



Membership Application Form

Australian Residents Only

IIA-Australia Membership will support internal auditors to be the best they can be and will help advance the status of our important profession.

MEMBERSHIP OPTIONS

PROFESSIONAL MEMBER

Professional members will be identified by the unique post-nominal of PMIIA[®]. It will signal to employers, peers and the broader community that they have met a prescribed set of competencies. To qualify as a 'Professional Member', you will need to demonstrate a minimum of 24 months work experience in an internal auditing role (or other professional experience) within the last 5 years AND satisfactory completion of **either**:

- Graduate Certificate in Internal Auditing (GradCertIA) (Additional fees may apply) **OR**
- CIA[®] (Additional fee may apply and evidence required*) **OR**
- IIA-Australia's 'Assessment of Current Competence Program' (Additional fee applies and evidence required*)

**Please note that IIA-Australia will contact you with regards to the evidence required.*

ASSOCIATE MEMBER

The Associate Member designation identifies members by the post nominal of AMIIA[®]. To be eligible for Associate Membership you will be working in internal audit however, you have not yet applied or met the requirements for professional membership; or you are interested or involved in internal auditing but not necessarily working as an Internal Auditor.

PERSONAL/BUSINESS INFORMATION

Mr Mrs Ms Miss Other: _____ First name/s: _____ Family name: _____

Preferred first name: _____ Preferred name for certificate: _____

Residential address or PO Box number: _____

Suburb: _____ State: _____ Postcode: _____ Date of birth (DD/MM/YYYY): _____

Home telephone: _____ Mobile: _____ Number of years in internal audit: _____

Employer: _____ Position/title: _____

Business address: _____

Suburb: _____ State: _____ Postcode: _____

Business mailing address (if different from above): _____

Suburb: _____ State: _____ Postcode: _____

Business Telephone: () _____ Facsimile: () _____

Primary Email: _____ Secondary Email: _____

I am currently working for a (please tick appropriate box): _____

Listed Company Private Company Not-For-Profit Consulting Firm

Federal Government State Government Local Government Sole Practitioner

Market Capitalisation (\$m): _____ Gross Revenue (\$m): _____

Please send IIA-Australia correspondence to my (please tick appropriate box): Residential or PO Box Business mailing address

How did you hear about IIA-Australia? _____

INDUSTRY CODE

Please tick appropriate box

Agriculture, Forestry, Fisheries

- 0100 Agricultural, forestry, fisheries, production/services

Mining

- 1000 Mining
 1300 Oil and Gas extraction

Contract Construction

- 1500 Construction

Manufacturing

- 2000 Food/kindred products
 2100 Tobacco manufacturers
 2200 Textile mill products/apparel
 2400 Lumber/wood products (incl. furniture/fixtures)
 2600 Paper and allied products (incl. printing/publishing)
 2800 Chemicals
 2830 Drugs and research
 2840 Petroleum refining and related industries
 3010 Rubber and plastic products
 3100 Leather, stone and glass products
 3300 Primary metal industries
 3400 Fabricated metal products (including non-electric machinery)
 3500 Industrial and commercial machinery
 3510 Aerospace
 3520 Computers and related devices/equipment
 3600 Electrical machinery, electronic equipment and supplies
 3700 Transportation equipment
 3800 Scientific, photographic, medical goods
 3900 Miscellaneous manufacturing industries

Transportation, Communications and Utility Services

- 4000 Land transportation
 4400 Water transportation
 4500 Air transportation
 4700 Other transportation services
 4800 Communication services
 4810 Telecommunications
 4900 Electric/gas
 4910 Gas services
 4920 Gas and electric services
 4930 Sanitary services

Wholesale and Retail Trade

- 5000 Wholesale trade
 5300 Retail trade
 5800 Eating and drinking places

Financial, Insurance and Real Estate

- 6000 Banking and financial institutions
 6030 Non banking bank services (eg. leasing)

- 6040 Thrift and savings and loan organisation
 6100 Credit unions
 6130 Other credit agencies
 6200 Security and commodity services
 6300 Insurance carriers, agents, services
 6500 Real estate services
 6700 Holding/investment companies

Services

- 7000 Hotels/lodging services
 7200 Personal/social services
 7300 Contracted audit services
 7310 Management consultants
 7320 Information technology services
 7330 Executive placement services
 7500 Repair services
 7600 Gaming/lottery
 7800 Motion pictures/amusement and recreational services
 8000 Health services
 8100 Legal services
 8200 Educational services
 8600 Membership organisations
 8900 Public accounting/accounting/bookkeeping services
 8910 Miscellaneous services

Government

- 9100 Federal Government
 9200 State Government
 9300 Local Government
 9400 International government

Non classifiable

- 9900 Non classifiable establishments
 9999 Not-For-Profit

JOB CODE

Please select the position that best describes your role and function in your organisation.

