



Cayman Islands
Institute of
Professional
Accountants

CIIPA.KY

APPLYING FOR ASSOCIATE MEMBERSHIP

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ASSOCIATE MEMBERSHIP CRITERIA

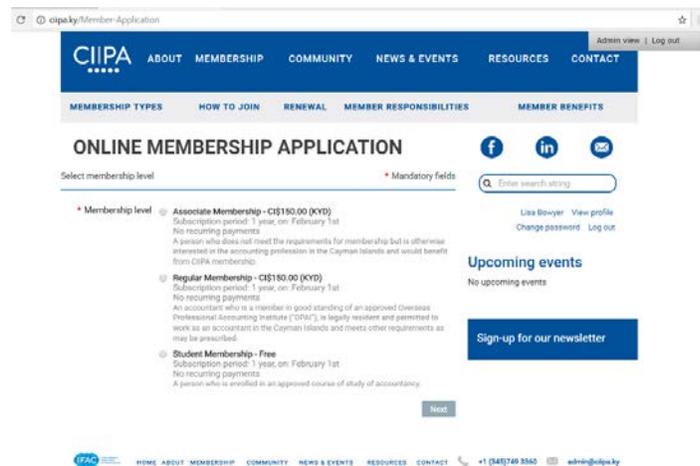
1. CIIPA welcomes new persons that do not comply with the initial and on-going requirements for Regular membership but are otherwise interested in the accounting profession in the Cayman Islands and would benefit from CIIPA membership to apply to be registered as an Associate Member.
2. A successful applicant will be:
 - a) 21 years or older
 - b) of good character

GOOD CHARACTER

3. The primary criteria for membership is that you are of good character.

SUBMITTING AN APPLICATION

- Apply online at www.ciipa.ky
- Go to "Hot to Join"
- Select "Member Application"
- Select "Associate Membership"



4. You will then receive an email requesting:
 - a) Completion and submission of the CIIPA Declaration and Waiver Release
 - b) Submission of a character reference

DECLARATION AND WAIVER

5. The Declaration must be signed and where any of the items are not ticked then a letter of explanation must be submitted with it.

CHARACTER REFERENCE

6. We ask for a letter confirming that you are of good character from:
 - a) A professional person who has worked with you for two years or more, or
 - b) A person who has been a regular member of CIIPA for 5 years or more and is able to confirm your good character.
7. The letter should be on official letterhead and make clear the referee's professional status and relationship to you.

WHAT HAPPENS NEXT?

8. We send you an invoice and if paid, all of your documentation is acceptable, and you meet the criteria, you may then expect a confirmation of registration by email typically within four weeks.

RENEWING YOUR ASSOCIATE MEMBERSHIP

9. Annually you will be invited to renew your membership online.

TERMINATING YOUR MEMBERSHIP

10. Council may determine to terminate your membership without undertaking an investigation, where it determines that you are no longer of good character.

FREQUENTLY ASKED QUESTIONS

Q: What are the key differences between being an Associate Member and being a Regular Member?

A: Associate members are not subject to the CPD requirement, are not included on the Register of Members, will not receive notice of nor be entitled to vote at the Annual General Meeting of CIIPA nor are they subject to Investigation and Disciplinary processes.

Q: Why am I not eligible to be a Regular Member?

A: It is likely that either you are not member of an approved overseas accountancy Institute or you have not kept up to date with continuing professional development.

Q: What are the benefits of being an Associate Member vs. Regular Member?

A: Associate members receive all the benefits of membership including training and special member rates. The main difference is that you are not subject to CPD requirements.

Q: Who qualifies as a professional person in order to provide my reference?

A: Professional Person is defined in the Accountants (Application for Membership) Regulations 2016 as "a person who holds an accounting designation or an equivalent professional designation who is subject to requirements similar to those imposed by the Institute (including ethical requirements) and to disciplinary proceedings for failure to comply with those requirements and includes persons approved or regulated by a regulatory body that applies good character requirements." Examples include lawyer, doctor and professional directors.