

# Permit application for candidates in the CPA paths

## Reciprocity agreement, Quebec-France MRA and Quebec-Tunisia PQRA

### Collection, use and disclosure of personal information

By completing your permit application, you authorize the Order to collect and use your personal information for the purposes of protecting the public. This information will be accessible to the Order's staff members who require it to perform their duties. This mandatory process makes it possible to:

- ▶ review your application for a permit;
- ▶ request any other necessary declaration from you for the purpose of supervising the practice of the profession;
- ▶ issue a CPA permit and, where applicable, a public accountancy permit to you;
- ▶ enter you on the roll of members;
- ▶ and protect the public in any other way.

☐ I have read and understand.

### Publication consent

We wish to obtain your consent to use your first and last name in published lists of new CPAs that the Order or its regional groups may release through their various communication channels or the communication channels of third parties, without compensation and for the period of time determined by the Order, with the goal of helping to promote the profession. If we do not receive a response from you, the Order will consider this non-consent on your part.

☐ I consent to the publication of my first and last name as described above.

☐ I decline.

If you have any questions, requests or comments about how your personal information is managed by the Order, read the Protection of personal information section of our website and our Personal information protection guideline.

**Note** – There is no point in applying for a permit if you have not fully completed all the required conditions.

## Part 1 Personal information

CPA client No.

First name  Last name

Home address  Apt.

City  Province  Postal code  Country

Telephone (home)  -  Contact email

Is this new contact information? ..... ☐ Yes ☐ No

## Part 2 Professional information

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Employer             |                      | Title of position    |                      |
| <input type="text"/> |                      | <input type="text"/> |                      |
| Professional address |                      | Suite                |                      |
| <input type="text"/> |                      | <input type="text"/> |                      |
| City                 | Province             | Postal code          | Country              |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Telephone (work)     | Ext.                 |                      |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |

Is this new contact information? ..... ☐ Yes ☐ No

## Part 3 Declaration

I hereby request that a CPA permit\* be issued to me and that my name be entered on the roll of the Order. .... ☐ Yes ☐ No

I agree to comply with the *Professional Code*, the *Chartered Professional Accountants Act*, the *Code of ethics of chartered professional accountants*, the Charter of the French Language and all the regulations of the Order. .... ☐ Yes ☐ No

### Under section 45.2 of the *Professional Code*, you must answer the following questions:

I am or have been the subject of a lawsuit for an offence punishable by a term of imprisonment of five years or more in Canada or in another country. .... ☐ Yes ☐ No ☐ Already reported

I have been found guilty of a criminal offence in Canada or another country. .... ☐ Yes ☐ No ☐ Already reported

I have been found guilty of violating a tax act, a securities act or an anti-money laundering or anti-terrorist financing Act, in Canada or another country. .... ☐ Yes ☐ No ☐ Already reported

I have been the subject of a disciplinary decision rendered by another professional order or a similar organization in Quebec or elsewhere. .... ☐ Yes ☐ No ☐ Already reported

I have been found guilty of illegally practicing a profession or of making unauthorized use of a professional designation in Quebec or elsewhere. .... ☐ Yes ☐ No ☐ Already reported

I (or an entity of which I am the sole director or the principal shareholder) have/has declared bankruptcy in Canada or another country. .... ☐ Yes ☐ No ☐ Already reported

\* The public accounting permit will be issued to you automatically if you are eligible.

## Part 4 Attestation and signature

I hereby declare that the information provided in this application is true and I understand that any false or incomplete statement could have negative implications.

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Signature            | Date                 |                      |                      |

## Part 5 Payment

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GST 10780 3009 RT0001 QST 1006163536 TQ0001

The fees for the issue of a permit are **\$580.62** (GST and QST included).

These fees are non-refundable and non-deductible for income tax purposes.

The annual dues will be billed to you once you have been entered on the roll of the Order.

**We will contact you by phone to make the payment.**



**Please return this duly completed and signed form along with the required documents by email at:**

equivalence@cpaquebec.ca

### In order for your permit application to be processed, don't forget to...

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#### If necessary, attach the following documents:

► **Proof of proficiency in the French language\***

Candidates are deemed to have this proficiency if they meet one of the following requirements:

- > pursued at least three years of full-time studies at the secondary level or higher, in French;
- > obtained a high-school leaving certificate in Quebec in or after the 1985-1986 school year;
- > passed the official Secondary IV or Secondary V level French (mother tongue) examinations (must appear on the Ministère de l'Éducation transcripts);
- > passed the tests of the Office québécois de la langue française or, before 1977, of the Régie de la langue française or of the Ministère québécois de l'Immigration, intended for professionals working in the accounting field.

► **Photocopy of any document required in part 3 with respect to judicial or disciplinary decisions**

\*Under the Charter of the French language, persons wishing to obtain a permit from a professional order must demonstrate sufficient knowledge of French, the official language in Quebec, to practice their profession appropriately.