

**TAI Practitioners & Advisers Ltd**

ACN 161 462 620

("the Company" or "TAI PAL")

**By-Law III | Continuing Professional Education**

---

In this By-Law, the interpretation provisions of the Company's constitution apply unless the context otherwise requires.

Members will observe this By-law relating to the Continuing Professional Education requirements of the Company.

**1. GENERAL OBLIGATIONS**

Members are required to undertake relevant studies to ensure they maintain their currency of knowledge in all areas of practice.

**2. CONTINUING PROFESSIONAL EDUCATION – HOURS OF EDUCATION**

**2.1** Members shall satisfy the minimum level of CPE hours set out below for their relevant category of registration.

Reference to "year(s)" or "annual(ly)" refers to a CPE period. A CPE period for Members will begin on the date a person becomes a Member and ends on the anniversary in respect of that membership date. If a Member's membership period is for a period other than three years, the Member should complete CPE on a pro-rata basis.

**2.1.1 Tax Agent**

Minimum CPE hours for Members in this category are:	<i>Minimum CPE hours</i>	
	Over 3 years	Annually
Tax agents	90	10
Tax agents with a condition of registration other than quantity surveying or fuel tax credits	45	5
Tax Agents with the condition of:		
- quantity surveying or fuel tax credits	6	2
- Australian financial services	60	7

**2.1.2 BAS Agent**

Minimum CPE hours for Members in this category are:	<i>Minimum CPE hours</i>	
	Over 3 years	Annually
BAS agents	45	5
BAS Agents with the condition of fuel tax credits	6	2

**BL III**

**2.1.3 Tax (Financial) Adviser**

Minimum CPE hours for Members in this category are:	<i>Minimum CPE hours</i>	
	Over 3 years	Annually
Tax (Financial) Advisers	60	7
Tax (Financial) Advisers with a condition of registration.	45	5

**2.2** Subject to the annual minimum CPE hours requirement, any excess of annual CPE hours undertaken by Members may be carried over into the next year of Membership.

**3. COURSES AND EVENTS COMPLYING WITH THIS BY-LAW**

- a) Members shall ensure that all of their readings and attendances at courses and seminars are relevant to their areas of practice to qualify for recognition as eligible CPE hours.
- b) Each hour either of attendances at courses and seminars or reading qualifies for one CPE hour.
- c) Reading by Members will satisfy a maximum of not more than 25% of the minimum CPE hours.
- d) Relevant types of courses or activities that meet the objectives of this By-law include but are not limited to: taxation courses and seminars, tax handbooks and other references, recordings of training sessions, courses offered by tertiary institutions, discussion groups, mentoring programs and preparation for lecturing and speaking to audiences on topics relevant to Members' areas of practice.

**4. REQUIREMENTS OF SPECIFIC REGULATORS**

Members shall ensure that their CPE hours meet the requirements of all relevant regulators.

**5. RECORD KEEPING**

Members shall keep records of their compliance with the minimum CPE hours for at least 3 years after the end of the year in which the CPE occurred. The records of CPE hours to be maintained shall include:

- Date of the CPE activity
- Provider name
- Title of activity / Description
- Relevance of CPE activity to the Member's obligation
- Identify CPE hours as Structured / Unstructured
- Number of Hours

**BL III**

**6. CPE AUDITS**

- a) For the purpose of this By-law, a Triennium for undertaking minimum CPE hours as set out above, shall start from the admission date of the Member.
- b) Every year a random selection of Members will be selected for audit.
- c) The selected Members shall be required to provide records of their Triennium CPE hours.
- d) These records may then be verified against the Member's CPE obligation.
- e) If the obligation is prima facie satisfied, this may be considered as sufficient compliance. However, if the Company is not satisfied with the records provided, the Member may be called upon to provide additional information to substantiate their obligation.
- f) In the event that a Member fails to provide CPE records within the specified time, fails to substantiate the CPE records when called for or if the Company is of the opinion that the Member has not complied with their CPE obligation; the Member may be referred to the Ethics Committee for noncompliance.
- g) In special circumstances, exemptions may be granted from participation in the audit process. These circumstances include but are not limited to illness, disability, financial or other hardship, or other exceptional circumstances. An application for such exemption must be submitted in writing and addressed to the Secretary of the Ethics Committee, setting out the reason for seeking the exemption.

**7. DISCIPLINARY ISSUES**

Disciplinary action may be taken against Members if they fail to observe this By-law.