



**INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
OF UGANDA**

**MEMBERSHIP  
BROCHURE  
2020**

## **1.0 BACKGROUND INFORMATION**

### **1.1 INSTITUTE'S PROFILE**

The Institute of Certified Public Accountants of Uganda (ICPAU) was established in 1992 by an Act of Parliament, now The Accountants Act, 2013. ICPAU is governed by a Council, which is assisted by the Public Accountants Examinations Board (PAEB), Quality Assurance Board (QAB), Disciplinary Appeals Committee and other committees.

The functions of the Institute, as prescribed by the Accountants Act, 2013 are:

- (i) To regulate and maintain the Standard of Accountancy in Uganda;
- (ii) To prescribe and regulate the conduct of accountants and practicing accountants in Uganda.

ICPAU is a member of the International Federation of Accountants (IFAC), the Pan African Federation of Accountants (PAFA) and the Association for Educational Assessment in Africa.

### **1.2 VISION**

To be a world-class professional accountancy Institute.

### **1.3 MISSION**

To develop, promote and regulate the accountancy profession in Uganda and beyond in public interest.

### **1.4 CORE VALUES**

- Professional excellence
- Accountability
- Integrity
- Innovation

## **2.0 MEMBERSHIP**

The Council has operationalised two categories of Membership:

- a) Full Membership
- b) Associate Membership

## 2.1 FULL MEMBERSHIP

To become a full member, you must either:

- a) Be a CPA(U) graduate with at least 3 years of practical training as prescribed by the Council.

**OR**

- b) Be a full member, in good standing, of any of the East African Community Institutes of Accountants: ICPAK (Kenya), ICPAR (Rwanda), NBAA (Tanzania) and OPC Burundi.

**NOTE:** Apart from fully recognized members from the EAC Institutes, other holders of foreign accountancy qualifications (FAQs) will apply for full membership of **ICPAU ONLY AFTER** sitting for examinations in **Business Law – Paper 4, Taxation – Paper 11** and **Public Sector Accounting and Reporting – Paper 14**, and **Auditing and Other Assurance Services-Paper 17**, of the CPA (U) Syllabus.

### 2.1.1 Requirements for Full Membership Application

- a) A print out of the duly completed and signed online application form.
- b) Proof of payment of enrollment fees.
- c) Proof of 3 years of Practical Experience Training (PET).
- d) Original or certified copies of academic support documents; transcripts and certificates for O’Level, A’Level, Diplomas, Degrees and Professional Courses.
- f) Curriculum Vitae (CV).
- i) Recommendation letters from:
  - (i) Either current or former employer within the past three years,  
**and;**
  - (ii) A full member of ICPAU, known to the applicant personally.

### 2.1.2 About Practical Experience Training (PET)

Under PET, one is required to undertake a minimum of three years of work experience, under the guidance of a supervisor, who should be a full member of ICPAU with an approved employer.

The training considers practical work experience and excludes time spent on in-house training courses, ICPAU courses, holidays, illnesses and general administration.

If one offers training in an approved teaching institution as per ICPAU guidelines, they qualify for a one-year of PET and will be required to undertake PET for two years with an approved employer in public practice, industry or within the public sector.

The three -year practical training can be obtained before, during or after the CPA (U) qualification. However, the trainee must apply for ICPAU membership within five years of qualification.

### 2.1.3 Benefits for Full Members

- International recognition and affiliation with the International Federation of Accountants (IFAC), the Pan African Federation of Accountants (PAFA) and the East Africa Community Institutes of Accountants (EACIAs).
- Access to Continuing Professional Development (CPD) programmes organised by the Institute.
- Opportunities to represent the Accountancy profession on ICPAU Council, Committees of Council, advisory boards and technical boards in the profession.
- Opportunity to practice as a partner in an accounting and/or audit firm, if one has the required relevant experience in an accounting firm.
- Discounted rates for ICPAU events, seminars and workshops
- Networking opportunities at all ICPAU events and seminars.
- Right to vote at ICPAU Annual General Meetings.
- Access to job opportunities and references flagged by the Institute.
- Access to accountancy information and updates through ICPAU portals and platforms.
- Enhanced credibility with CPA a professional designation CPA.

