



ASEAN Federation of Accountants (AFA)

Guidelines for Application of AFA Associate Membership

INTRODUCTION

The AFA Constitution has limited the primary membership of AFA to only one Institution from each ASEAN member country particularly to the recognised National Accounting Body of that Country created under a specific statute or regulation of that particular country, or in the absence thereof, the recognised national organisation of accounting professionals in the said country.

Section 2 (b) of the AFA Constitution gave the power to the AFA Council to accept Associate members *"...which must be internationally recognized bodies of accounting professionals of ANY ASEAN COUNTRIES OR OTHER countries which are friendly to and supportive of the aspirations of ASEAN – even though they may be outside the territorial jurisdiction of ASEAN."*

The paper aims to provide clear and definitive guidelines for application for accounting bodies interested in becoming an Associate member of AFA. There will be 2 different criteria and procedures applicable for applications from accounting bodies in the ASEAN region and to those from outside of the region in line with AFA's objectives to:

- (a) To provide an organization for ASEAN Accountants for the further advancement of the status of the profession in the region with the view to establishing an ASEAN philosophy on the accounting profession.
- (b) To establish a medium for closer relations, regional cooperation, and assistance among ASEAN accountants.
- (c) To enhance the continuous development of the accounting profession in the region through the joint endeavors of accountants representing the ASEAN.
- (d) To identify and highlight vital problems affecting the accounting profession in the ASEAN region and to formulate proposals towards the solution of these problems.
- (e) To provide ASEAN accountants with a venue for the exchange of the significant information on the accounting profession in the ASEAN member countries.
- (f) To represent the ASEAN accountants in their collective dealings with international accounting and other organizations.
- (g) To work in cooperation with ASEAN business regional groupings whose economic development efforts may be complemented by ASEAN accountants

APPLICATION FROM ACCOUNTING BODIES IN THE ASEAN REGION

Eligibility

1. The Accounting body must be a locally incorporated accounting body in any of the ASEAN member states and not a local chapter or division of an accounting body originating outside of the ASEAN region
2. The AFA primary member representing the applicant's country supporting the application

Application procedure

1. The application must be in writing addressed to the AFA President
2. The application must contain relevant information on the applicant, including but not limited to:
 - Name and address of the application
 - Instrument of incorporation/ formation
 - Membership numbers and classes
 - Governing structure of the organisation
 - Past and present activities
 - Designated representative/ contact person
3. The AFA Council may reserve the right to request for further information from the applicant if required
4. The application must also be supported with a letter from the AFA primary member representing the applicant's country indicating their no objection and support to the application.

APPLICATION FROM ACCOUNTING BODIES OUTSIDE THE ASEAN REGION

Any internationally recognized body of accounting professionals in any ASEAN country or any other country which is friendly to and supportive of the aspiration of ASEAN, and must be Full Member Body of International Federation of Accountants (IFAC) – may submit to the AFA secretariat its formal application for admission as an AFA Associate member.

The organization is acknowledged, either by legal decree or by general consensus, as being a national professional organization in good standing in the jurisdiction. In the case of general consensus, evidence exists that it does have the support of the public and other key stakeholders.

Eligibility criteria

To be eligible for consideration the applicant must be a professional accounting body that:

1. Full member of the International Federation of Accountants (IFAC)

2. Originated geographically from within the immediate vicinity of ASEAN region, either in East Asian and the Australasia/ Oceania region, or
3. Originated not from immediate vicinity of ASEAN but has significant presence in any of the ASEAN countries either through local presence of substantial membership number in this region
4. Must be able to display ability to contribute positively to AFA's objectives and any AFA initiative
5. Supported by a Nominating Body from any one of AFA primary members

Application Procedure

1. The application must be in writing addressed to the AFA President and accompanied by a supporting letter from the Nominating Body
2. The application must contain all the relevant general information on the applicant, including information that the applicant have met with all the eligibility criteria above
3. The AFA Council may reserve the right to request for further information from the applicant if required
4. Having satisfied that the applicant may have met with all the eligibility criteria the AFA Council may wish to call to request the applicant to present their application in front of the AFA Council with special emphasis on their plans on how they would play a role and contribute positively to AFA.

RIGHTS OF AN ASSOCIATE MEMBER

The admitted Associate Member shall have the right to:

1. Participate in all activities of the Federation, including but not limited to the biennial AFA Conference, Annual AFA Lecture and other similar affairs;
2. Establish mutual and beneficial linkages with the Federation itself and/or Associate Member-bodies including those involving technology transfer, professional development, training and exchanges;
3. On special formal invitation by the Council, to participate in any regular or special meeting of the AFA Council – in which cases, its representatives (not more than two) shall be given observer status – and with no voting rights; and
4. Offer to host any AFA Council Meeting, subject to such terms and conditions or arrangements that will be mutually acceptable to AFA Council;
5. Such other privileges and/or prerogatives that the AFA Council may accord to Associate Members – from time to time.

OBLIGATIONS OF AN ASSOCIATE MEMBER

The admitted Associate Member shall have the following obligations:

1. Maintain loyalty to, and protect the good name of the Federation – with due observance of and obedience to the AFA Constitution and By-laws-as well as the policies and regulations that are regularly issued by the AFA Council;
2. Pay annual dues in such amount as may be periodically set by the AFA Council, with due consideration to its own resources and membership, and in relation to the fees and dues assessed to be payable by the AFA Primary Members;
3. Regularly send delegates and program participants to the activities being conducted by the Federation-including but not limited to the AFA (Regional) Conference and the AFA Lecture; and
4. Contribute whatever expertise, technology transfer or other matters of professional development and upgrading or enhancement of the accountancy profession within ASEAN and its individual member countries, as well as in elevating, supplementing and upgrading the skills of the ASEAN accounting professionals.