

# Application for admission by affiliation<sup>1</sup>

△ To complete the review of your application, the Order will contact you to obtain additional information.

## Part 1 General information

### Section A – Personal information

First name				Last name					
Home address							Apt.		
City			Province		Postal code		Country		
Telephone (home)		-		Telephone (cell)		-		Email address (home)	
Date of birth	YYYY	MM	DD	Sex	<input type="checkbox"/> F <input type="checkbox"/> M				

 **Attach the documents listed below depending on your situation.**

**You were born in Canada:**

- ▶ your birth certificate issued by the competent authority in Canada; **AND**
- ▶ one piece of identification issued by a competent authority in Canada (e.g. health insurance card, driver's licence, passport).

**You were born outside of Canada:**

- ▶ your birth certificate issued by the competent authority in your country of birth; **AND**
- ▶ two pieces of identification issued by a competent authority in Canada or by the competent authority in your country of birth (e.g. health insurance card, driver's licence, passport).

△ Documents in a language other than French or English must be translated by a certified translator.

### Section B – Professional information

Present employer				Title of position				Since	YYYY	MM	DD		
Professional address										Suite			
City			Province		Postal code		Country						
Telephone (work)		-		Ext.		-		Fax (work)		-		Email address (work)	

### Section C - Correspondence and subscription preferences

In accordance with the *Charter of the French Language*, the Order will communicate with you exclusively in French. If a temporary permit or a restricted permit is issued to you, the Order may communicate with you in English in some circumstances.

Mailing address .....  Personal  Professional

Email .....  Personal  Professional

<sup>1</sup> Admission pursuant to the *Règlement sur les autorisations légales d'exercer la profession hors du Québec qui donnent ouverture au permis de l'Ordre des comptables professionnels agréés du Québec* (in French only).

## Part 1 Identification (cont.)

### Subscription to optional e-communications from the Order

Electronic communications related to the accounting profession, the Order's mission (i.e. the protection of the public), and the legislative and regulatory aspects of the profession are sent via the *CPA Newsletter* or personalized emails from which you cannot subscribe.

In addition to these communications, you may receive **optional communications**, such as the *CPA plus* newsletter and various targeted emails, which keep you updated on the profession so that you do not miss any of the opportunities available to you. **You can choose the optional communications you wish to receive below and may change your selections at any time.**

I want to receive the *CPA plus* newsletter, a monthly newsletter that provides a variety of topical information about the profession (news, events, job offers, training opportunities, etc.). .....  Yes  No

I want to receive personalized emails on the following topics of interest:

- Topics of general interest (news, events) .....  Yes  No
- Professional development (e.g. training and promotional offers) .....  Yes  No
- News and activities in my region – Choose up to two regional groups
  - None .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Abitibi-Témiscamingue .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Chaudière-Appalaches .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Eastern Quebec .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Estrie .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Laval – Laurentians – Lanaudière .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Mauricie – Central Quebec .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Montérégie .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Montreal .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Outaouais .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Quebec City .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
  - Saguenay-Lac-Saint-Jean .....  1<sup>st</sup> choice  2<sup>nd</sup> choice
- Promotional offers from partners .....  Yes  No

### Subscription to electronic communications and correspondence by mail from the Foundation of Quebec CPAs

In addition to communications from the Order, you may choose to receive communications from the Foundation that inform you about its activities and programs so that you can support its mission. By agreeing to receive communications from the Foundation, you consent to the Order forwarding some of your personal information to the Foundation.

I want to receive communications from the Foundation concerning the following topics:

- General interest news (e.g. annual newsletter, acknowledgements, invitation to the AGM, call for nominations for directorships, etc.) .....  Yes  No
- Recognition programs for donors (e.g. management of named scholarships, testimonials, publication on the website, etc.) .....  Yes  No
- Fundraising and donation requests (e.g. annual campaign, draws, Foundation partner contests, etc.) .....  Yes  No
- Award and scholarship programs .....  Yes  No

### Partner communications

The Order has negotiated commercial agreements with specific partners in the interest of offering you goods and services on advantageous terms. We require your authorization to forward your contact information to our partners so that they may contact you directly about their respective offers. You may change your consent at any time.

