



**INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
OF UGANDA**



MEMBERSHIP BROCHURE

WE CREATE IMPACT

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 Cap 294. ICPAU is governed by a Council, which is assisted by the Members Services Committee, Public Accountants Examinations Board (PAEB), and other committees.

The functions of the Institute, as prescribed by the Accountants Act Cap 294 are:

- To regulate and maintain the standard of accountancy in Uganda
- To prescribe and regulate the conduct of accountants and practising accountants in Uganda.



VISION

A globally recognised promoter of accountants for sustainable economies



MISSION

To develop and regulate accountants for professional excellence and sustainable impact

CORE VALUES



Professional
excellence



Accountability



Integrity



Responsiveness

2.0 MEMBERSHIP CATEGORIES

ICPAU membership categories are;

- Full Membership
- Associate Membership
- Honorary Membership
- Retired 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 (EACIAs): the Institute of Certified Public Accountants of Kenya, Institute of Certified Public Accountants of Rwanda, the National Board of Accountants and Auditors of Tanzania and Ordre des Professionnels Comptables du Burundi (OPC Burundi). EACIAs members should have attempted and completed the CPA course related exams in their mother bodies.

NOTE: Holders of Foreign Accountancy Qualifications (FAQs) may be required to sit for all or some of the following CPA(U) course papers: Business & Company Law - CPA Paper 5, Public Financial Management - CPA Paper 13, Audit Practice & Assurance - CPA Paper 16 and Advanced Taxation - CPA Paper 17 and Advanced Financial Reporting - CPA Paper 12.

2.2 Practical Experience Training (PET)

Take charge of your future and embark on the journey towards becoming a Certified Public Accountant (CPA). Start your PET today and pave the way for a successful career in accounting.

Practical Experience Training (PET) is your key to unlocking this prestigious designation, and here's how you can get started:

i.

Complete your PET Logbook:

Log into your ICPAU portal account, click on "Register your PET", and enter your employer and mentor details

ii.

Choose Your Areas: Ensure you cover at least three of the technical areas (financial reporting, auditing, taxation, financial management, management accounting, insolvency practice, and information technology) and all three non-technical areas (communication skills, personal skills and professional behaviour, and interpersonal & organisational skills) and ethical area. Document your practical experience training in three technical and three non-technical areas to 100%.

iii.

Regular Reviews:

PET supervisors and employers play a crucial role in monitoring your practical training. Seek periodic reviews and confirmations to ensure your records meet the standards of aspiring professional accountants.

2.3 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 the Council.

2.3.1 Benefits for Associate Members

- i. Mentorship support
- ii. Practical Experience Training (PET) Support

Requirements for Associate Membership enrollment;

- i. One must complete the CPA Course

Log into your ICPAU Portal Account to enrol <https://icpauportal.com/online/webinars/>.

Note: Enrollment is free.

2.4 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) logbook
- d) Curriculum Vitae (CV).
- e) One (1) colour photograph (passport type with white background)
- f) Recommendation letters from:
 - (i) Either current employer or former employer within the past three years,

and;

- (ii) A full member of ICPAU in good standing, known to the applicant personally.

NOTE: If the applicant has been with their current employer for a year and a half, the recommendation letter should come from that employer.

3.0 MEMBERSHIP VALUE

3.1 Cross-Cutting Benefits for Associate & Full Members

- i. Affordable and free Continuing Professional Development (CPD) programmes organised by the Institute.
- ii. Discounted rates for ICPAU events and seminars.
- iii. Networking opportunities at all ICPAU events and seminars.
- iv. Access to job opportunities flagged by the Institute.
- v. Access to accountancy information and updates through ICPAU portals and platforms.
- vi. Subscription waivers
- vii. Access to group savings and loan products
- viii. Bereavement support to member's family upon death
- ix. Membership to the CPA SACCO, providing an opportunity to save, and borrow at competitive interest rates.
- x. Professional guidance and counseling on how to remain globally relevant.
- xi. Provision of value to society
- xii. Updates on industry and business events.
- xiii. A chance to belong to a regional members network

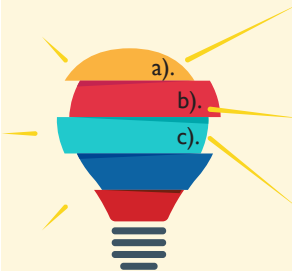
3.2 Benefits for Full Members

- i. International recognition and affiliation with the International Federation of Accountants (IFAC), the Pan African Federation of Accountants (PAFA) and the East African Community Institutes of Accountants (EACIAs).
- ii. Opportunities to represent the Accountancy profession on ICPAU Council, Executives for Regional Member Networks, Committees of Council, advisory boards and Technical boards in the profession.
- iii. Opportunity to practise accountancy in an accounting firm, if one has the required relevant experience.
- iv. Right to vote at ICPAU Annual General Meetings.
- v. Enhanced credibility with the CPA professional designation.
- vi. Opportunity to share articles related to the accountancy profession in ICPAU Magazines and platforms eg Today's Accountant magazine.
- vii. Access to professional advise and technical feedback. This helps in improving compliance with standards, laws and enhances performance.
- viii. Credibility & Prestige: Being an active ICPAU member signals your commitment to high standards and ethics, earning respect and opening doors to valuable opportunities and networks.
- ix. Continuous Professional Development & Learning Opportunities: Membership offers access to CPD programs, workshops, and updates that keep our skills sharp and competitive in an evolving accounting industry.
- x. Networking & Community: Membership offers a strong network for professional growth, support and collaboration. Active membership enhances your career prospects by connecting you with credible employers and global opportunities.
- xi. Collective Responsibility for the Profession's Growth within Uganda: Our collective support of ICPAU strengthens the profession, enhances the CPA brand, and shapes Uganda's accounting landscape.
- xii. Opportunity to become a member of any East Africa Certified Public Accountant Organisation (EACPAO) without further examinations.

