



Application form to become an International Tax Affiliate of The Chartered Institute of Taxation

Please complete this form in block letters or type

1. (a) Personal Details

ADIT Registration Number	
Title Mr/Mrs/Miss/Ms/Other (please state)	
Surname	
Forenames	
Date of Birth	
Home Address	
Tel no	email address
Business Address	
Position held	
(If an employee) Profession or business of employer	
Tel no	
email address	
Date the ADIT qualification fully completed	
Please list any other professional qualifications held	

(b) Institute Branches

Currently there are international branches in the following areas: Australasia, Europe, and Hong Kong. Connection with an additional two UK is also permitted. If interested in any of these please tick the appropriate box. Further details of these and all other branches can be obtained from the membership department.

Australasia Europe Hong Kong

The Institute has a number of branches throughout the United Kingdom. Please indicate from which of the following (maximum of two) you would like to receive programmes and other literature.

1)
2)

Birmingham & West Midlands, Bristol, Cumbria and South-West Scotland, East Anglia, East Midlands, Essex, Hampshire, Harrow and North London, Hull, Kent, Leeds, London, Manchester & District, Merseyside, Mid-Anglia, Newcastle & District, Northern Ireland, Scotland, Severn Valley, Sheffield, Somerset & Dorset, South Wales, South West England, South London & Surrey, Suffolk, Sussex and Thames Valley. There are also branches in Jersey, Guernsey and the Isle of Man.

(c) Professional Conduct Issues

Have you ever been convicted of, or are you charged with (but not yet convicted of), any offence in any court in the UK or elsewhere (other than a motoring offence which did not result in disqualification)?

Yes No

Under the UK Rehabilitation of Offenders Act 1974 a person is not obliged to disclose spent convictions other than those which carried a sentence of imprisonment exceeding thirty months.

Have you ever been the subject of disciplinary action by a professional body, tribunal or regulatory authority?

Yes No

Have you ever been adjudged bankrupt or entered into a voluntary arrangement with creditors?

Yes No

Have you ever been disqualified as a director or trustee?

Yes No

Are there any other factors relating to your application to become an International Tax Affiliate of The Chartered Institute of Taxation which should be taken into consideration?

Yes No

If you have answered yes to any of the above questions, please give details on a separate sheet.

2. Declaration

"I apply to become an International Tax Affiliate of The Chartered Institute of Taxation and if my application is successful I agree to comply with and be bound by the Terms and Conditions set out below. I acknowledge that a failure to comply with (a) to (d) of these Terms and Conditions will result in the withdrawal without notice of this affiliation and the right to use the designation "International Tax Affiliate of The Chartered Institute of Taxation".

I acknowledge and accept these Terms and Conditions:

- (a) I shall promptly pay an annual fee of an amount specified by The Chartered Institute of Taxation ("the Institute").
- (b) I acknowledge that I am not a member of the Institute and may not hold myself out to be such.
- (c) I may describe myself as an "*International Tax Affiliate of The Chartered Institute of Taxation*" in full, but not in any abbreviated form.
- (d) I acknowledge that International Tax Affiliates are expected to maintain their professional knowledge and expertise and I undertake to comply with such requirements including those relating to conduct and continuing professional development as the Council may determine from time to time. [A *Continuing Professional Development (CPD) scheme operates which covers all those engaged in the practice of UK and overseas taxation. Full details are available on the website at www.tax.org.uk/cpd. Should a former affiliate wish to renew lapsed affiliation he or she will be required to complete a CPD form for the last year.*]
- (e) I shall be entitled to be connected to up to two UK Branches of the Institute in such manner as the Institute may determine from time to time. [See also 1(b) above]
- (f) I shall receive such publications and other materials and services as the Institute may from time to time determine.
- (g) I may use, in the UK, the *Tony Arnold Library* of the Institute, subject to any conditions that may be prescribed from time to time by the Institute.
- (h) I may apply for *Confirmation of Eligibility to sit the CTA examination* and may be exempted from such elements of the examination as the Council of the Institute may determine.
- (i) I acknowledge and consent that my name and personal and business details may be included in a Directory or Chartered Tax Advisers and International Affiliates and [if appropriate] I have indicated by an * those details which I do not consent to being processed for this purpose. I further acknowledge that under the Data Protection Act, notice is hereby given that the Institute may disclose my status as an International Tax Affiliate of The Chartered Institute of Taxation to other professional/educational establishments, recruitment agencies and employers both current and prospective in the UK and overseas. The Institute may also disclose my name and address to other appropriate organisations in the UK and overseas. Please tick the relevant box if you do not wish your details to be disclosed in this way. Overseas UK

I certify that the information I have supplied in this form is true to the best of my knowledge and belief."

Signature
Date

3. Payment of annual fee

PLEASE REFER TO THE ENCLOSED SCHEDULE OF FEES

Please enclose the form relating to method of payment (cheque, credit card, direct debit) you prefer.

Cheque:

Please ensure cheques are drawn from a GBP (Great Britain Pound) currency account and the cheque (in GBP) made out to "The Chartered Institute of Taxation".

The application form and payment form (or cheque if applicable) should be sent to Phillip Pearson, Head of Members Services, The Chartered Institute of Taxation, 1st Floor, Artillery House, 11-19 Artillery Row, London, SW1P 1RT, United Kingdom.

PLEASE REFER TO THE ENCLOSED SCHEDULE OF FEES

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT – ONLY IF YOU HAVE A UK BANK OR BUILDING SOCIETY ACCOUNT



Chartered
Institute of
Taxation
Excellence in Taxation

The Chartered Institute of Taxation
1st Floor, Artillery House
11-19 Artillery Row
London, SW1P 1RT

Tel: +44 (020) 3400 0550
Fax: +44 0844 251 0831
E-mail: shines@ciot.org.uk
www.tax.org.uk

Registered as a Charity No 1037771
VAT reg no 243 853 945

Please fill in the whole form using a ball point pen:

To the Manager	Bank/Building Society
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Originators Identification Number 941154								
Your ADIT Number <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

Name of Account holder(s)	
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Bank/Building Society account number	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

Bank/Building Society sort code	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							

Instruction to your Bank or Building Society
Please pay The Chartered Institute of Taxation Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Chartered Institute of Taxation and, if so, details will be passed electronically to my bank/building society.

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

Signature(s)

Date

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This guarantee should be detached and retained by the payer
The Direct Debit Guarantee

- The guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment date changes The Chartered Institute of Taxation will notify you 10 working days in advance of your account being deducted or as otherwise agreed.
- If an error is made by The Chartered Institute of Taxation or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