- 200 Chief Auditing Executive/ Head of Internal Audit
I am the most senior auditing officer for the organisation with ultimate responsibility for the entire internal auditing function.
- 210 Director of Auditing
I am the chief auditor authorised to direct a broad, comprehensive program of internal auditing within my company.
- 220 Auditing Manager
I administer the internal auditing activity of an assigned location within the general guidelines provided by the director of auditing.
- 230 Audit Staff
I conduct, or assist in conducting, reviews of assigned organisational and functional activities.
- 245 IT Auditing Director
I am head of the IT auditing activity within my organisation.

- 250 IT Auditing Manager
I administer the EDP audit activity of an assigned location within the general guidelines provided by the director of auditing.
- 260 IT Auditing Staff
I conduct, or assist in conducting, reviews of assigned organisational and functional activities related to IT auditing.
- 275 Audit Services Contractor
I offer internal audit services on a contracted basis.
- 280 External Public Accountant
I am a practicing public accountant, chartered accountant, etc.
- 300 Corporate Management
I am a corporate officer with direct oversight responsibility for internal auditing (and do not qualify under another job code above).
- 310 Educator
I am principally employed as an educator at a college or university (PhD, BA, BSc, DipEd etc.)
- 320 Student
I am pursuing a degree program at a college or university (including doctorate candidates) on a full-time basis.
- 330 Retired
I am retired from active employment.
- 340 Audit Committee Member
I am an audit committee member of a corporate board of directors (and do not qualify under another job code above).
- 350 Management Consultant
I am primarily an independent consultant with an interest in internal auditing (otherwise refer to another job code).
- 360 Other
Specify title or job description.

OUTSOURCING

Please indicate below which areas are outsourced

- All
 Part or
 None of your auditing

ACADEMIC QUALIFICATIONS

Please tick as many boxes as appropriate

- BA M Sc
 B Bus Other
 B Com (Specify): _____
 B Ec Non-University Certificate
 B Eng (Specify): _____
 B Sc University Cert/Diploma
 LLB (Specify): _____
 LLM
 MBA
 M Com
 M Ec

IIA-AUSTRALIA MEMBER PERSPECTIVE CLASSIFICATION

We are exploring what is important to you as an internal auditor in general and from the Institute of Internal Auditors - Australia. Answering the following 10 questions should only take a few moments to complete. Completing these questions will help to shape our interactions with you.

To what extent do you agree or disagree with the following statements?

Enter the number in each box that represents your level of agreement

Strongly disagree Neither agree nor disagree Strongly agree
0 1 2 3 4 5 6 7 8 9 10

- Q1. Being a member of the IIA-Australia would give me a strong sense of career stability
- Q2. Being a member of the IIA-Australia would give me the confidence to be the best I can be in my role
- Q3. I am concerned about whether I will be able to manage my career successfully
- Q4. I am extremely ambitious and really want to progress in my career
- Q5. I only feel successful in life if I am successful at work
- Q6. It is extremely important to me that I only consider the least expensive tools and resources to help me as an internal auditor because I need to be careful with my finances
- Q7. It is important to me personally to give back to the community and the profession
- Q8. It's extremely important to me to have an orderly process in all my work
- Q9. My manager or other more senior people should be responsible for driving my professional development
- Q10. Technical skills are the most important skills for me to be successful in my role/career

OTHER MEMBERSHIPS

Please tick as many boxes as appropriate

- ACCA
- AICD
- AIM
- CPA Australia
- CAANZ
- ISACA
- FINSIA
- RMIA
- Law Society/Institute
- Institute of Public Accountants
- Other (specify): _____

Please indicate your Internal Audit responsibilities

- Are you the Head of Internal Audit? Yes No
- If no, do you report to the Head of Internal Audit? Yes No
- Does the Head of Internal Audit report to you? Yes No
- Are you new to Internal Auditing? Yes No

APPLICATION INFORMATION

Two referees are required, ideally one of those should be a member of IIA-Australia and the other a business associate. If you do not know a member of the IIA-Australia, please provide two business referees.

Referee 1

Name: _____ Position: _____
Company: _____
Address: _____
Telephone: () _____ IIA-Australia Member Yes No

Referee 2

Name: _____ Position: _____
Company: _____
Address: _____
Telephone: () _____ IIA-Australia Member Yes No

DECLARATION

If you answer YES to any of the questions below, please attach details.

