The Professional Conference Organisers Association Inc.

Certified Event Company (CEC) Application Form

Mr/Mrs/Ms:_____ **Surname:**_____ **First Name:**_____

Organisation:_____

Mailing Address:_____

_____

Tel No:_____**Mobile:**_____

Email:_____

Business URL:_____

The information requested below is to be attached to this application.

Applicants must be current financial members of The PCO Association Inc and have a current CEM in their employ.

1) Details of software systems used to support company processes including registration and payment systems. It is noted that companies will from time to time switch software systems used (particularly under the Cloud) so this should include the most current and commonly used system.

2) Attach details of the QA system that the business currently has in place

3) Attach a copy of the Certificate of Business Registration

4) Attach a copy of the annual ASIC statement of solvency

5) Attach a copy of the standard contract of services provided to clients

6) Attach a copy of the PI insurance policy (for a minimum of $1 million) and certificate of currency

7) Attach a copy of the Public Liability insurance policy and certificate of currency

8) Attach details of information back-up systems (procedures and software information) to ensure client property is safeguarded

9) Attach a copy of the company's Disaster Recovery Plan

10) Attach a copy of the company's Risk Management Plan for Conferences & Events

11) Attached a signed statement acknowledging and noting compliance with the PCO Association membership Code of Conduct

12) Attach a statement of compliance with PCI requirements regarding handling and security of credit card information

13) Attach a summary of finance and accounting procedures for client monies ensuring that client monies are maintained and are separately identifiable from the Company's money

14) Attach a statement that the Company is compliant with Fair Work Australia laws regarding employment of staff and their entitlements. This should be accompanied by a copy of a standard employment contract for the Company.

Details of currently employed CEM

Mr/Mrs/Ms:_____Surname:_____First Name:_____

I hereby declare that the information provided in this application is a true and correct representation of my business.

If my application is successful, I agree to a tri-annual audit (at a cost to my business at the rates published on the PCO website) re QA, computerised event management system, general business processes and sighting of event accounts as per above.

Signed by the Applicant…………………………………………………………………Date………………………..

PAYMENT DETAILS:
CEC Application Fee = AU$525.00 (inc GST)

Please note that fees must be received before application will be processed.

Option 1:
Payment via Visa or Mastercard can be made via the PCOA website www.pco.asn.au. *Please note:* credit card payments incur a 2% processing fee.

Option 2:
EFT to the account of the
Name: PCO Association Inc
Bank: National Australia Bank
BSB: 082-902
Account: 39-680-6827

Please send remittance advice to admin@pco.asn.au clearing stating the applicant's name.

Please send completed application from and supporting documents to:-

McFillin Audit Services
PO Box 2040
Strathpine QLD 4500
E: info@mcfaudit.com.au

PO Box 186 Macquarie ACT 2614 Australia
T: 0435 374 476   F: +64 2 6109 3537   URL: www.pco.asn.au   E: admin@pco.asn.au
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