

Application for

# Advancement to Fellow

**The Institute of Chartered  
Secretaries and Administrators (ICSA)**  
(Australian Division)

**Governance Institute of Australia Ltd**  
ABN 49 008 615 950

**1. Personal details****(please print clearly)**

Title (Mr, Miss, Ms, Mrs)    First name    Middle name    Last name

Preferred name    Job title    Company

Postal address

City    State    Postcode

Country    Business hours phone

( )

Mobile phone    Email

**2.1. Organisational information (tick one only)**

Public unlisted	Proprietary company	ASX listed	Public listed
Consultant/Self-employed	Not-for-profit	Government	

**2.2. What industry are you in? (tick one only)**

Agriculture	Govt — Local	Insurance	Retail
Construction	Govt — State	Manufacturing	Sporting Clubs & Associations
Education	Govt — State-Owned	Media	Telecommunications
Energy	Health & Aged Care	Mining	Transport
Financial Services	Hospitality & Tourism	Property	Wholesale
Govt — Business Enterprise	Import/Export	Public Practice — Accounting	Other (specify below)
Govt — Federal	Information Technology	Public Practice — Law	

**2.3. What are your areas of interest and/or professional responsibilities? (tick as many as appropriate)**

Accounting/Finance	Compliance — International	Insurance	Risk Management
Annual Report	Consumer Law	Intellectual Property	Share Registry
ASIC Reporting	Contracts	Internal Audit	Statutory Registers
ASX Rules	Corporations Act	Investor Relations	Superannuation
Audit	Employment Law	Legal Advice	Tax Agents
Bankers	Environment Law	Meetings & Minutes	Taxation
Board	Governance	OHS	Trade Marks/Copyright
Company Secretarial	Human Resources	Privacy	Treasury
Compliance — Australia	Information Technology	Property	

Continued overleaf

### 3. Character and standing

Please answer YES or NO. If YES, give details on a separate sheet.

Within the past five years have you been convicted of any offence of such a nature that, had you been a member of ICSA and/or Governance Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by ICSA under Bye-Law 56.8 and/or clause 7 of the Governance Institute Constitution?	Yes	No
Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?	Yes	No
Within the past five years, have you conducted yourself, whether by act or default, in a manner that, had you been a member of ICSA and/or Governance Institute at the time, would have been likely to be discreditable to ICSA and/or Governance Institute having regard to the Governance Institute Code of Ethics?	Yes	No
Are you currently, or have you ever been, a director of a company to which a receiver, receiver manager, an enforcer of a security interest, provisional liquidator or liquidator has been appointed while you were a director or within six months after you ceased to be a director?	Yes	No
Are you currently, or have you ever been, disqualified from managing a corporation or banned from being a director of a corporation?	Yes	No
Have you ever been refused membership of a professional, regulatory or statutory body for which you have the appropriate academic qualifications?	Yes	No
Have you ever had your membership of a professional, regulatory or statutory body forfeited or suspended or have you ever been excluded from such a body?	Yes	No
Are you currently, or have you ever been, the subject of disciplinary proceedings by a professional, regulatory, statutory or other body?	Yes	No
Is there anything else that Governance Institute should know that might have a bearing on your membership application?	Yes	No

I, \_\_\_\_\_, declare that I deem myself a fit and proper person for membership of Governance Institute and/or ICSA and certify that my answers to the above questions and information contained within this form are true and correct. If admitted to membership, I undertake to be bound by the Constitution of Governance Institute, compulsory continuing professional development (CPD) requirements and the Code of Professional Ethics and Conduct, copies of which have been provided to me.

Signature

Date

### 4. Privacy notice

Governance Institute of Australia Ltd collects personal information about you so that we can provide you with the services you have requested. We may also use your information to manage professional conduct issues, improve our products and services and offer you our or our sponsors', partners' or suppliers' products and services which may be relevant to your needs. We may disclose personal information about you to third party contractors (eg mailing houses, conference organisers), who may be located in Australia, the UK or the USA, but if we do so we take steps to ensure that your privacy is respected. We may also disclose your information to the Institute of Chartered Secretaries and Administrators in the UK if you are a member of this institute. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. It is available from our website [governanceinstitute.com.au](http://governanceinstitute.com.au) or from our offices. You may update or alter your personal communications preferences and contact information at any time by logging in to [governanceinstitute.com.au](http://governanceinstitute.com.au) and selecting 'My Governance Institute'.

### 5. Membership fees (GST-free)

There is no cost associated with advancement to Fellow but your membership to Governance Institute must be fully financial at the time of lodgment.

#### Office use only

Fellow (advancement)

Date of election

Source

Semester

ICSA no

ID no

Year

I certify that this candidate has provided all necessary information and supporting details:

Signature — National Membership Services Specialist

Date