

# CERTIFICATE OF INVESTOR RELATIONS

## EXAMINATION ENROLMENT FORM



USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY

**PERSONAL INFORMATION AND CONTACT DETAILS** - Name(s) as you would like it to appear on your Certificate  
Title: (Dr/Mr/Ms/Miss/Other)

First Name:	Last Name:
<hr/>	
Email:	Date of Birth:
<hr/>	
Company Name:	Department:
<hr/>	
Title/Position:	Date of completing the course:
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**ADDRESS** please provide a preferred address for mailing. If you are using a business address, please include floor/level details as applicable.

Suburb:	State:	Postcode:
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**CONTACT NUMBERS** please tick preferred contact number

<input type="checkbox"/> Home: (    )	<input type="checkbox"/> Work: (    )
<input type="checkbox"/> Mobile	<input type="checkbox"/> Facsimile: (    )

**EXAM DATES** please check the box for the date you would like to sit the exam only

*Only students who have completed the full online CERTIFICATE of Investor Relations or attended Day1 of Diploma of Investor Relations are eligible to sit the examination. Students have 6 months from the date they completed the course to sit the exam.*

<input type="checkbox"/> Wednesday, 30 January 2019 (enrolments required no later than 16 January 2019)	<input type="checkbox"/> Tuesday, 16 July 2019 (enrolments required no later than 2 July 2019)
<input type="checkbox"/> Friday, 22 February 2019 (enrolments required no later than 8 February 2019)	<input type="checkbox"/> Wednesday, 21 August 2019 (enrolments required no later than 7 August 2019)
<input type="checkbox"/> Friday, 15 March 2019 (enrolments required no later than 1 March 2019)	<input type="checkbox"/> Wednesday, 25 September 2019 (enrolments required no later than 11 September 2019)
<input type="checkbox"/> Thursday, 11 April 2019 (enrolments required no later than 28 March 2019)	<input type="checkbox"/> Wednesday, 30 October 2019 (enrolments required no later than 16 October 2019)
<input type="checkbox"/> Thursday, 16 May 2019 (enrolments required no later than 2 May 2019)	<input type="checkbox"/> Friday, 15 November 2019 (enrolments required no later than 1 November 2019)
<input type="checkbox"/> Monday, 17 June 2019 (enrolments required no later than 3 June 2019)	<input type="checkbox"/> Monday, 9 December 2019 (enrolments required no later than 25 November 2019)

**FEES:** The examination fee is \$368.50 which includes one resit (if required). Please note, fees must be paid at the time of enrolment. Fees are in AUD and include GST where applicable. Fees are subject to change without notice.

Already paid

**APPOINTMENT OF SUPERVISOR:** Candidates must nominate a supervisor for the online examination at the time of enrolment.

Your supervisor must meet the criteria detailed below. The nominated supervisor is appointed (and approved) by AIRA to supervise the examination(s) listed on the enrolment form only. If the approved supervisor is unable to attend the examination, a substitute supervisor must be approved by AIRA before the examination date.

The nominated supervisor will receive notification from AIRA of examination details including access information, trouble shooting tips, and an online exam supervisor kit. This will be emailed approximately 5 days before the scheduled examination date.

The supervisor's compulsory declaration below must also be signed and dated by the nominated supervisor.

Who can supervise an examination?

- o a suitable person at a government recognised tertiary institution or school, (e.g. Teacher, Senior Administrator, Librarian)
- o a suitable person at the Australian Consulate (e.g. a Training or Education Officer), a Minister of Religion, Justice of the Peace, Doctor
- o Lawyer, Accountant, Police Officer, Human Resources Manager
- o a Compliance Officer
- o the HR Manager or Training Manager at the student's place of work

The supervisor must not be related to, reside with or be a work colleague (HR Manager or Training Manager excepted) of the examination candidate. Please note that students are not permitted to sit an examination in their own home, unless the student has special needs, and is approved by AIRA.

Supervisor's Name:

Supervisor's Title/Position:

Supervisor's Company:

Supervisor's Address:

Supervisor's Email Address:

Telephone:

Work: ( )

Fax: ( )

#### **SUPERVISOR'S COMPULSORY DECLARATION**

I agree to act as supervisor for this candidate's examination(s) during the examination dates nominated. I understand that AIRA will send me the confirmed arrangements once this nomination has been approved and that the student is responsible for all associated costs. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not related to, reside with or work with the examination candidate (HR or Training manager accepted).

Signature:

Date:

#### **STUDENTS COMPULSORY DECLARATION**

I hereby apply for enrolment with AIRA. I agree that if this application for enrolment or assessment is accepted by AIRA, I will be bound by the rules, regulations, by-laws and procedural policies of AIRA as laid down from time-to-time, including any disciplinary procedures. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief, and I consent to it being used by AIRA. I acknowledge that AIRA reserves the right to refuse my application for enrolment or assessment. I acknowledge that if at any time my conduct in classes, assessment or otherwise is considered by AIRA to be inappropriate, AIRA reserves the right in its discretion to refuse me permission to attend any AIRA events. I acknowledge that AIRA's determination in respect of examination and assessment results is final and will not be subject to discussion.

Signature:

Date:

## PAYMENT

Total amount payable \$368.5

Cheque - please make cheques payable to Australasian Investor Relations Association and forward to:

AIRA  
GPO Box 1365  
Sydney NSW 2001

Credit Card\*

(\*please note payment made by credit card will incur a 1.9% surcharge)

AMEX     Visa     Mastercard

Card Number

Expiry Date:

/

CVV Number:

Card Holder Name

Card Holder Signature:

Direct Transfer    Westpac Banking Corporation, 341 George Street, Sydney NSW 2000  
Australasian Investor Relations Association  
BSB: 032-000    A/C Number: 37- 8050

## TERMS AND CONDITIONS

An email confirmation will be issued upon receipt of your form and payment. Your credit card will be charged immediately for the full amount to confirm enrolment.

Students have 6 months from the date they completed the course to sit the exam. Outside of that time students are required to undertake the full course again at their own cost.

## PRIVACY

AIRA requires the information provided on this form to administer and manage registrations for this course. Additionally, it assists in the provision and improvement of AIRA's products and services and to advise of future programs that might be of interest. The intended recipients of the information are AIRA and third party services providers and/ or selected partners engaged by AIRA in order to conduct the course. The provision of this information is voluntary but if you do not provide all the relevant information then the registration may not be processed. You can access your personal information by contacting AIRA. We recommend you read AIRA's Privacy Policy published on its website [www.aira.org.au](http://www.aira.org.au)

**PLEASE FORWARD YOUR COMPLETED ENROLMENT FORM OR DIRECT ANY QUERIES TO:**

**Email: [administration@aira.org.au](mailto:administration@aira.org.au)**

**or**

AIRA Secretariat  
Australasian Investor Relations Association  
GPO Box 1365  
SYDNEY NSW 2001

Telephone: +61 2 9872 9100  
ABN 66 095 554 153