yes  No  Already reported

I have been found guilty of violating a tax act or a securities act in Canada or another country. ....  Yes  No  Already reported

I have been the subject of a disciplinary decision rendered by another professional order or a similar organization in Quebec or elsewhere. ....  Yes  No  Already reported

I have been found guilty of illegally practicing a profession or of making unauthorized use of a professional designation in Quebec or elsewhere. ....  Yes  No  Already reported

I (or the partnership or company within which I practice my profession and of which I am the sole director and shareholder) have/has declared bankruptcy in Canada or another country. ....  Yes  No  Already reported

 If you answered "Yes" to the previous question and you have been discharged from your bankruptcy, please include the certificate of discharge.

### Part 4 Consent and signature

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I authorize the use of my full name on lists of new CPAs that the Order or its regional groups may publish on their print or digital platforms, including the Permit Presentation ceremony souvenir program, CPA newsletters, the Order's website and on social media, or on the print or digital platforms of third parties, and I waive all rights to compensation. ....  Yes  No

I hereby declare that the information provided in this application is true and I understand that any false or incomplete statement could have negative implications.

\_\_\_\_\_  
Signature

\_\_\_\_ | \_\_\_\_ | \_\_\_\_  
Date

## Part 5 Payment

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GST 10780 3009 RT0001 QST 1006163536TQ0001

The fees for the issue of a permit are **\$546.13** (GST and QST included).

These fees are non-refundable and non-deductible for income tax purposes. The annual dues will be billed to you once you have been entered on the roll of the Order.

**We will contact you by phone to make the payment.**

 **Please return this duly completed and signed form along with the required documents by email at:**  
equivalence@cpaquebec.ca

## In order for your permit application to be processed, don't forget to...

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**If necessary, attach the following documents:**

► Proof of proficiency in the French language\*

Candidates are deemed to have this proficiency if they meet one of the following requirements:

- pursued at least three years of full-time studies at the secondary level or higher, in French;
- obtained a high-school leaving certificate in Quebec in or after the 1985-1986 school year;
- passed the official Secondary IV or Secondary V level French (mother tongue) examinations (must appear on the Ministère de l'Éducation transcripts);
- passed the tests of the Office québécois de la langue française or, before 1977, of the Régie de la langue française or of the Ministère québécois de l'Immigration, intended for professionals working in the accounting field.

Note: Individuals holding an undergraduate degree from a French-language university are exempt from this requirement.

► Photocopy of any document required in part 3 with respect to judicial or disciplinary decisions

\*Under the Charter of the French language, persons wishing to obtain a permit from a professional order must demonstrate sufficient knowledge of French, the official language in Quebec, to practice their profession appropriately.