

# Membership Application Form



ASSOCIATION OF  
ACCOUNTING TECHNICIANS

Application for admission as:  Affiliate  Member  Fellow

I hereby apply for admission to the Association of Accounting Technicians (AAT) Australia and, if admitted, agree to abide by the AAT Australia rules and membership requirements and such alterations or amendments to them as may be made from time to time. I hereby submit details of my work and business experience and qualifications.

## Membership Fees

Membership fees are payable by all applicants prior to admission. Membership fees are payable before 30 June each financial year. Therefore, in the first year of membership, fees are paid as a pro-rata percentage of the annual fees based upon the quarter of application. New applicants must also pay the full nomination fee. Please see attached fee rate to determine the relevant membership and nomination fees.

## Steps to apply

1. Complete and sign the application form.
2. Submit certified copies\* of your qualification certificates and transcripts of results (if applicable).
3. Submit certified copies\* of membership certificates of other professional bodies (if applicable).
4. If applying for Member or Fellow level, please list a referee that AAT Australia may contact to verify your work experience. This person should be your current or most recent employer or if you are self-employed, a qualified accountant or other professional person who can act as your referee. *N.B. When applying for membership at the Affiliate level, you do not need to provide a reference.*

Name of referee .....

Contact number/s .....

Relationship to referee .....

Years known referee .....

Contact made (office use only) \_\_\_/\_\_\_/\_\_\_

5. Send the nomination fee and pro-rata membership subscription fee with the application.

*\*Certified copy denotes the verification that your photocopied document is a true copy of the original, sighted by any person authorised to verify the authenticity of the documentation, such as a Justice of the Peace, or a Member of a recognised professional body.*

## What category of membership can I apply for?

The AAT Australia membership requirements are outlined below. If you require assistance deciding your level of eligibility then please contact AAT Australia on 1800 000 961.

### Affiliate

- At least 2 years of relevant work experience without formal qualifications; or
- Graduates of Certificate IV in Financial Services (Accounting or Bookkeeping), or a higher qualification, with less than 1 year of work experience.

### Member (AAT)

- Graduates of Certificate IV in Financial Services (Accounting or Bookkeeping), or higher, WITH one or more year(s) relevant work experience.
- You may apply as a Joint Member if you have equivalent membership of a professional body recognised by AAT Australia and can provide evidence of current membership.

### Fellow (AATF)

- Five years at the AAT Australia Member status; and
- Five years experience in a senior/supervisory position.
- You may apply as a Joint Fellow if you have equivalent membership of a professional body recognised by AAT Australia and can provide evidence of current membership.

## AAT Australia rules and membership requirements

Upon successful admission to AAT Australia, all members must abide by the AAT Australia Constitution and Professional and Ethical Standards and continuing professional education requirements.

Please complete all sections in black/blue pen (BLOCK LETTERS)

Mr  Mrs  Miss  Ms  Other, please state .....

Given names .....

Preferred name .....

Please write your full name as you would like it to appear on your AAT Australia certificate (e.g. JOHN DAVID SMITH)

Surname/Family name .....

Gender  Male  Female Date of birth ...../...../.....

Home address .....

Suburb/Town/City .....

State ..... Postcode .....

Country .....

Telephone .....

Mobile .....

Preferred email address .....

Business Name .....

Business address .....

Suburb/Town/City .....

State ..... Postcode .....

Country .....

Telephone .....

Mobile .....

Preferred mailing address for correspondence  Home address  Business address

### Qualifications

Qualification (e.g. certificate, diploma)	Educational Institution	Date awarded
.....	.....	..... / .....
.....	.....	..... / .....
.....	.....	..... / .....

### Work/Business Experience

Position Held	Name of employer	From	To
Present position .....	.....	..... / .....	..... / .....
Previous positions .....	.....	..... / .....	..... / .....
.....	.....	..... / .....	..... / .....
.....	.....	..... / .....	..... / .....

### Membership of other professional bodies

Professional Body	Membership status	Date joined from	To
.....	.....	..... / .....	..... / .....
.....	.....	..... / .....	..... / .....

Have you ever been refused admission or asked to leave AAT Australia or any other professional body?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any criminal convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been involved in conduct which could be interpreted as inconsistent with the membership standards of the AAT Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been found guilty as a result of disciplinary action by any professional body, excluding AAT Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, by which professional body? .....	
Are you, or have you ever, been bankrupt or entered into an agreement with your creditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If you answered yes to any of these questions, please give full details in writing and enclose it with your application.</i>	

Are you currently on the AAT Australia student register?  Yes  No If yes, please state student membership number: .....

How did you hear about AAT Australia? .....

The information supplied in this application form is true and correct.  
Signature of applicant ..... Date ..... / ..... / .....

### Payment options

Please complete and return your application form to the address below. Make cheques payable to 'Association of Accounting Technicians'. If paying by credit card, please complete the details below. **TAX INVOICE: This form becomes a tax invoice upon payment. Total price includes GST. Please retain a copy for your taxation records.**

<input type="checkbox"/> I have enclosed a cheque/money order payable to 'Association of Accounting Technicians'.	
Please charge my <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Card number _____	Expiry date _____
Cardholder's name .....	Application Fee \$ .....
Signature .....	Membership Fee \$ .....
Date of application ..... / ..... / .....	<b>Total (AUD) \$</b> .....

### Privacy Act

AAT Australia is subject to the Privacy Act 1986 and abides by the National Privacy Principles (NPP). For the purpose of administering your membership, AAT Australia will require that you provide us with personal information. AAT Australia commits to protecting your privacy and your personal information will not be sold to any third party commercial operator. However, AAT Australia may provide you with details and information, including in electronic format, from its commercial partners. If you would like to exempt yourself, as far as this is practicable, from receiving such information, please tick here:  This however, does not exempt you from receiving information from AAT Australia or where required by law. AAT Australia may also be required to release your details to Statutory Authorities.

Please keep a copy of your application form and return this original document.

Mail to:  
AAT Australia  
GPO Box 1637  
Melbourne VIC 3001, Australia

Tel: 1800 000 961  
Fax: 03 8665 3130  
Email: membership@aat.org.au  
Website: www.aat.org.au

Promotional Code

## Membership Subscription Rates effective 1 July 2017

valid until 30 June 2018

(All fees are inclusive of GST)

Please include the applicable membership and joining fee with your application.

### Application Fee

Applicable fee by category	Affiliate	Member	Joint Member	Fellow	Joint Fellow
	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00

### Membership Fee

Applicable fee for month joined	Affiliate	Member	Joint Member	Fellow	Joint Fellow
1 Jul - 30 Sep	\$295.00	\$450.00	\$225.00	\$510.00	\$255.00
1 Oct - 31 Dec	\$221.25	\$337.50	\$168.75	\$382.50	\$191.25
1 Jan - 31 Mar	\$147.50	\$225.00	\$112.50	\$255.00	\$127.50
1 Apr - 30 Jun	\$73.75	\$112.50	\$56.25	\$127.50	\$63.75

### Advancement Fee

If you are an existing Affiliate or Member of AAT Australia and wish to advance to the next level of membership, you can advance for just \$40.

- Membership is valid until 30 June each year