

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: Asia Pacific, Australasia, Europe, Hong Kong, Middle East and North Africa, and North America. 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.

Asia Pacific	<input type="checkbox"/>	Australasia	<input type="checkbox"/>	Europe	<input type="checkbox"/>
Hong Kong	<input type="checkbox"/>	Middle East & North Africa	<input type="checkbox"/>	North America	<input type="checkbox"/>

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

1)

2)

Aberdeen, Birmingham & West Midlands, Bristol, Cumbria & South-West Scotland, East Anglia, East Midlands, Edinburgh, Essex, Glasgow, Hampshire, Harrow & North London, Hull, Kent, Leeds, London, Manchester, Merseyside, Mid-Anglia, North East England, Northern Ireland, Scottish Borders, Severn Valley, Sheffield, Somerset & Dorset, South London & Surrey, South Wales, South West England, 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 affiliateship 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. Should a former affiliate wish to renew lapsed affiliateship 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 of 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, direct debit, bank transfer) 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:

Membership Team
The Chartered Institute of Taxation
30 Monck Street
London
SW1P 2AP
United Kingdom

PAYMENT BY BANK TRANSFER

Please note that when making a bank transfer you are responsible for all and any bank fees and charges. We must receive the full amount required for payment of your application.



Chartered
Institute of
Taxation
Excellence in Taxation

Bank details (for students outside the UK)	Bank details (for students within the UK)
IBAN: GB75HBUK40031701049550	Sort code: 400317
BIC: HBUKGB4106N SWIFT - HBUKGB4B	Account number: 01049550

Bank address: HSBC Bank, The Peak, 333 Vauxhall Bridge Road, London, SW1V 1EJ, United Kingdom.

Please complete the bank transfer details:

Your reference

We recommend using a combination of your surname, ADIT number, and what the payment is for, e.g. "Surname 123456 ADIT exam" to help us properly allocate your payment when we receive it.

Amount transferred **Date transfer was made**

Bank the transfer was made from

Signature **Date**

When you have completed every section of this form in full, please return it to education@adit.org.uk.