## 2.2 ASSOCIATE MEMBERSHIP

A person is eligible for associate membership upon completion of the CPA (U) course but does not have Practical Experience Training prescribed by Council.

### 2.2.1 Benefits for Associate Members

- Access to Continuing Professional Development (CPD) programmes organised by the Institute.
- Discounted rates for ICPAU events, seminars and workshops
- Networking opportunities at all ICPAU events and seminars.
- Access to job opportunities and references flagged by the Institute.
- Access to accountancy information and updates through ICPAU portals and platforms.

## 2.3 Cross-Cutting Member Benefits

- Access to professional advice and feedback from audit quality reviews. This helps in improving compliance with standards, laws and enhances performance.
- Membership to the CPA SACCO, providing an opportunity to save, and borrow at competitive interest rates.
- Professional guidance and counseling on how to remain globally relevant.
- Protection of professional interest on issues of legislation and public policy, while protecting the public interest.
- Provision of value to society
- Updates on industry and business events.

**Note:** Section 34 (2) of the Accountants Act states that:

All heads of accounts, finance and internal audit in public and private sector entities, with public interest, shall be members of the Institute in accordance with the regulations made under this Act.

## 4.0 FEES & OTHER DUES-2020

	FULL MEMBER	ASSOCIATE MEMBER
	<b>UGX</b>	
<b>Enrolment Fee</b>	750,000	-
<b>Development Fund Contribution (Minimum)</b>	300,000	
<b>Annual Subscription Fee</b>	500,000	150,000

### Note:

- a) Enrolment fees must be paid on application. In case you are unable to pay these fees at once, you can pay in installments and submit your application form upon making payments worth UGX. 750,000.
- b) The Development Fund Contribution may be paid before or after one has been admitted to the membership. However, Membership Certificates are issued upon payment of the Development Fund.
- c) The annual subscription fees are due and payable on the 1st day of January every year, and in any case not later than the 31st day of March. There is no payment of annual subscription fee in the year of enrollment.

## 5.0 PRACTISING ACCOUNTANCY

### 5.1 Registration as a Practising Accountant

- a) A person who is enrolled as a full member of the Institute, and wishes to practice accountancy may apply to the Council to be registered as a practicing accountant.
- b) A full member shall only be registered as a practising accountant after obtaining the relevant practical experience training.
- c) The only Associate Members who are eligible to practice accountancy are listed in Schedule 2 of the Accountants Act, 2013.

All other Associate Members are not eligible to receive practising certificates.

## 5.2 Accounting License

A person holding a valid practising certificate who wishes to practice as a firm, whether as a sole practitioner or in partnership, may apply to the Council for an annual license furnishing it with details of the firm. In case of a partnership, all the partners must be in possession of valid practicing certificates.

## 5.3 Renewal of Practising Certificates and Annual Licences

A written application for renewal of a practising certificate or annual licence should be made at least two months before the end of the financial year i.e. by **30 October of every year.**

### **Note: Section 35 of the Accountants Act States that:**

- It is an offence to practice accountancy in Uganda without a valid practising certificate.
- A person who practices accountancy without a practising certificate commits an offence and is on conviction, liable to a fine or imprisonment.

	<b>AMOUNT-UGX</b>
Practising Fee	1,250,000
Annual License Fee for accounting firms	550,000

# CPA

## U g a n d a

For further information, please contact

The Secretary, Institute of Certified Public Accountants of Uganda

 Plot 42 Bukoto Street, Kololo, P.O. Box 12464, Kampala, Uganda

 0393 262333 / 265590  [www.icpau.co.ug](http://www.icpau.co.ug)

 [members@icpau.co.ug](mailto:members@icpau.co.ug), [engagement@icpau.co.ug](mailto:engagement@icpau.co.ug)

 ICPAU  @ICPAU1

 Institute of Certified Public Accountants of Uganda