

APPENDIX I

LIST OF NATIONAL ACCOUNTANCY BODIES (NAB) AND/OR PROFESSIONAL REGULATORY AUTHORITIES (PRA)

ASEAN Member State	Professional Regulatory Authority (PRA)	National Accountancy Body (NAB)
Brunei Darussalam	Ministry of Finance	Brunei Institute of Certified Public Accountants (BICPA)
Cambodia	National Accounting Council (NAC), Ministry of Economy and Finance	Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA)
Indonesia	Ministry of Finance	Indonesian Institute of Certified Public Accountant (IAPI) Indonesian Institute of Accountants (IAI) Indonesian Institute of Certified Management Accountants (IAMI)
Lao PDR	Ministry of Finance	Lao Institute of Certified Public Accountants (LICPA)
Malaysia	Ministry of Finance Malaysian Institute of Accountants (MIA)	Malaysian Institute of Accountants (MIA)
Myanmar	Myanmar Accountancy Council (MAC)	Myanmar Institute of Certified Public Accountants (MICPA)
The Philippines	(1) Professional Regulation Commission (2) Board of Accountancy	Philippine Institute of Certified Public Accountants (PICPA)
Singapore	Accounting and Corporate Regulatory Authority	Institute of Singapore Chartered Accountants (ISCA)
Thailand	The Oversight Committee on Accounting Professions, Ministry of Commerce (MOC)	Federation of Accounting Professions (FAP) Ministry of Commerce (MOC)
Viet Nam	Ministry of Finance	Viet Nam Association of Certified Public Accountants (VACPA) Viet Nam Association of Accountants and Auditors (VAA)

APPENDIX II

ASEAN CHARTERED PROFESSIONAL ACCOUNTANTS GUIDELINES ON CRITERIA AND PROCEDURES

The purpose of these guidelines is to assist Monitoring Committees (MCs) of ASEAN Member States to develop a statement of criteria and procedures for submission to the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC). In accordance with this Arrangement, the eligibility of a Professional Accountant for designation as an ASEAN Chartered Professional Accountant (ACPA) is determined by reference to five performance criteria, which are to be considered as a package. Some of these criteria are relatively objective in nature, while others shall require the Monitoring Committee (MC) to exercise a measure of professional judgement. These notes represent the benchmarks against which each criterion should be considered.

1.1 Completed an accredited or recognised accountancy degree or program, or assessed and recognised as possessing the equivalent

In order to be listed on an ASEAN Chartered Professional Accountants Register (ACPAR), Professional Accountants must demonstrate to the relevant Monitoring Committee (MC) a level of academic achievement at, or following, completion of formal education substantially equivalent to that associated with successful completion of:

- 1.1.1 a degree delivered and accredited in accordance with the best practice guidelines developed by a recognised institution of each ASEAN Member State; or
- 1.1.2 an accountancy program accredited by a body independent of the education provider, or an examination set by an authorised body within a Member State, provided that the accreditation criteria and procedures, or the examination standards, as appropriate, have been submitted by one Monitoring Committees (MCs) to, and have been endorsed by the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC).

This approach does not restrict participation to Member States in which accountancy programs are accredited, or examinations set, by an independent professional body, and does not imply

that acceptable academic achievement can be demonstrated only within the context of an accountancy degree program.

1.2 Been assessed within their own jurisdiction as eligible for professional accountancy practice

The assessment may be undertaken by the Monitoring Committee (MC) or by the National Accountancy Body (NAB) and/or Professional Regulatory Authority (PRA), where applicable, within the Country of Origin.

1.3 Gained a minimum of three (3) years cumulatively within a five (5) year period post qualifying practical experience

The exact definition of practical experience shall be at the discretion of the Monitoring Committee (MC) concerned, but the work in question should be clearly relevant to the fields of accountancy in which the Professional Accountants claim expertise.

1.4 Complied with the Continuing Professional Development (CPD) policy at a satisfactory level

The nature and extent of the required compliance with Continuing Professional Development (CPD), and the manner in which such compliance is audited, shall remain at the discretion of the Monitoring Committee (MC) concerned, but should reflect the prevailing norms for such compliance by Professional Accountants within the ASEAN Member States.

