



Institute  
for Tax Advisors  
& Accountants

## APPLICATION TO REGISTER FOR THE ADMISSIONS EXAM CERTIFIED ACCOUNTANT

I would like to register for the admissions exam:

*Surname\**

.....

*First name\**

.....

**Professional contact details:\***

*Email address*

.....

*Telephone number*

.....

*Office address*

.....

I will exercise the profession independently - please provide your *company registration number* (if you are already registered in the companies register:

.....

I will exercise the profession as an employee/official - please provide your employer's company registration number:

.....

\* if registering on the list of trainees, only the information in italics will be included in the public register (Article 30, § 1 [Law of 17 March 2019](#)).

I declare that I am aware of the legislation with regard to the [ITAA](#) and undertake to comply with the provisions included therein.

Please include the following with your application:

1. A copy of the qualifications or certifications referred to in Article 12 of the [ITAA law](#);
2. A copy of your criminal record no more than ~~three months~~ old;
3. If applicable, my individual application file for exemptions from certain components of training;
4. If applicable\*\* a copy of the traineeship contract(s), signed and dated by both parties.
5. If you will exercise the profession of ITAA trainee certified accountant independently:
  - a. proof of professional liability cover that meets the minimum conditions laid down by the King in Article 78 of the Royal Decree on the public register of the Institute for Tax Advisors and Accountants. You may have a policy with any company you choose, or subscribe to the ITAA's collective policy (NL: <http://www.itaawillemot1841.be/> or FR: <http://www.marsh.be/iec>)
  - b. Certificate from the social insurance fund for self-employed persons

**Once your application has been received, you will receive an email with a request for payment of the handling fee (€150) and the fee for one examination (€50).**

[The ITAA](#) (Institute for Tax Advisors and Accountants) collects the data below to verify the application to register on the list of members/trainees, on the basis of compliance with a legal obligation (Article 6.1c of the GDPR) (Article 62, § 1, 2° of the Law on the profession of Accountant and Tax Advisor - 17/03/2019). These data (ID, professional contact details) form part of the application file, which is kept for five years, starting from the month following the date of administrative registration.

If you, as the data subject, wish to exercise your rights (right to rectification, right to erasure of personal data, right to restriction of processing etc.), or if you have questions, you may contact the ITAA's DPO at [privacy@itaa.be](mailto:privacy@itaa.be).

**Drawn up in..... on .....**

**Signature:.....**

\*\* If this traineeship agreement was not provided with the application for registration, it must be provided to the traineeship committee prior to the start of the traineeship.