



**INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
OF UGANDA**



# **MEMBERSHIP BROCHURE**

## 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 Education and Research Committee, Public Accountants Examinations Board (PAEB), and other committees.

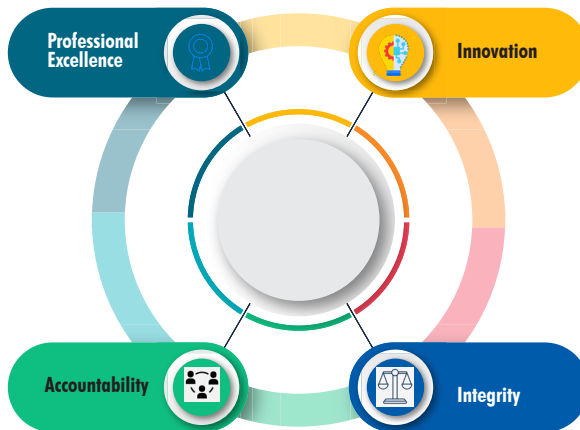
The functions of the Institute, as prescribed by the Accountants Act, 2013 are:

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

**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



## 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 recognised members from the EAC Institutes, other holders of Foreign Accountancy Qualifications (FAQs) may be required to sit for all or some of the following: **Business & Company Law – Paper 5, Advanced Taxation - Paper 17 and Public Financial Management -Paper 13.** Exemption in **Business & Company Law - Paper 5** may be granted if it was covered during the first degree pursued in Uganda. One may also be required to sit for **Audit Practice & Assurance – Paper 16** if it was not covered in their FAQ study.'

### 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 enrolment fees.
- c) Completed Practical Experience Training (PET) log book
- d) Original or certified copies of academic support documents; transcripts and certificates for O'Level, A'Level, Diplomas, Degrees and Professional Courses.
- e) Curriculum Vitae (CV).
- f) One (1) color photograph (passport size with white background)
- g) Recommendation letters from:
  - (i) Either current or former employer within the past three years,  
**and;**
  - (ii) A full member of ICPAU in good standing, 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 practical experience training with an approved employer, under the guidance of a supervisor who should be a full member of ICPAU.

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 “Full Members”

- i. 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).
- ii. Affordable and free to Continuing Professional Development (CPD) programmes organised by the Institute.
- iii. Opportunities to represent the Accountancy profession on ICPAU Council, Committees of Council, advisory boards and technical boards in the profession.
- iv. Opportunity to practise as a partner in an accounting and/or audit firm, if one has the required relevant experience in an accounting firm.
- v. Discounted rates for ICPAU events, seminars and workshops
- vi. Networking opportunities at all ICPAU events and seminars.
- vii. Right to vote at ICPAU Annual General Meetings.
- viii. Access to job opportunities and references flagged by the Institute.
- ix. Access to accountancy information and updates through ICPAU portals and platforms.
- x. Enhanced credibility with the CPA professional designation.
- xi. Bereavement Support, Subscription Waivers, Access to Group Savings and Loan products

## 2.2 ASSOCIATE MEMBERSHIP

A person is eligible for associate membership when they complete the CPA(U) course but do not have Practical Experience Training prescribed by Council.

### 2.2.1 Benefits for Associate Members

- i. Mentorship support
- ii. Access to job opportunities
- iii. Practical Experience Training (PET) Support
- iv. Discounted rates for ICPAU webinars and events
- v. Bereavement support to associate members’ family upon death
- vi. Access to group savings and loan scheme (CPA SACCO)
- vii. Access to Benevolent Fund support upon the death of an immediate family member

**Log into your ICPAU Student Account to enrol. Enrolment is free.**

## 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

	FULL MEMBER	ASSOCIATE MEMBER
	UGX	UGX
Enrolment Fee	750,000	N/A
Development Fund Contribution (Minimum)	300,000	N/A
Annual Subscription Fee	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 to your CPA account, 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 full 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.
- d). There is no payment of annual subscription fee in the year of enrolment.

## 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 practise accountancy may apply to the Council to be registered as a practising accountant.
- b). A full member shall only be registered as a practising accountant after obtaining the relevant practical experience training.
- c). A full member shall only be registered as a practising accountant after obtaining the relevant Practical Experience Training

*All other Associate Members are not eligible to receive Certificates of Practice*

### 5.2 Accounting License

A person holding a valid practising certificate who wishes to practise 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 practising certificates.

### 5.3 Renewal of Practising Certificates and Annual Licenses

A written application for renewal of a practising certificate or annual license 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 practise accountancy in Uganda without a valid practising certificate.
- A person who practises 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 Licence Fee for accounting firms	550,000



Join the  
World's Network of  
Professional  
Accountants:  
**Become a CPA**

***A Certified Public Accountant (CPA) in Uganda is one who is a member of the Institute of Certified Public Accountants of Uganda (ICPAU), the national Professional Accountancy Organisation.***

**Note:**

It is a requirement under the Accountants Act for all heads of accounts, finance and internal audit in public and private sector entities, with public interest, to be members of the Institute.

Visit [www.icpau.co.ug](http://www.icpau.co.ug) to enrol





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🔗 **Linked in** Institute of Certified Public Accountants of Uganda

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