

**Liquidator registration checklist**

1. **Applicants for registration to practise as an external administrator of companies, a receiver and receiver and manager, or only as a receiver and receiver and manager**

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| **Eligibility criteria** | **What you must include in your application** |
| **Qualifications**: tertiarys20-20(4)(a) and rule 20- 1(2)(a) | * A copy of your statement of academic record certified by the institution that issued the qualification, which identifies the subjects you have undertaken for that qualification and explains your results.
* A copy of your degree, diploma or certificate from the institution that issued the qualification.
* If you are relying on an overseas qualification—certification from CPA Australia or CAANZ or from Australian Education International (phone 1300 615 262) about the comparability between your qualification and an Australian undergraduate degree in accounting.
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| **Qualifications**: specialist insolvencys20-20(4)(a) and rule 20- 1(2)(b) | * A certification letter from the institution that you have passed subjects that include at least two course units accredited under the Australian Qualifications Framework (or equivalent study) in the practice of external administrators of companies, receivers, receivers and managers, and trustees under the *Bankruptcy Act 1966* (Bankruptcy Act).
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| **Experience**: external administrator of companies, receiver and receiver and managers20-20(4)(a) and rule 20- 1(2)(c) | * A summary of your employment history for the last five years (including names of employers, positions held and dates).
* Full details demonstrating that you have engaged in 4,000 hours of relevant insolvency experience at a senior level in the five years immediately preceding the day on which you make this application.

Note: Use the template *Senior level employment history* available at [www.asic.gov.au](http://www.asic.gov.au/) to provide this information. |
| **Experience**: receiver and receiver and manager onlys20-20(4)(a) and rule 20- 1(2)(d) | * A summary of your employment history for the last five years (including names of employers, positions held and dates).
* Full details demonstrating that you have engaged in 4,000 hours of relevant insolvency experience at a senior level in the five years immediately preceding the day on which you make this application.

Note: Use the template *Senior level employment history* available at [www.asic.gov.au](http://www.asic.gov.au/) to provide this information. |
| **Capacity**: able to perform satisfactorily the functions and duties of a registered liquidator and able to satisfy any conditions of registrations20-20(4)(a) and rule 20- 1(2)(e) and (f) | * If you are an employee, you are required to provide a letter from your employer referred to under ‘Fit and proper: otherwise a fit and proper person’, which relates partly to your capacity. You are not required to provide additional documentary evidence of capacity as part of your application form.

Note: Refer to *Guide to practice capacities* available at [www.asic.gov.au](http://www.asic.gov.au/) for guidance about the type of information a committee may request in assessing whether this criteria is met. |

1. **Applicants for registration to practise as only as a restructuring practitioner for a company or for a restructuring plan**

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| **Eligibility criteria** | **What you must include in your application** |
| **Qualifications**: recognised accountants20-20(4)(a) and rule 20- 2(2)(a) | * A copy of your Certificate of Membership of either Chartered Accountants Australia and New Zealand, CPA Australia Ltd. or the Institute of Public Accountants (**professional accounting body**).
* A copy of the current Certificate of Public Practice or Public Practice Certificate issued by the professional accounting body of which you are a member.
* A summary of the continuing professional education activities undertaken by you in the 3 years immediately preceding the day on which you make this application.
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| **Experience**: providing advisory and other services relevant to restructuring of companiess20-20(4)(a) and rule 20- 2(2)(b) | * A summary of your employment history for the last five years (including names of employers, positions held and dates).
* Full details demonstrating that you have relevant experience in providing advisory and other services relating to restructuring to companies and can perform the duties and functions of a restructuring practitioner of a company and for a restructuring plan.

Note: Use the template *Senior level employment history* available at [www.asic.gov.au](http://www.asic.gov.au/) to provide this information. |
| **Capacity**: able to perform satisfactorily the functions and duties of a restructuring practitioner for a company and for a restructuring plans20-20(4)(a) and rule 20-2(2)(b) and (c) | * If you are an employee, you are required to provide a letter from your employer referred to under ‘Fit and proper: otherwise a fit and proper person’, which relates partly to your capacity. You are not required to provide additional documentary evidence of capacity as part of your application form.

