



**ASIC**

Australian Securities & Investments Commission

## Application for registration as an auditor – Document checklist

This checklist will help you ensure that you have provided all relevant documentation when you apply for registration as an auditor.

Before you apply for registration, make sure you have fully read Regulatory Guide 180 *Auditor registration* (RG 180) and the relevant legislation. This checklist is intended to complement the legislation and RG 180. It is not a substitute for following them. We will not accept incomplete applications for assessment.

***This checklist does not constitute legal advice. We encourage you to seek your own professional advice to find out how the Corporations Act 2001 and other laws apply to you, as it is your responsibility to determine your obligations.***

| <b>What you must include with your application</b>  | <b>Attached</b>          |
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| <b>Form 903AA</b><br>A completed and signed Form 903AA <i>Application for registration as an auditor</i> .  | <input type="checkbox"/> |
| A Capability Report including details of: (1) the 3 most significant audits you have worked on with a level of information provided in the capability report sufficient enough to demonstrate you have had experience in handling complex audits (2) a summary of CPE in the last 5 years   | <input type="checkbox"/> |
| A Capability Declaration/s from each of your nominated capability declarant/s named in Form 903AA as the supervisor or referee for the audits described in the capability report ( <i>The declarant and witness must sign each page of the declaration</i> ). Person(s) that have not supervised you cannot provide a capability declaration.   | <input type="checkbox"/> |
| A fit and proper statement in relation to any "yes" answers in section 9 of the application form  | <input type="checkbox"/> |
| <b>PROFESSIONAL BODY MEMBERSHIP</b>   |                          |
| <b>If a member of a professional body:</b>  |                          |
| A letter from the professional body confirming that you are a current member including date of commencement of membership OR professional body membership certificate.  | <input type="checkbox"/> |
| <b>QUALIFICATIONS</b>   |                          |
| <b>If applying under prescribed qualifications, you must supply <u>all</u> of the following documents (if you cannot supply all of these documents, you must apply under equivalent qualifications):</b>  |                          |
| A copy of your degree, diploma or certificate.  | <input type="checkbox"/> |
| A copy of your statement of academic record which identifies the subjects you have undertaken for that qualification, the results obtained and a legend explaining what the results represent.  | <input type="checkbox"/> |
| A letter from an authorised person at the university or institution from which you attained your qualification certifying that subjects represent a course of study in accounting (including auditing) of not less than 3 years and commercial Law (including company law) of not less than 2 years. ( <i>a transcript of results from the university/institution is sufficient to meet this requirement provided the university/institution has certified the copy of the transcript</i> ) | <input type="checkbox"/> |
| A copy of your statement of academic record from one of the professional bodies showing that you have satisfactorily completed a course in auditing prescribed by reg 9.2.03 of the Corporations Regulations 2001   | <input type="checkbox"/> |

