

The fee for re-issue of a transcript is \$50 per document (for delivery in Australia) and \$60 per document (for delivery overseas) (inc GST). You will receive a tax invoice after the application and payment are processed. Please retain original copy for your records. All prices quoted are in Australian dollars and include GST where applicable. HEPCO Pty Ltd trading as The Tax Institute Higher Education. ABN 30 642 863 787.

Application for Transcript Replacement | WD

Date of issue: July 2025

1 Requested documents

Please select the documents which you require from the below:

- | | |
|--|--|
| <input type="checkbox"/> ATL001 CTA1 Foundations Transcript | <input type="checkbox"/> CTA3 Advisory Transcript |
| <input type="checkbox"/> ATL002 CommLaw1 Australian Legal Systems Transcript | <input type="checkbox"/> Graduate Diploma of Applied Tax Law Transcript |
| <input type="checkbox"/> ATL003 CTA2A Advanced Transcript | <input type="checkbox"/> Graduate Diploma of Applied Tax Law Testamur |
| <input type="checkbox"/> ATL004 CTA2B Advanced Transcript | <input type="checkbox"/> Graduate Certificate in Applied Tax Law Transcript |
| <input type="checkbox"/> ATL005 CommLaw2 Entities and Business Structures Transcript | <input type="checkbox"/> Graduate Certificate in Applied Tax Law Testamur |
| <input type="checkbox"/> ATL006 CommLaw3 Property Law Transcript | <input type="checkbox"/> Graduate Certificate in Applied Tax Advisory Transcript |
| <input type="checkbox"/> ATL007 Advanced Superannuation Transcript | <input type="checkbox"/> Graduate Certificate in Applied Tax Advisory Testamur |
| <input type="checkbox"/> ATL008 Tax for Trusts: from an SME perspective Transcript | <input type="checkbox"/> Other: |
| <input type="checkbox"/> ATL009 Corporate Tax Transcript | <div style="border: 1px solid black; height: 25px; width: 100%;"></div> |

2 Candidate information

Candidate ID:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify) Date of birth:

First name: Last name:

Have you ever been convicted of a criminal offence, been subject to disciplinary action by a statutory, professional, or other body, involuntarily ceased to be a director by virtue of the (Corporations Act), or been prohibited from being a director by reason of any order made under the Corporations Act?

☐ Yes (attach relevant supporting documentation) ☐ No

3 Contact information

☐ Please update my details

Please provide your current postal address which the documents will be sent to via regular postal service.

Company:

Position:

Address:

Suburb: State: Postcode:

Country:

Email:

Telephone: Mobile:

Privacy: HEPCO Pty Ltd, trading as The Tax Institute Higher Education (HEPCO), a subsidiary of The Tax Institute ("TTI"), together with TTI collects, uses, holds and discloses personal information in accordance with TTI's Privacy Policy. By submitting your application to HEPCO, you confirm that you have read TTI's Privacy Policy and you consent to your personal information being collected, used and held by TTI and disclosed to third parties in accordance with TTI's Privacy Policy. TTI's Privacy Policy is available at taxinstitute.com.au/about-us/privacy-copyright-disclaimer.

4 Supporting documents

In order to reissue your testamur and/or transcript all candidates are required to provide proof of identity and proof of name change (if applicable). A Certified copy of one (1) of the following is accepted:

☐ Valid passport

☐ Drivers licence

☐ Birth certificate

The copy must be certified by a Justice of the Peace

5 Payment

On completion of this form your application will be submitted for processing. Once completed, you will be contacted for payment, or you may submit the "Payment Authorisation Form".

6 Candidate Declaration

All candidates are required to complete the following declaration to process this application to enrol in an education subject.

Education

I confirm that I have read and accept The Tax Institute's Higher Education's policies and procedures and privacy policy.

I confirm that the information provided in the candidate declaration and supporting documentation is true and correct, and I agree to abide by The Tax Institute Higher Education's rules, policies, procedures, and regulations.

Deferring and withdrawing

Terms, conditions and fees apply if deferring or withdrawing.

Withdrawal from a subject must be received in writing prior to the subject commencement date (fees will not be refunded after the subject commencement date except under exceptional circumstances). Withdrawal will incur an administration fee of 20% of the subject fee.

Multiple changes to subject enrolments may incur an additional fee.

Membership

I hereby declare that I am of good fame, integrity and character and have not been involved in any conduct that is or could be a Disciplinary Event within the meaning of the By-Laws.

I understand that as a new-member, I will receive Affiliate (non-voting) membership and if I wish to receive voting membership, I must notify and provide the supporting to prove my eligibility at the time of enrolment.

I understand that as a new member enrolling into the CTA3 Advisory subject, I will receive Fellow (voting) membership which requires 15 hours of structured CPD per year.

Upon successful application, I authorise you to place my name on the appropriate Register of Members and agree to be bound by the Constitution of The Tax Institute.

I hereby declare that the information in this application is true and correct. I authorise the investigation of all statements made by me with respect to this application.

Signature:

Date of signature:

Please complete this form and return by email to taxeducation@taxinstitute.com.au. Please refer to taxinstitute.com.au/education for policies and fees. Please retain original copy for your records. HEPCO Pty Ltd trading as The Tax Institute Higher Education. ABN 30 642 863 787.

FORM WD

1 Contact information

☐ Please update my details

Candidate ID:

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

First name: Last name:

Company:

Email:

Postal address:

Suburb / City: State: Postcode:

Country:
(if outside Australia)

Phone: Mobile:

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2 Payment method

Please charge \$ to my ☐ AMEX ☐ Visa ☐ MasterCard

Name on card:

Card no.: Expiry date: Cardholder's signature:

For further information please contact us on **1300 829 338** or email taxeducation@taxinstitute.com.au.

To apply

Email taxeducation@taxinstitute.com.au
Mail Level 21, 60 Margaret Street, Sydney NSW 2000
Call 1300 829 338

Submit form