CIPFA Dual Membership sponsor form

## sponsor form

This must be completed by the sponsor. Any applications which are not supported by a suitable sponsor will be invalid. A suitable sponsor must be one person who meets all of the essential criteria. View these online at <https://www.icaew.com/membership/becoming-a-member/members-of-other-bodies/members-of-other-bodies-a-z/cipfa-newly-qualified-members?campaignkw=OTF%20button#statement>

**What is the role of the sponsor?**

The role of the sponsor is an important one. A sponsor has several key roles and responsibilities:

* To confirm that they know the applicant.
* To confirm that the applicant is of good character, and that there is no reason that they are aware of, why the applicant should not be admitted to ICAEW membership.
* To verify to the best of their knowledge that the information provided by the applicant in the application and in the answers to the statement of intent questions are a true and accurate representation of the work of the applicant.
* In giving this undertaking, the sponsor acknowledges that ICAEW may report them to their professional body if it has grounds to doubt the validity of this statement.

**To achieve this, the sponsor is required to:**

* Read the completed statement of intent of the relevant applicant.
* Use their professional judgement to satisfy themselves that the information and answers that have been provided by the applicant are true and accurate and that the applicant is of good character.
* Complete and sign this CIPFA Dual Membership Sponsor Form
* This signed CIPFA Dual Membership Sponsor Form must be submitted by the applicant as part of their application by the required specified deadline date.

**Penalties of sponsors**

ICAEW may report a sponsor to their professional body if it has grounds to suspect the validity of a sponsor, or where ICAEW suspects a sponsor has testified in an inappropriate manner.

**Plagiarism**

Applicants and sponsor should be aware that applicants are not permitted to plagiarise the work of others, whether published or unpublished and in whatever format or medium. This includes ICAEWs illustrative answers to Statement of Intent questions. Failure to comply is considered to be misconduct. Where ICAEW believes misconduct may exist, the case will be referred to ICAEW Assessment Committee for investigation and potential disciplinary action, and referral to the candidate’s current professional body.

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| Applicant’s details – please provide details of the CIPFA applicant below |
| ICAEW record number for the applicant |  |
| First name(s) / given name(s) |  |
| Surname / family name |  |
| Employer or name of organisation |  |
| Position / job title |  |
| Country |  |

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| Sponsor details – please provide your details below |
| First name(s) / given name(s) |  |
| Surname / family name |  |
| Employer or name of organisation |  |
| Position / job title |  |
| Address |  |
| Town |  |
| Post code / zip code |  |
| Country |  |
| Your work email address |  |
| The name of the eligible professional body to which you belong |  |
| Date of admission as a member to the above body |  |
| If ICAEW member, please provide your ICAEW member number |  |
| If ICAEW member, please provide date of admission to ICAEW |  |
| Are you related to the applicant?Please state ‘yes’ or ‘no’ |  |
| If ‘yes’ what is that relationship eg, father, sister etc |  |

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| Confirmation – please tick below |
|  | Please confirm in the box to the left, that you meet all of the sponsor eligibility criteria. The full criteria is the same as our Pathways route which can be found at<https://www.icaew.com/membership/becoming-a-member/members-of-other-bodies/campaigns/pathways-to-membership/pathways-sponsor-criteria>  |
|  | Please confirm in the box to the left, that you have read the answers of the applicant in their Statement of Intent submission. |
|  | Please confirm in the box to the left, that you have read all other relevant documents relating to the statement of intent application being made by the applicant.  |
|  | Please confirm in the box to the left, that you have used your professional judgement to verify the authenticity of the information provided by the applicant and that to the best of your knowledge and belief, the information provided by this applicant is true and accurate.  |
|  | Please confirm in the box to the left, that having completed the above, you know of no ethical or other reason why this applicant should not be invited into ICAEW membership. |
|  | Please confirm that you have a good disciplinary record with ICAEW (if ICAEW member) or with the eligible body to which you belong.  |
|  | Please declare in this box any disciplinary items on your records. |
|  | Please confirm in the box to the left, that you have submitted a letter of good standing. The requirements for the content of this letter are the same as our Pathways route, you can find out more information here: <https://www.icaew.com/membership/becoming-a-member/members-of-other-bodies/campaigns/pathways-to-membership/pathways-sponsor-criteria>  If you are a member of CIPFA, instead of a letter of good standing you can send the candidate an email or letter, including your membership number, confirming that you are happy for CIPFA to confirm your good standing with ICAEW directly.  |
|  | Please confirm in the box to the left, that you recommend the applicant for membership of ICAEW. |
| Signature |  |
| Date (DD/MM/YY) |  |

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation.

We will use your personal data to ensure compliance with the requirements of the qualification you are sponsoring this applicant for.

In order to meet our obligations to the applicant we may share your personal data with Regulatory bodies and with the issuing authority of any supporting documentation, for example a letter of good standing.

For more information about our data protection policy please go to [icaew.com/dataprotection](file:///C%3A%5CUsers%5Clpd1sh%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CB9V4IC2L%5Cicaew.com%5Cdataprotection) \*Version 2018/05