



ABN 48 379 719 471

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CBK

Code of Professional Conduct

Updated January 2012

CBK Members Code of Professional Conduct

This Members Code of Professional Conduct is based on the Code of Professional Conduct issued by the Tax Practitioners Board (TPB) and includes additional information specifically for CBK members.

It is a legislated code that sets out the professional and ethical standards required of Registered Tax Agents and Registered BAS Agents. It outlines the duties that agents owe to their clients, the TPB and other agents. The additional information provided by CBK is not part of the legislated code and is included here to help provide CBK members with specific member requirements.

For more information on the duties and obligations as a Registered Tax Agent or BAS Agent under the Tax Agent Services Act 2009 see the Board's website at www.tpb.gov.au

Honesty and Integrity.

Members of the Association of Certified Bookkeepers Inc will not engage in any illegal or unethical conduct, or any activity which would constitute a conflict of interest.

Members of the Association of Certified Bookkeepers Inc will act honestly and exhibit the highest level of integrity in the performance of all professional engagements and will only accept engagements for which there is reasonable expectation that they can complete the work with professional competence.

Members of the Association of Certified Bookkeepers Inc must comply with the taxation laws in the conduct of their own personal affairs.

Members of the Association of Certified Bookkeepers Inc, who receive money or other property from or on behalf of a client, and holds the money or other property on trust must account to their clients for the money or other property.

Independence

Members of the Association of Certified Bookkeepers Inc must be independent with their dealings with their clients and must act lawfully in the best interests of their clients.

Members of the Association of Certified Bookkeepers Inc must have in place adequate arrangements to manage conflicts of interest that may arise in relation to the activities that they may undertake in the capacity as a registered BAS Agent.

Confidentiality

Members of the Association of Certified Bookkeepers Inc will respect the privacy of their clients in accordance with privacy laws and unless there is a legal duty to do so not reveal any information relating to a client's affairs to a third party without proper client authorisation.

Competence

All members of the Association of Certified Bookkeepers Inc will, at all times, demonstrate a commitment to professionalism and diligence in the performance of their work.

Members of the Association of Certified Bookkeepers Inc must ensure that the tax agent service they provide, or is provided on their behalf, is provided competently.

Members of the Association of Certified Bookkeepers Inc must maintain the knowledge and skills relevant to the tax agent services they provide.

Members of the Association of Certified Bookkeepers Inc must take reasonable care in ascertaining a client's state of affairs, to the extent that ascertaining the state of those affairs is relevant to a statement they are making or an activity they are undertaking on behalf of their client.

Members of the Association of Certified Bookkeepers Inc must take reasonable care to ensure that taxation laws are applied correctly to the circumstances in relation to which they are providing advice to a client.

Other responsibilities

Members of the Association of Certified Bookkeepers Inc must not knowingly obstruct the proper administration of the taxation laws.

Members of the Association of Certified Bookkeepers Inc must advise their clients of their rights and obligations under the taxation laws that are materially related to the tax agent services they provide.

Members of the Association of Certified Bookkeepers Inc in Public Practice must hold and maintain the appropriate level of CBK Membership and must hold a current CBK Public Practice Certificate.

Members of the Association of Certified Bookkeepers Inc must maintain the appropriate level of professional indemnity insurance that the Board requires them to maintain.

Members of the Association of Certified Bookkeepers Inc must respond to requests and directions from the Board in a timely, responsible and reasonable manner.

Members of the Association of Certified Bookkeepers Inc will comply with lawful orders of the courts and will testify to matters truthfully and without bias or prejudice.

Members of the Association of Certified Bookkeepers Inc, in conducting business, will obtain evidence or other documentation to establish a reasonable basis for any recorded transaction.

Annual General Meetings.

Members of the Association of Certified Bookkeepers Inc entitled to vote at Annual General Meetings must maintain a register of Continuing Professional Development and must undertake 15 hours of structured Continuing Professional Development annually. This is to ensure that knowledge is maintained and skills relevant for the BAS services provided are adequate.

Members of the Association of Certified Bookkeepers Inc entitled to vote at Annual General Meetings in order to meet the requirements of the Tax Practitioners Board must be of good fame, integrity and character and be subject to the rules controlling the members conduct in the practice of the taxation services they provide in the conduct of their profession.

Members of the Association of Certified Bookkeepers Inc entitled to vote at Annual General Meetings will be subject to disciplinary action for breaches of the Constitution of the CBK and the Members Code of Professional Conduct.

Members of the Association of Certified Bookkeepers Inc entitled to vote at Annual General Meetings who are subject to disciplinary action, by the CBK, after a written complaint has been lodged will be advised in writing of the outcome of the investigation into the complaint made. The results of any such disciplinary action will be posted on the CBK Website. Annual statistics of the kinds and frequency of complaints, (except for complaints under the TASA) and findings made as a result of those complaints and action taken as a result of those findings will be published in the Annual Financial Statements presented at each Annual General Meeting.