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| <b>EQUIVALENT QUALIFICATIONS</b>   |                          |
| <b>If applying under equivalent qualifications, you must supply the following documents:</b>   |                          |
| A statement from you setting out your qualifications and experience and reasons why ASIC should treat those qualifications and experience as equivalent to s1280(2A)   | <input type="checkbox"/> |
| A copy of your degree, diploma or certificate  | <input type="checkbox"/> |
| A copy of your statement of academic record which identifies the subjects you have undertaken for that qualification, the results obtained and a legend explaining what the results represent  | <input type="checkbox"/> |
| Letter from authorised assessing authority of Australian Education International (CAANZ, CPA Australia, IPA). This letter should confirm the comparability of your qualifications and an Australian undergraduate degree in accounting and law from a prescribed institution.  | <input type="checkbox"/> |
| A copy of your statement of academic record from one of the professional bodies showing that you have satisfactorily completed a course in auditing equivalent to the courses prescribed by reg 9.2.03 of the Corporations Regulations 2001  | <input type="checkbox"/> |
| A letter from your professional body confirming that auditing course is equivalent to a prescribed course in auditing  | <input type="checkbox"/> |
| Evidence of completion of a conversion course. (Required if you are relying on overseas skills and cannot demonstrate that you have either qualifications or experience in Australian company law, tax law or other law relevant to the type of Corporate Act audit work that you will undertake.)   | <input type="checkbox"/> |
| <b>SKILLS</b>  |                          |
| <b>If applying under an approved competency standard, you must supply the following documents:</b>   |                          |
| Your employment history, showing that you have been employed by an accounting firm for at least 5 years OR your professional body membership certificate showing that you have been a member of CPA Australia or CAANZ for at least 2 years.   | <input type="checkbox"/> |
| If you cannot demonstrate employment with an accounting firm for at least 5 years or membership of CPA Australia or CAANZ for at least 2 years, a statement by referee from your assessor stating how he/she has formed a view on your competency and how you have been able to acquire the necessary skills within a short period of time. The statement is to include: <ol style="list-style-type: none"> <li>1. The number of years the referee has known you.</li> <li>2. That he/she is a registered company auditor, their registration number, and that he/she is a member of a firm that is subject to a quality review by CPA Australia or CAANZ.</li> <li>3. The circumstances that enabled you to acquire the necessary knowledge and skills to perform required tasks within a relatively short period of time.</li> </ol> | <input type="checkbox"/> |
| A typed completed log book that lists 20 tasks/contexts and indicative sub-tasks; for all audit engagements where you demonstrated competency in a task/context over a 3-5 year period; and which shows you have demonstrated competency in all of the tasks/contexts to the satisfaction of your assessor on a continuous basis over the 3-5 year period. It is not acceptable to complete your entire log book on one particular date.   | <input type="checkbox"/> |
| Assessor's statement   | <input type="checkbox"/> |
| If you last demonstrated competency in a task/context more than 5 years before applying for registration, a statement by referee that you have acquired and retained the competencies necessary to perform those tasks, including the basis for that opinion.  | <input type="checkbox"/> |
| Where the scope of audit engagements is limited, a detailed statement by referee from your assessor indicating why, given the limited scope of engagements you have undertaken, that you are qualified to undertake Corporations Act audits that are required under Chapter 2M of the Act. Reference should be made to the complexity of the audits you have undertaken and the quality of the experience obtained.  | <input type="checkbox"/> |
| <b>If applying under prescribed practical experience:</b>  |                          |
| Prescribed practical experience table: Document A signed by supervisor and witness   | <input type="checkbox"/> |
| Supervisory experience table: Document C signed by supervisor and witness  | <input type="checkbox"/> |
| Supervisor Declaration/s from each RCA who supervised the applicant's work. The declarant and witness must sign each page of the declaration.  | <input type="checkbox"/> |

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| <b>If applying under equivalent practical experience:</b>   |                          |
| Equivalent experience table: Document B signed by supervisor and witness  | <input type="checkbox"/> |
| Supervisory experience table: Document C signed by supervisor and witness   | <input type="checkbox"/> |
| Supervisor Declaration/s from each RCA who supervised the applicant's work. The declarant and witness must sign each page of the declaration. | <input type="checkbox"/> |
| If relying on overseas experience – Overseas experience table: Document D with each page signed by applicant and supervisor                   | <input type="checkbox"/> |
| <b>If you are a licensed New Zealand auditor:</b>   |                          |
| A letter that includes all the information set out in Regulatory Guide 180 paragraph RG180.37   | <input type="checkbox"/> |

### **9.2.03 Prescribed courses (Act s 1280 (2A))**

For paragraph 1280 (2A) (c) of the Act, the courses prescribed are:

- (a) the following courses conducted by The Institute of Chartered Accountants in Australia:
  - (i) Audit and Assurance in the CA Program;
  - (ii) Financial Reporting and Assurance in the CA Program;
  - (iii) Accounting 2 in the Professional Year Program;
  - (iv) Audit and EDP Module in the Professional Year Program;
  - (v) an audit module in the Professional Year Program conducted before 1986 that is equivalent to a course mentioned in subparagraph (i), (ii), (iii) or (iv); and
- (b) the following courses in the CPA Program conducted by CPA Australia:
  - (i) Assurance Services and Auditing;
  - (ii) Advanced Audit and Assurance; and
- (c) the following courses conducted by, or on behalf of, the National Institute of Accountants:
  - (i) Issues in Auditing and Professional Practice in the Graduate Certificate in Professional Accounting, offered by the University of New England in conjunction with the National Institute of Accountants;
  - (ii) Issues in Auditing and Professional Practice in the Degree of Master of Commerce (Professional Accounting), offered by the University of New England in conjunction with the National Institute of Accountants