

Membership Resignation

A member may apply to the Registration Committee for permission to resign from registration by submitting this application. Registered Firms should refer to the resignation procedures under By-laws 228-232.

You may not apply for resignation if:

- (a) There are complaints pending and the request is not supported in writing by the Investigation Panel; or
- (b) There are outstanding fees or other amounts owing to CPA Nova Scotia

Instructions

1. Complete the attached application.
2. Include your original CPA Nova Scotia membership certificate, if it has been issued, with the application.
3. If the applicant is an owner or partner in a registered firm, a written request must be made to the Registration Committee to revoke the registered firm as a professional corporation, limited liability partnership, partnership, or sole proprietor.
4. You are only entitled to a refund of annual dues paid to CPA Nova Scotia if the resignation is requested and approved within 3 months of your more recent registration, registration renewal, or reinstatement of registration.

Important Information

Once resignation is completed, a former member can no longer refer to themselves as a Chartered Professional Accountant, CPA or any legacy designation (CA, CMA, or CGA) including any deviation or combination of those initials, words, or expressions where it is used to imply registration with CPA Nova Scotia in Nova Scotia.

A reinstatement fee and further requirements under the Continued Professional Development Policy will apply should a former member seek reinstatement of membership.

Any reinstatement application will be subject to re-entry requirements and the review and approval of the Registration Committee.



Membership Resignation Form

Name:	Employer Name:
Address:	Address:
Phone (Home):	Position/Title:
Email (Home):	Phone (work):
Mobile:	Email (work):

1. INTENT TO RESIGN

- I wish to resign from CPA Nova Scotia Membership and will not be continuing my membership with any other Institute/Provincial Body. I am aware that CPA Nova Scotia has a reinstatement policy for any members who have resigned in good standing but have not maintained a membership with another Provincial Body. To be readmitted in the future, I am aware that I must re-apply for membership and meet the requirements that may be in effect at that time under CPA Nova Scotia's By-laws, policies, and procedures. These may include re-submission of a registration application, payment of reinstatement fees, and retraining or professional development requirements.
- I am an active member in another province and wish to resign from CPA Nova Scotia. I am aware, upon resignation, I cannot use a protected designation in Nova Scotia. Specific exceptions are outlined in the *Chartered Professional Accountants Act*, Section 40 (7).

Other Province: _____

Please indicate in the space below the reason for your resignation request:

2. MEMBERSHIP CERTIFICATE

- membership certificate never issued
- membership certificate enclosed or already forwarded to CPA Nova Scotia
- membership certificate destroyed or location unknown (if this is the case, the member must complete the Lost Certificate Declaration)
- Other, please explain _____



3. DECLARATION

In the Matter of my request to the Chartered Professional Accountants of Nova Scotia to resign from membership:

I **Acknowledge** that, pursuant to the *Chartered Professional Accountants Act*, Section 38, I shall not use Chartered Professional Accountant or a legacy designation or any derivation or combination of those initials, words, or expressions whether alone or in combination with other initials, words or expression where it is used to imply that I am entitled to practice as a chartered professional accountant or imply that I am registered by CPA Nova Scotia.

I **Acknowledge** that, pursuant to the *Chartered Professional Accountants Act*, Section 125, the registration committee shall review applications for reinstatement.

I **Acknowledge** there are re-entry requirements including the Continued Professional Development Policy and reinstatement fees as prescribed by the Board and the Registration Committee.

I **Declare** in accordance with By-law 229(c), which includes members who also maintained a registered firm, the following:

- (i) All client matters have been completed;
- (ii) Satisfactory arrangements have been made with respect to client files;
- (iii) In circumstances where CPA Nova Scotia required the applicant to carry insurance coverage that such insurance coverage remains in place or will respond to claims made against the applicant for at least six (6) year following the date on which the applicant ceased to carry on the practice of public accounting or a regulated service; and
- (iv) The applicant does not hold money or other property in trust for any client.

I **Acknowledge** that, pursuant to By-law 217, a CPA Nova Scotia membership certificate is the property of CPA Nova Scotia. Furthermore, I **Declare** that if a membership certificate was issued to me, it has been destroyed, returned to CPA Nova Scotia or that its location is unknown to me.

I **Undertake** in a circumstance where a lost certificate is recovered, I will forward it forthwith to the Chartered Professional Accountants of Nova Scotia.

Dated this ____ day of _____, 20____ at _____, Nova Scotia.

Member: [print name]

Witness: [print name]

Member: [signature]

Witness: [signature]