



## Practicing Office Registration and Annual Fees April 1, 2011 to March 31, 2012

Please make any corrections to your contact info below.

	Practicing Office Name	
	Contact Person	
	Address	
	City, Prov/Terr, Postal Code	
	Telephone	
	Fax	
	Email	
	Website	

<b>Resident Practicing Office fee</b>	\$125.00 + GST per professional staff. Professional staff are defined as any staff member with a professional designation, including C.A., C.G.A., C.M.A.
<b>Non-Resident Practicing Office fee</b>	\$200.00 + GST flat fee For a practice residing outside the NWT or NU that performs any public accounting in the NWT or NU.
<b>LLP Annual Registration fee</b>	\$400.00 + GST For any Limited Liability Partnership practicing office, resident and/or non-resident. If applicable.

I \_\_\_\_\_, hereby make application for registration as a  
(name)

\_\_\_\_\_ practicing office for \_\_\_\_\_,  
(Resident or Non-Resident) (firm name)

practicing in \_\_\_\_\_.  
(City/Town AND Prov/Terr)

ON THE REVERSE OF THIS FORM: I do hereby provide a list of Chartered Accountants in my practicing office who are expected to perform public accounting in the Northwest Territories and/or Nunavut during some period from April 1, 2011 to March 31, 2012.

**FEE CALCULATION**

Resident Fee: # of Prof staff _____	X \$125 =	
<b>OR</b> Non-Resident Flat fee _____	\$200 =	
LLP Registration Fee (if applicable) _____	\$400.00 =	
	<b>SUBTOTAL</b>	
GST (Registration #122819394) _____	5% =	
	<b>TOTAL</b>	

<b>Date office opened:</b>	
<b>Signature:</b>	

**\*\* IMPORTANT: SEE REVERSE \*\***

## Notes to practicing offices in the Northwest Territories and Nunavut:

- 1) The Institute of Chartered Accountants of the Northwest Territories and Nunavut follows a three year cycle for practice inspection.
- 2) The minimum professional liability insurance requirements effective April 1, 2011 are as follows:

\$1.0 million where one member practices public accounting  
\$1.5 million where two or three members practices public accounting  
\$2.0 million where four or more members practice public accounting

This application is not complete unless a statutory declaration regarding sufficiency of professional liability insurance is completed and details of insurance are provided by June 1, 2011.

**Pursuant to By-law 11.03, annually on or before June 1, 2011, every Chartered Accountant in charge of a practicing office shall submit to the Membership Registrar:**

- a) A statutory declaration that sufficient professional liability insurance is in effect to comply with Section 11.01 of these by-laws; and**
- b) A statement of particulars with respect to the insurance setting out the name of the insurer and the insurance policy number.**

(Further to page one of this form)

List of Chartered Accountants in my practicing office who are expected to perform public accounting in the Northwest Territories and/or Nunavut during some period from April 1, 2011 to March 31, 2012:

