

## Annual practising certificate (APC) fee quarterly payment

This policy was introduced to ensure that all practitioners are able to pay their APC fee without causing undue financial pressure.

Practitioners who meet the following criteria will be eligible to apply to the Board to pay their APC in four quarterly payments.

Practitioners earning \$35,000 or less gross income per annum (including personal and business income in New Zealand and overseas) who apply for this quarterly payment must provide the Board with:

- a completed APC fee quarterly payment application (appended)
- proof of their income for the previous tax year (i.e. a certified declaration of earnings or a taxation statement) that is no more than 12 months old
- a signed statutory declaration (appended).

Practitioners with extenuating financial circumstances where they are unable to make the APC payment in full who apply for this quarterly payment must provide the Board with:

- a completed APC fee quarterly payment application (appended)
- a signed statutory declaration outlining their payment difficulties (appended).

You will need to make the statutory declaration by signing it in the presence of a lawyer, justice of the peace, notary public, court registrar or any other person authorised to take such declarations.

Applications for entitlement to pay the APC fee by quarterly instalments will be considered on a case-by-case basis by the Registrar.

### Payment

Practitioners who are approved to make quarterly APC fee payments will need to make the payment by:

- credit card (via the Board's website)
- direct credit (placing the money directly into the Board's bank account)
- cheque (sending a cheque directly to the Registrar).

The onus will be on the practitioner to remember to make their quarterly payment. The practitioner is required to alert the Registrar once a payment has been made.

Defaulting on a payment may result in immediate cancellation of an APC.

Outstanding fees will need to be paid before another APC can be issued irrespective of whether or not the practising certificate is required in the same practising year or future years.

<i>Approved by: The Board</i>	<i>Policy in effect from: January 2009</i>
<i>Previous review dates: July 2009</i>	<i>Date to be reviewed: November 2020</i>

## Annual practising certificate (APC) fee quarterly payment application form

Full name: .....

Date of birth: .....

Application or registration number: .....

I ..... (*print full name*) declare that:

- I have earned \$35,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas). I have included evidence of this as requested in the annual practising certificate (APC) quarterly payment policy **and** enclose the statutory declaration as requested.
- I have extenuating financial circumstances where I am unable to make the APC payment in full. I have included a statutory declaration outlining my payment difficulties as requested in the annual practising certificate (APC) quarterly payment policy.

In addition to the above:

- I understand and agree that, if my application to make my APC fee in quarterly payments is approved and I default on these quarterly payments, my APC will be cancelled and I will owe the balance of the APC fee to the Board.
- I understand and agree that any monies owing to the Board will need to be paid before another APC application will be approved.

I will be paying by:

- Cheque: I will send in a cheque each quarter.
- Credit card: I will make a payment online each quarter (via the Board's website).
- Direct credit: I will make a payment directly into the Board's bank account each quarter.

*Please advise the Board when you intend to make your payments taking into account that you will need to have completed your APC payment in full by the 30 September (the new APC year starts on 1 October).*

### Reduced APC

1st payment October	Payment date: .....
2nd payment January	Payment date: .....
3rd payment April	Payment date: .....
4th payment July	Payment date: .....

**Annual practising certificate (APC) fee quarterly payment statutory declaration  
– earnings threshold**

**I solemnly and sincerely declare that:**

I ..... (*print full name*) have earned \$35,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas) in the previous tax year and expect this income level to continue in the coming tax year.  
I include with this application evidence of my previous year’s income as requested in the annual practising certificate (APC) fee quarterly payment policy.

**I make this solemn declaration by virtue of the Oaths and Declarations Act 1957.**

Full name: ..... Date of birth: .....

Signature: .....

Application reference number: ..... Date: .....

This declaration needs to be certified:

Declared at: ..... this: ..... day of: ..... 20.....

In the presence of: ..... Signature: .....

Address: .....

Occupation: .....