1.5 Registered ASEAN Chartered Professional Accountants (ACPA) must agree to the following:

1.5.1 Codes of professional conduct. All Professional Accountants seeking registration as ASEAN Chartered Professional Accountants (ACPAs) must also agree to be bound by local and international codes of professional conduct and with the policy on ethics and conducts established and enforced by the Country of Origin and by any other jurisdiction within which they are practising. Such codes normally include requirements that Professional Accountants place the welfare, public safety, environment, and social stability of the community above their responsibilities to clients and colleagues, practice only within their area of competence, and advise their clients when additional professional assistance becomes

necessary in order to implement a program or project. Monitoring Committees (MCs) are required to certify that at registration the candidate has signed a statement of compliance with such applicable professional codes.

- 1.5.2 **Accountability.** ASEAN Chartered Professional Accountants (ACPAs) must also agree to be held individually accountable for their actions taken in their professional work, both through requirements imposed by the licensing and/or registering body in the jurisdictions in which they work and through the legal processes of such jurisdictions.

APPENDIX III

ASEAN CHARTERED PROFESSIONAL ACCOUNTANT ASSESSMENT STATEMENT

The preparation of an Assessment Statement for assessing Professional Accountants seeking registration as an ASEAN Chartered Professional Accountant (ACPA) shall involve identification and assessment of the following elements by the Monitoring Committee (MC) in each participating ASEAN Member States.

- 1.1 One or more mechanisms for accrediting or recognising:
 - 1.1.1 structured educational programs which qualify accountants to enter professional accountancy practice; and/or
 - 1.1.2 assessment instruments which provide an alternative or supplementary mechanism for Professional Accountants to demonstrate that they have reached an appropriate educational standard.
- 2.1 One or more mechanisms for assessing qualified accountants as being eligible for professional accountancy practice, normally after those graduate accountants have completed a period of supervised or monitored professional experience.
- 3.1 A mechanism for confirming that Professional Accountants have:
 - 3.1.1 gained a minimum of three (3) years cumulatively within a five (5) year period post qualifying practical experience;
 - 3.1.2 complied with the Continuing Professional Development (CPD) policy of the Country of Origin at a satisfactory level; and
 - 3.1.3 complied with, and are bound by, an appropriate code of conduct.
- 4.1 A mechanism for ensuring that registrants are audited at regular intervals to ensure that they have continued to comply with the conditions of registration.

For each element, the Assessment Statement for each ASEAN Member State may include:

- 4.1.1 mechanisms applicable to Professional Accountants in all disciplines;
- 4.1.2 mechanisms applicable to Professional Accountants in specified disciplines,
- 4.1.3 national, regional and provincial mechanisms, and
- 4.1.4 existing or superseded mechanisms

which are recognised by the Monitoring Committee (MC) of each ASEAN Member State in assessing candidates for registration as ASEAN Chartered Professional Accountants (ACPAs). The Monitoring Committee (MC) may attach restrictions to any or all mechanisms (for example, by requiring that assessment under a mechanism be accepted only in respect of graduate Accountants who completed that process by a specified date, or who gained a specified minimum period of practical experience in the relevant discipline(s)). All such restrictions must be clearly identified.

Assessment Statements are intended to be dynamic documents, with necessary amendments being effected by the responsible Monitoring Committee (MC) from time to time and notified to the ASEAN Chartered Professional Accountant Coordinating Committee (ACPACC), through the Secretariat.

APPENDIX IV

MONITORING COMMITTEE SUMMARY OF ASSESSMENT OF APPLICATION FOR ASEAN CHARTERED PROFESSIONAL ACCOUNTANT REGISTRATION

Name of Applicant:

Qualification, and place and date obtained:

Registered Accountant Registration No. (Home Country):

Registered Accountant Registration Date (Home Country):

Registered Accountant's Discipline:

ASEAN Chartered Professional Accountants Register Discipline:

Certified Compliance with ASEAN Chartered Professional Accountant Criteria:

Completed an accredited or recognised accountancy program, or assessed recognised equivalent	
Been assessed within their own country as eligible for professional accountancy practice	
Gained a minimum of three years practical experience since graduation	
Complied with the Continuing Professional Development policy of the Country of Origin at a satisfactory level	
Confirmed signature on statement of compliance with codes of ethics	

Signed

Officer Delegated
ASEAN Chartered Professional Accountant Monitoring Committee

APPENDIX V

ASSESSMENT STATEMENT FLOW CHART

