



# 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<sup>®</sup>. 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<sup>®</sup> *(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<sup>®</sup>.

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

Are you/or have you ever been a member of another IIA Affiliation, if so, please note your Global ID number:

**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

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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 <i>Bankruptcy Act 1966</i> 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 <i>Corporations Act 2001</i> ?  | 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](http://www.iaa.org.au)

**ASSOCIATE MEMBER (AMIIA®)  
2020 MEMBERSHIP FEE SCHEDULE**

The membership year runs from 1 July 2020 to 30 June 2021. 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)	\$585*
Joining Fee** (inc. GST)	\$110
<i>Internal Auditor</i> magazine online subscription	\$0
<b>TOTAL COST</b>	<b>\$</b>

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

**PROFESSIONAL MEMBER (PMIIA®)  
2019 MEMBERSHIP FEE SCHEDULE**

The membership year runs from 1 July 2019 to 30 June 2020. 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)	\$585*
Joining Fee** (inc. GST)	\$110
<b>Please select ONE option only:</b>	
Please note that these fees are one-off	
CIA®/ GradCertIA Assessment Fee (inc. GST)	\$150 (Fee Waived)
<b>OR</b>	
IIA-Australia's Assessment of Current Competence Program' (inc. GST)	\$250
<i>Internal Auditor</i> magazine bi-monthly hard copy	\$50
<i>Internal Auditor</i> magazine online subscription	\$0
<b>TOTAL COST</b>	<b>\$</b>

Stay connected. Follow our social networks.    

**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