Note: Refer to *Guide to practice capacities* available at [www.asic.gov.au](http://www.asic.gov.au/) for guidance about the type of information a committee may request in assessing whether this criteria is met. |

1. **For all applicants**

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| **Eligibility criteria** | **What you must include in your application** |
| **Insurance**: will take out adequate and appropriate professional indemnity and fidelity insurances20-20(4)(b) | You are not required to provide documentation about the insurance requirements as part of your application form. However, to help determine whether you have taken out, or will take out, cover that meets the insurance requirements, the committee may ask you questions about the matters in Table 10 of Regulatory Guide 258 *Registered liquidators: Registration, disciplinary actions and insurance requirements* (RG 258). We intend to ask successful applicants about these matters before registering them under s20-30. |
| **Fit and proper**: not convicted of an offence involving fraud or dishonestys20-20(4)(c) | * A national criminal history check that covers the relevant time frame, dated not more than three months old.
* If you have lived overseas for one year or more during the past 10 years—a criminal history check from the country or countries in which you resided.
* If you have been convicted within the past 10 years of an offence involving fraud or dishonesty—details of the conviction.

Note: This requirement is subject to Pt VIIC of the *Crimes Act 1914*. |
| **Fit and proper**: not an insolvent under administrations20-20(4)(d) | * If you are or have been an insolvent under administration within the relevant time frame—details of the insolvency.
* A bankruptcy check from the Australian Financial Security Authority (AFSA) including a National Personal Insolvency Index (NPII) extract containing information on proceedings and administrations under the Bankruptcy Act for the relevant time frame.
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| **Fit and proper**: registration as a liquidators20-20(4)(e) | * If your registration as a liquidator has been cancelled within the past 10 years other than in response to a written request by you—details of the cancellation.
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| **Fit and proper**: registration as a trustees20-20(4)(f) | * If your registration as a trustee under the Bankruptcy Act has been cancelled within the past 10 years other than in response to a written request by you—a letter from AFSA providing details of the cancellation.
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| **Fit and proper**: not disqualified from managing corporationss20-20(4)(g) | * A statutory declaration stating that at the date of your application, you are not disqualified from managing corporations under Pt 2.6D of the *Corporations Act 2001* (Corporations Act), or under a law of an external territory or foreign country.

Note: The Statutory Declarations Regulations 1993 provide a form of statutory declaration suitable for this purpose and specify the persons before whom a statutory declaration may be made. |

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| **Eligibility criteria** | **What you must include in your application** |
| **Fit and proper**: otherwise a fit and proper persons20-20(4)(h) | * Two referee reports dated no more than three months before the date you lodge your application covering your experience during the five years immediately preceding the date you lodged your application and prepared in accordance with RG 258.43–RG 258.49.

Note: *Guide for referees* available at [www.asic.gov.au](http://www.asic.gov.au/) provides guidance for referees on how to prepare referee reports.* Details about membership of relevant professional/industry bodies over the past 10 years, including a letter from the professional/industry body specifying:
	+ whether your membership is current;
	+ when your membership began;
	+ if applicable—when and why your membership ceased.

Note: Professional/industry body includes those bodies prescribed in rule 40-1.* If a professional/industry body refused to accept your application for membership in the past 10 years—details of that refusal.
* Details of any legal or disciplinary action taken against you by a professional/industry body in the past 10 years. You should include any such action regardless of the outcome and penalties imposed. You should provide the dates of the legal or disciplinary action and the details and outcomes of such action.
* If you are an employee, you are required to provide a letter from your employer including information about arrangements between you and your employer to satisfy the committee that:
	+ these arrangements will enable you to have independence in the manner in which you work; and
	+ you will have access to and control over staff and other resources to adequately and properly perform your duties and discharge your functions as a registered liquidator.
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| **Residency**: living in Australia on a permanent or long-term basiss20-20(4)(i) | * Details of current and past addresses over the past five years, indicating the approximate dates between which you lived at those addresses.
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Note 1: A reference to a section (e.g. s20-20) is a reference to a section of Sch 2 to the Corporations Act.

Note 2: A reference to a rule (e.g. rule 20-1) is a reference to a section of the Insolvency Practices Rules (Corporations) 2016.