



Fiji Institute of Chartered Accountants Annual Return of CPE Hours

Continuing Professional Education (CPE) is a vital element to all levels of membership in the Institute. It is recommended that members plan and design for themselves an integrated approach to their self-development activities.

Each member is required and responsible to keep a record of the CPE hours you have completed in a year. Participating in professional development activities ensures that you are up to date with recent developments in the accounting field.

There is an obligation placed upon all members to maintain and improve their level of professional knowledge and skills and to complete the following minimum number of CPE hours **over a 3-year period.**

CPE Structured hours	60	(or 20 annually)
CPE Unstructured hours	60	(or 20 annually)

The CPE cycle is 3 years in which the last cycle ended 31 December 2020. We had commenced on a new 3-year cycle period commencing in 2021 ending on 31 December 2023.

It is advisable that you read through the CPE By-Laws link below to assist you in filling the form below.

<http://www.fia.org.fj/getattachment/Legislation/FIA-By-Laws/CPE-By-Laws-2016-01-01-UPDATED-2020-10-30.pdf.aspx?lang=en-US>

The CPE By-Laws is subject to review and changes for 2023.

Please include on the form below details for 2021, 2022 together with 2023 if you have not previously done so.

[illegible]

I confirm that the above information is true and correct.

Date (dd/mm/yy) _____