

NOTICE OF ANNUAL FEES 2010/2011

1. PEI INSTITUTE FEE

Member \$440.00
Non Resident Member \$270.00

2. LEVY FOR CICA EDUCATION & BRANDING

Member \$50.00
Non Resident Member \$30.00

3. LICENSE

License to engage in the practice of public accounting \$85.00

Practising Members: please ensure you have included

Proof of Insurance where applicable

NOTE: You must pay Full Membership Fee when applying for a license

3. CICA FEE

\$460.00

(If your CICA fee is paid through another provincial Institute please name)

Deduct one of the following if applicable to you:

4. If your active business, professional & employment income from any source is less than \$20,000 (including dividend income from Professional Corporations) **there is a 50% reduction from applicable amounts above**

5. If you are unable to work for health reasons and your business, professional & employment income from any source is less than \$20,000 (including dividend income from Professional Corporations) **there is a 100% reduction from applicable amounts above**

6. If you are retired and your age and number of years as a CA are greater than 90 and your business, professional & employment income from any source is less than \$20,000 (including dividend income from Professional Corporations) **there is a 75% reduction from applicable amounts above**

7. If you are 65 years of age or more and your business, professional & employment income from any source is less than \$20,000 (including dividend income from Professional Corporations) **there is a 100% reduction from applicable amounts above**

SUBTOTAL

8. Add: 5% G.S.T. (5% of SUBTOTAL)

AMOUNT DUE AND PAYABLE BY APRIL 30, 2010

\$_____

All late payments will be assessed a 5% per month penalty for each full month until August 31, when without further notice, membership will be forfeited. Reinstatement fee will be \$175.00

Please print name

Signature of Member

Date

Goods and Services Tax The Institute's G.S.T. Registration Number is: **R127431500**

The Institute's Website: www.icapei.com

The Institute of Chartered Accountants of Prince Edward Island

***APPLICATION FOR REGISTRATION
TO ENGAGE IN THE PRACTICE OF PUBLIC ACCOUNTING
May 1, 2010 to April 30, 2011***

Name of Chartered Accountant _____

Name of your firm _____

Mailing Address of firm _____

Email address _____

Attach a copy of Professional Liability Insurance Coverage*

**We cannot issue a certificate to engage in the practice of public accounting
without this document**

***You do not have to provide proof of insurance if:**

- a. you have provided this proof to your institute of prime membership.**
- b. your ONLY public practice account is charity work with non profit organizations with budgets under \$250,000.00.**
- c. your EMPLOYER is providing proof of insurance.**

**Continuing Professional Education (CPE)
Year 2009 Compliance Declaration**

To be completed by All Chartered Accountants

Name: _____
(PLEASE PRINT)

Member Declaration:

For the Calendar Year 2009 - REPORTING YEAR (check one box only)

- I COMPLY with the CPE requirements (see requirements below) for 2008.
- I am EXEMPT from the CPE requirements for the following reason
(check only one box)
 - I am a new ICAPEI member, having been admitted between January 1 and December 1, 2009;
 - I reside outside of PEI and I am a member of a recognized accounting organization and I am in compliance with that organizations CPE requirements;
 - I do not have active business, professional and employment income in excess of \$20,000 from any source including dividends from professional corporations;
 - I am not currently retired, however, I plan to retire within two years and seek exemption based on these circumstances. NOTE: This exemption is allowed for only two years.
- I DO NOT COMPLY with the CPE requirements for 2009. (A letter to the CPE Committee **must be enclosed** explaining non-compliance, circumstances and plans/timelines to address this shortfall.)

I understand that the Institute may subsequently request information to support my CPE declaration

and I have maintained records of my CPE which will be made available upon request.

Members Signature

Date

Minimum CPE Requirements
20 hours verifiable
(60 hours over 3 years)
and 20 hours non verifiable
(See reverse for guidelines)

Due Date: April 30, 2010

The CPE Reporting Form is mandatory for all members. Any member who does not submit a CPE Reporting Form will be ineligible for membership in the institute. The CPE Reporting Form is to be attached to your Notice of Annual Fees form and your Member Profile Form. All are to be returned to the Institute office together.

SELF ASSESSMENT GUIDELINES

Each CA must determine whether a learning activity and the related content qualifies for CPE credit. This decision should address both of the following perspectives;

- the activity is relevant to;
 - the CA's current professional needs and/or longer term career interests as a CA;
 - the interests of the CA's employer; or
 - professional standards and responsibilities.
- the activity contains significant technical, practical, professional or intellectual content relevant to the member's work or career plans.

FORMAL CPE should be taken through a credible learning institution, organization or an employer.

Verifiable CPD activities are learning activities for which there is some way to verify that you attended or completed the activity, such as attendance records, presentations, publications, reports, tests or exams. Examples of verifiable study include:

- presentation or attendance at courses, conferences, seminars and in-house training
- teaching a course or continuing professional development session in an area that is relevant to a professional role
- formal study, professional re-examination/testing
- formal study and/or self-study leading to an examination or attainment of a designation, diploma or degree
- speaking at briefing sessions or discussion groups
- reading/research leading to presentations, reports and articles, or for a specific application in a professional role
- publication of professional, technical or academic articles, papers or books

INFORMAL CPE

Unverifiable learning activities are those activities which do not result in a product or for which no other evidence of the learning exists. Examples of unverifiable study include

- on-the-job training for new software, systems, procedures or techniques for application in a professional role
- self-study that does not involve an examination or other objective certification of completion
- reading of professional journals or magazines that is not part of research for a specific application in a professional role

QUESTIONS?

Contact:
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Fax: 902-894-4791
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Charlottetown, PEI
C1A 7K7

**The Institute of Chartered Accountants of Prince Edward Island
MEMBER PROFILE
2010**

1.	Name of chartered accountant	
2.	Career information Partner/sole practitioner in public practice Employed in public practice Government Education Industry Retired Other	Circle appropriate PP EM GV ED IN RT Please specify _____
3.	Are you interested in serving PEI Institute? If yes, please state your area of interest.	Yes _____ Not at this time _____ I would like to volunteer to _____ _____
4.	Preferred address for mailing if changed in the past 12 months E-mail address if changed in the past 12 months	_____ _____ _____ _____ @ _____
5.	Telephone (Optional) Home If changed in the Work past 12 months	
6.	Date of Birth dd/mm/yy	

thank you for allowing the institute to serve you better.

(Signature of chartered accountant)

(Date)