



Annual CPD Declaration and Ethics Compliance Form 2020

Membership Number:					
Full Name:					
<i>Tick one of the two boxes in this section</i>					
1. I confirm that I have completed my CPD requirements for the year ended 31 st December 2020.	<input type="checkbox"/>				
2. I confirm that I have not complied with my CPD requirements for the year ended 31 st December 2020.* <i>*provide reasons for non-compliance (with evidence).</i>	<input type="checkbox"/>				
3. I confirm that I have read the BICA Code of Ethics for Professional Accountants and complied with its requirements for the year ended 31 st December 2020.	<input type="checkbox"/>				
4. I confirm that I have not read the BICA Code of Ethics for Professional Accountants and not complied with its requirements for the year ended 31 st December 2020.	<input type="checkbox"/>				
5. I have undertaken my CPD requirements by following BICA's unit route.	<input type="checkbox"/>				
Or					
I am a member of an IFAC body which is <i>fully</i> compliant with IFAC's International Education Standard (IES 7) and I have followed the CPD scheme of that body.	<input type="checkbox"/>				
6. Please indicate by ticking in the box if you are a Certified Auditor	<input type="checkbox"/>				
7. Please indicate by ticking in the box if you are :					
Responsible for the preparation or presentation for statutory purposes of financial statements and/or annual reports of listed companies, financial services organizations, or indeed any organization deemed to be a public interest body such as insurance companies, building societies and banks.	<input type="checkbox"/>				
Responsible for company secretarial work.	<input type="checkbox"/>				
An Accounting Officer of a company.	<input type="checkbox"/>				
Other (Specify): _____					
8. Please indicate by ticking in the box if you own and/or work for a Non-auditing Member firm of the Institute.	<input type="checkbox"/>				
9. J c x g " { q w ' r n g c f g f " i w k m { " q t " d g g p " h q w p f " i w k m { ' q h t c p { ' q h t g p e g " f w t k p i " j g " { g c t A K i u q " i k x g " f g c k m " q h ' j g ' e q w t v ' y j k e j " e q p x l e v g f " { q w " j g ' q h t g p e g " j g ' r g p c m { " k o r q u g f " c p f " " f c v g " q h ' e q p x l e v k q p " * R r g c u g " c w c e j " c f f k k q p c h ' u j g g v l h ' p g e g u a c t { +	<table style="border: none;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>				
10. I confirm that the information given in this form is true and accurate.					
Signature: _____	Date: _____				
<p>* Please note that the requirement is 40 hours of CPD each year (a minimum of 21 hours must be verifiable.)</p> <p>Please send your completed form by 1st January 2021 to:</p> <p>BOTSWANA INSTITUTE OF CHARTERED ACCOUNTANTS Plot 50374, Second Floor, Block 3, Fairgrounds Financial Centre, Private Bag 0021, Gaborone, Botswana. Phone : +267 3972 992 Fax: +267 397 2982 Email: events@bica.org.bw Visit our website www.bica.org.bw</p>					

As a basic tenet of membership, BICA members are required to understand and uphold the highest standards of ethics and professional conducts. Failure to do so by any member jeopardises the reputation of the accounting profession and undermines public trust in the value the profession adds to the society. In order to assist members in understanding their duties with respect to ethics and professional conduct, BICA has adopted a Code of Ethics which can be accessed at <http://www.bica.org.bw>. As part of BICA's efforts to ensure that members adhere to these expectations, members are required to confirm their understanding and adherence to the expected level of conduct on an annual basis. It is for this reason that this CPD annual return form incorporates the declaration on code of ethics.