- A. Have you ever been convicted of a criminal offence or is there a charge pending? Yes No
- B. Have you ever been refused membership, or had membership forfeited, of a statutory, professional or other body? Yes No
- C. Have you ever been subject to disciplinary proceedings by a statutory, professional or academic institution or other body? Yes No
- D. Are you presently under any order of the court, are you a bankrupt, have you made any assignment for the benefit of your creditors or have you executed an authority under Part X of the *Bankruptcy Act 1966* within the last three (3) years? Yes No
- E. Are you subject to a notice not to manage a corporation as provided in section 206, Part 2D.6 or the *Corporations Act 2001*? Yes No
- F. GradCertIA only: Have you completed 24 months relevant experience? Yes No

Please indicate your acceptance of these terms by crossing the box beside each statement.

I have read and agree to be bound by the provisions of IIA-Australia's Constitution and By-laws prescribing ruling on the standards of practice and professional conduct, including the International Professional Practices Framework, as required by the IIA-Australia to be observed I accept

I have read and will abide by the Code of Ethics adopted by the IIA-Australia to govern its members I accept

I agree to produce such further evidence and information in relation to this application as may be required by the IIA-Australia to attest that the information is true and correct I accept

I have read the Privacy Statement and I consent to my personal information being collected, used and disclosed for the purposes stated I accept

I will undertake, and keep a record of my Continuing Professional Education obligations (currently 80 hours over two years for Professional Member) and (60 hours over two years for Associate Member) I accept

The information provided in this application (including any attachments) is true and correct and I make it in the knowledge that a person making a false declaration is liable to the penalties of perjury I accept

In consideration of the Institute of Internal Auditors-Australia's evaluation of my suitability for professional or associate membership, I understand and agree that confirmation of my responses will be sought. These checks may include, but are not limited to, criminal history and verification of my qualifications and professional membership(s). I hereby authorise the IIA-Australia and its authorised nominees to collect, use, disclose and store personal information about me from third parties, for the purpose of verifying my experience and qualifications.

Additionally, I allow third parties holding personal information about me to release such information to the IIA-Australia and its authorised nominees.

Signature: _____ Date: _____

Information on the above terms can be found at www.iaa.org.au

ASSOCIATE MEMBER (AMIIA®) 2018 MEMBERSHIP FEE SCHEDULE

The membership year runs from 1 July 2018 to 30 June 2019. Fees are pro-rated.

TAX INVOICE

This document will be a tax invoice/receipt for GST when you make payment. ABN 80 001 797 557

Annual membership fee (inc. GST)	\$560*
Joining Fee** (inc. GST)	\$110
<i>Internal Auditor</i> magazine bi-monthly copy by post (will only be delivered within Australia)	<input type="checkbox"/> \$50
<i>Internal Auditor</i> magazine online subscription	<input type="checkbox"/> \$0
TOTAL COST	\$

* Please contact Membership for the exact fee payable
** IIA-Australia membership fees are non-refundable.

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Annual membership fee (inc. GST)	\$560*
Joining Fee** (inc. GST)	\$110
Please select ONE option only:	
Please note that these fees are one-off	
CIA®/ GradCertIA Assessment Fee (inc. GST)	<input type="checkbox"/> \$150 (Fee Waived)
OR	
IIA-Australia's Assessment of Current Competence Program' (inc. GST)	<input type="checkbox"/> \$250
<i>Internal Auditor</i> magazine bi-monthly hard copy	<input type="checkbox"/> \$50
<i>Internal Auditor</i> magazine online subscription	<input type="checkbox"/> \$0
TOTAL COST	\$

Stay connected.
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FOR OFFICE USE ONLY – APPROVAL

Member No:

Class:

Signature:

Date:

Entered in database by:

Date:

Acceptance letter Date:

Certificate letter Date:

HOW TO PAY



Cheque

Mail this form with your cheque payable to the Institute of Internal Auditors – Australia, PO Box A2311, SYDNEY SOUTH NSW 1235 AUSTRALIA



Online Transfer

Bank: Westpac Banking Corporation
Address: 84 King Street, Sydney NSW 2000
Swift Code: WPACAU2S **BSB:** 032003 **Account Number:** 478233
Account Name: The Institute of Internal Auditors – Australia

Please ensure your NAME is included in the description field and submit your form.



Credit Card

Telephone **1800 236 366** or complete the details below and submit your form. Credit card payments attract a service fee of 1.23% for VISA and Mastercard or 1.05% for American Express and 3% for Diners Club.

AMEX Diners Mastercard Visa

Credit card no. Expiry date:

Signature:

Name of card holder:

RETURNING FORM

Please return form and payment to:
Institute of Internal Auditors - Australia
PO Box A2311, Sydney South NSW 1235 Australia
E: membership@iia.org.au