



# The Institute of Taxation

**CTA**  
PAKISTAN

## APPLICATION FOR MEMBERSHIP

(Please read the attached notes carefully before completing this application)

☐ CTA ☐ FTA ☐ ATA ☐ Affiliate (Please tick)

### PERSONAL PARTICULARS ( IN BLOCK LETTERS)

*\* Delete as appropriate*

Title

Gender

Name:

Date of Birth

CNIC / Passport No.

Office Address

Residential Address

Office Tel. No.

Whatsapp No.

Tel. No. (mobile)

Tel. No. (residential)

Email Address

Correspondence Address ☐ Residential ☐ Office (Please tick)

### DETAILS OF PROFESSIONAL AND OTHER QUALIFICATIONS

Name of Professional Body	Qualification	Date Obtained	Membership No. (Professional Body)

(See note 2 and information should be stated in chronological order)

**The Institute of Taxation**

48A Block C3, Gulberg III Lahore. Tel: (042) 35870645-47 Fax: (042) 35765061

Website: [www.citp.org.pk](http://www.citp.org.pk) Email: [membership@citp.org.pk](mailto:membership@citp.org.pk)

## DETAIL OF FULL-TIME WORK EXPERIENCE

Name of Company	Nature of Business	Position Held	Full Details of Taxation Experience	Date	
				From	To

**Payment (please tick the appropriate box)**

**By Cash**

☐ I tender in cash totaling  Rs.  as registration and annual subscription fees.

**By Cheque**

☐ I enclose herewith a crossed cheque no.  in the sum of  Rs.  payable to “**Institute of Taxation**” as registration and annual subscription fees.

**Declaration by the applicant by signing this form (please read carefully)**

*Please read through the Institute's Code of Professional Conduct before making your declaration.*

**I hereby make an application for membership of “The Institute of Taxation”. I declare that:**

1. I have not been subject to a disciplinary sanction (including disciplinary, regulatory or similar proceedings) by any professional body, employer, tribunal, or education provider.
2. The above information is true and complete to the best of my knowledge and belief. I recognise that if I am admitted to membership but later found to have provided untrue or misleading information in connection with this application. I may be subject to disciplinary action and may be removed from the list of members.
3. Upon admission as a member, I undertake to observe and abide by the Articles of Association and bye-laws of the Institute, to uphold the Institute's professional standards and to comply with the Code of Professional Conduct.
4. In the event of my resignation from membership, I hereby agree to pay all subscription in arrear accrued to the date of the surrender of my certificate of membership, return my certificate of membership and cease using the Institute's membership.
5. I consent to my personal information being collected, used and disclosed for the administration of the Institute. I also authorise the Institute to obtain any information about me from other parties it considers necessary for the purpose of processing my application and servicing my membership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**IMPORTANT**

The completed application form (together with a cheque for the appropriate fee if applicable) should be returned to the Institute by post or in person.

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**PROPOSER (IN BLOCK LETTERS)****SECONDER (IN BLOCK LETTERS)**Name: Name: Membership No.: Membership No.: Signature: Signature: Date: Date: *Proposer and seconder must be members of a chartered professional body***NOTES FOR COMPLETION OF APPLICATION FOR MEMBERSHIP****1. (a) Affiliate Member**

- (1) Has successfully passed CTM examinations of the Institute, PIPFA member or holds university degree in Bachelor of accounting/commerce or an equivalent qualification from an Institute accredited education provider; or
- (2) Would otherwise qualify for admission as an Associate Member of the Institute but does not carry any relevant tax experience in Pakistan; or
- (3) enrolled in the Institute's CTA – Skills level course; or
- (4) Is employed by the revenue authority engaged in taxation administration; or
- (5) Has an interest in the affairs of the Institute for whom Council resolves to admit as an Affiliate.

**(b) Associate Member (ATA)**

- (1) Passed CTA – Skills level examinations of the Institute or the equivalent examination of a recognised tax institute; or
- (2) A member of Institute of Chartered of Accountants of Pakistan (ICAP), Institute of Cost and Management Accountants of Pakistan (ICMAP) and similar professional accounting body; or
- (3) An advanced stage student of ICAP, ICMAP and similar professional accounting body (up till the date specified by the Council); or
- (4) Barrister, Lawyer or Advocate; or
- (5) Registered Income Tax Practitioner, provided he carries post registration relevant tax experience of five years; or
- (6) Is or had been employed by the revenue authority engaged in taxation administration at the position of Deputy Commissioner or above; or
- (7) Voting member of another recognized international tax institute.

**(c) Fellow Member (FTA)**

- (1) Meets the Associate membership criteria (as stated above) and has passed CTA - Professional level examinations of the Institute or the Institutes recognised equivalent; or
- (2) Has a Master of Tax or an Institute recognised equivalent Masters qualification; or
- (3) A fellow member of ICAP, ICMAP and similar professional accounting body (up till the date specified by the Council); or
- (4) A Barrister, Lawyer or Advocate (up till the date specified by the Council); or
- (5) Honorary or sponsoring members of the Institute.

**(d) Certified Tax Adviser (CTA)**

- (1) Meets the core voting membership criteria (as stated Bye-law 19); and
- (2) Meets the Fellow membership criteria (as stated above); and
- (3) Has successfully passed CTA – Advanced level examination of the Institute.
- (4) A sponsoring member of the Institute having at least five years relevant tax experience; or

2. Attested Copies of CNIC/passport, professional and other certificates must be attached to this application (the originals must be produced if required).

3. (a) Fees must be enclosed with this application:

**Fees Schedule**

	<b>Affiliate</b>	<b>Associate</b>	<b>Fellow</b>	<b>CTA</b>
	Rs.	Rs.	Rs.	Rs.
Registration Fee	5,000	7,000	9,000	11,000
Annual Subscription Fee	5,000	7,000	9,000	11,000

(b) A crossed cheque should be made payable to: **"Institute of Taxation"** and sent to the Institute.

(c) A full year membership fee (from 1 July to 30 June) shall be payable on admission unless the date of admission is later than 30 December in the year of application, in which case only a half year membership fee shall be payable

4. Members are liable for all membership fees to the date of the surrender of his/her Certificate of Membership.

5. The Institute reserves the right to use the data so collected for statistical research and analysis, providing members' services and for other internal uses. All information collected shall not be disclosed to third party without the consent of the applicant except for the purposes stated above. Appropriate measures will be taken by the Institute to safeguard data security.

6. Requests for access to data, correction of data, information on policies and practices and kinds of data held, and to withdraw or change consent to the use of data can be addressed to the Secretariat by postal mail or email with "personal data update" as the subject.

7. In case of any dispute, the Institute reserves the right of final arbitration.