I authorize the Order to forward my contact information to its business partners. ....  Yes  No


### Section D - Lists of new CPAs or newly admitted CPAs in Quebec

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 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


## Part 2 Declaration

2.1 I have been a member in good standing of (professional CPA organization in another Canadian province or territory, or in Bermuda)

\_\_\_\_\_

 Please complete part 1 of the [Request for information regarding the admission of a CPA from another Canadian province or territory or Bermuda](#) and **ask your professional CPA organization to complete part 2 of the form and email it to [tableaucpa@cpaquebec.ca](mailto:tableaucpa@cpaquebec.ca).**

I am also authorized to practice public accountancy in that Canadian province or territory or in Bermuda. ....  Yes  No

 **If yes**, please attach a copy of your permit or licence.

2.2 I hereby request that a CPA permit be issued to me for the following reasons:

\_\_\_\_\_

**I agree** to comply with the *Chartered Professional Accountants Act*, the *Professional Code*, the *Code of Ethics of CPAs*, the *Charter of the French language* and all regulations of the Order. .... Your initials \_\_\_\_\_

**I acknowledge** that, under the *CPA Act*, I will not be allowed to use the dual designation which refers to my legacy order, if applicable, even though the rule in effect in the province where I practice may differ. .... Your initials \_\_\_\_\_

**I hereby declare** that I have not offered public accountancy services in Quebec, including the performance of audit, review and compilation engagements, and I have not presented myself as a chartered professional accountant in Quebec, and that I have not used in Quebec the CPA designation or any other designation or abbreviation which may lead to the belief that I was a member in good standing of the *Ordre des comptables professionnels agréés du Québec*. .... Your initials \_\_\_\_\_

**I agree** not to offer or deliver such services in Quebec and not to use the chartered professional accountant designation in Quebec until the date of my official instatement on the roll of the *Ordre des comptables professionnels agréés du Québec*. .... Your initials \_\_\_\_\_

## Partie 3 Permis

I hereby request that the following type of permit be issued to me:

**A regular permit**

**A temporary permit**

**A restricted permit**

Permit type	Regular permit	Temporary permit	Restricted permit
Conditions for obtaining the permit	My knowledge of the French language meets the requirements of section 35 of the <i>Charter of the French Language</i> .	My knowledge of the French language does not meet the requirements of section 35 of the <i>Charter of the French Language</i> . AND I have acquired the requisite professional competencies for the CPA permit outside Quebec.	My knowledge of the French language does not meet the requirements of section 35 of the <i>Charter of the French Language</i> . AND I practice my profession on behalf of a single employer in a position where I do not deal with the public.

## Partie 3 Permis (cont.)

<b>Documents that must be attached</b>	Attach any of the following documents: <ul style="list-style-type: none"><li>• Official transcript indicating that you have received no less than three years of full-time instruction delivered in French, regardless of the country</li><li>• Secondary school transcript issued by Quebec's Ministère de l'Éducation, indicating that you passed the fourth or fifth year secondary level examination for French as a first language</li><li>• Secondary school diploma issued by Quebec's Ministère de l'Éducation as of or after the 1985-1986 school year</li><li>• Certificate attesting that you passed the examination of the <i>Office québécois de la langue française</i></li></ul>	Copy of your undergraduate degree obtained outside Quebec in the field of accounting, or proof of equivalence, if you have obtained equivalence.	The Order will contact you about the documents you need to attach.
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## Part 4 Declaration under section 45.2 of the *Professional Code*

- 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
- I have been found guilty of a criminal offence in Canada or another country. ....  Yes  No
- I have been found guilty of violating a tax act or a securities act in Canada or another country. ....  Yes  No
- I have been the subject of a disciplinary decision rendered by another professional order or a similar organization in Quebec or elsewhere. ....  Yes  No
- 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
- 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

## Part 5 Signature

I hereby declare that the information provided in this application and, where applicable, in the accompanying documents, is true, and I understand that any false or incomplete statement could have significant implications.

\_\_\_\_\_  
Signature

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

## Part 6 Fees and payment terms

A fee of \$440 is required to open your application. An invoice will be sent to you by the Order. In order for your application to be processed, the fees must be paid in full, by credit card.

Your dues notice, which include your professional liability insurance premium, if applicable, will be placed in your file in the days following your admission. The Order will inform you by email. Your dues must be paid within 30 days following the date on which you are admitted to the Order.

 **Please return this duly completed and signed form along with the required documents by email at [tableauCPA@cpaquebec.ca](mailto:tableauCPA@cpaquebec.ca).**

**△ NOTICE:** The information in this application is collected for purposes of supervising the practice of the profession, protecting the public, conducting inquiries, compiling statistics and surveying. It will be made available for these purposes to all staff members of the Order to enable them to carry out their duties. The information and the file that the Order currently maintains relating to you are kept at the Order's head office. Under the law, you have a qualified right of access to them or to request that corrections be made.