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 MEMBERSHIP FEES



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 ICPAU account, and submit your application form upon making the required payments.

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.

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.

Note:

There is no payment of annual subscription fees in the year of enrolment.

5.0 PRACTISING ACCOUNTANCY

5.1 Registration as a Practising Accountant

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. (Section 27 of the Accountants Act)

5.2 Firm Licence

A person holding a valid Certificate of Practice who wishes to establish an accounting firm, whether as a sole practitioner or in partnership, may apply to the Council for an annual licence furnishing it with details of the firm. In case of a partnership, all the partners possess valid Certificates of Practice. (Section 31 of the Accountants Act)

5.3 Renewal of Certificate of Practice and Firm Licence

In Line with Section 32(I) of the Accountants Act, application for Renewal of Certificate of practice and firm license is made at least two months before the end of the financial year in respect of which the Licence is issued.

6.0 ICPAU Regional Members Networks

ICPAU Regional Members Network is a formal arrangement of members of the Institute of Certified Public Accountants of Uganda who work, reside or hail from a region guided by a constitution approved by the Council of ICPAU to champion accountancy and other issues that affect a particular region.

Regional Members Networks were introduced in 2016 by ICPAU to improve member engagement.

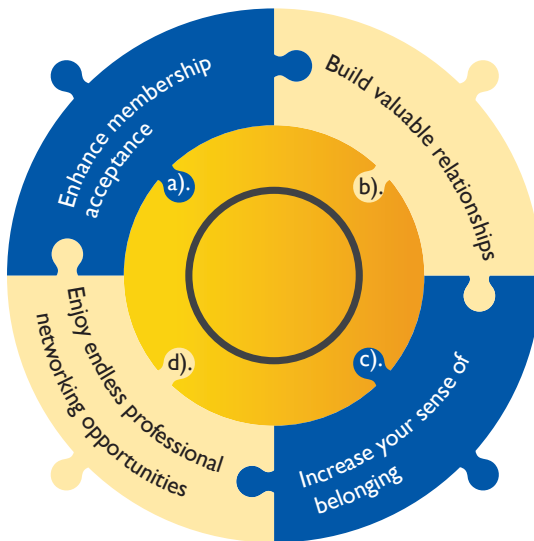
6.1 The objectives include the following;

- i. To improve member engagements by acting as a communication link for the Institute and its members.
- ii. To assist the Institute to uphold the integrity and standing of the accountancy profession in the interest of society and membership.
- iii. To raise the profile and reputation of ICPAU and the members in Uganda and beyond.
- iv. To liaise with the ICPAU student community and assist them to advance their professional accountancy studies.
- v. To arrange social events for regional members and students to interact and network.
- vi. To support communities on issues relating to financial management, accountability and other areas

6.2 There are 12 ICPAU Regional Members Networks, namely:

S. N	Regional Members Network	Status	Coordinating Centre
1.	Acholi Regional Members Network	Active	Gulu
2.	Ankole Regional Members Network	Active	Mbarara
3.	Bunyoro Regional Members Network	Yet to be Active	Hoima
4.	Busoga Regional Members Network	Yet to be Active	Jinja
5.	Central Regional Members Network	Active	Kampala
6.	Kigezi Regional Members Network	Active	Kabale
7.	Lango Regional Members Network	Active	Lira
8.	Mid-Eastern Regional Members Network	Active	Mbale
9.	Rwenzori Regional Members Network	Yet to be Active	Fortportal
10.	Southern Buganda Regional Members Network	Yet to be Active	Masaka
11.	Teso/Karamoja Regional Members Network	Yet to be Active	Soroti
12.	West Nile Regional Members Network	Active	Arua

6.3 Join a Regional Members Network Today;





JOIN THE ICPAU BENEVOLENT FUND

BENEFITS

1. The fund shall provide financial assistance as follows:

Details	Amounts (Ushs)
In the event of death of a member	Up to but not exceeding Ug shs.6,000,000
Death of the member's Spouse	Up to but not exceeding Ug shs.4,000,000
Death of the member's biological or adopted child (up to a maximum of four (4) children)	Up to but not exceeding Ug shs.2,00,000
Incapacitated member	To be determined by the Board depending on the circumstances but not exceeding twice the death benefit.

- 2. In the case of financial assistance sought on grounds of incapacitation, it must be proved that the member cannot afford (as a result of his or her present circumstances) his or her immediate needs.
- 3. A member who is a George W. Egaddu Fellow shall be accorded additional bereavement support of fifty percent (50%) of the applicable amount stated above.
- 4. A member who is a Pius K. Bahemuka Fellow shall be accorded additional bereavement support of twenty -five percent 25% of the applicable amount stated above.

Scan QR Code to join.



Open to members of the Institute of Certified Public Accountants of Uganda

THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA

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