

# **CERTIFIED EVENT COMPANY (CEC)**

## **APPLICATION FORM**

PCOA company certification (Certified Event Company - CEC) is conducted through a rigourous application process independently assessed by Audit Assist (a certified practising accountant). Applicants must be current PCOA members and have one Certified Event Manager (CEM) employed within the business.

### **APPLICANT DETAILS**

Surname:	First Name:	
Organisation:		
Mailing Address:		
	Mobile:	
Email:		
Business URL:		

This completed application along with the information requested on page 3 must be forwarded to directly to the auditor. The application fee must be paid directly to the PCO Association.

- Applicants must be current financial members of the PCO Association Inc and have a current Certified Event Manager (CEM) in their employ.
- For New Zealand members, applicants must also be a fully compliant member of the CINZ PCO Group.



### **DETAILS OF CURRENTLY EMPLOYED CEM**

Surname: First Nam	e:
Email:	
I hereby declare that the information provided in this a representation of my business.	pplication is a true and correct
If my application is successful, I agree to a tri-annual a published on the PCO website) re QA, computerised of business processes and sighting of event accounts as	event management system, general
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

**Audit Assist** 

Chanelle Pienaar

E: chanelle@audit-assist.com





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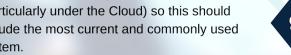
## **CEC Application Process - Required documents for audit**



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.

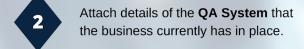


Attach details of information back-up systems (procedures and software information) to ensure client property is safeguarded





Attach a copy of the company's Disaster Recovery Plan.





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





Attach a signed statement acknowledging and noting compliance with the PCO Association membership Code of Conduct.



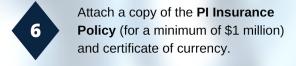


Attach a statement of compliance with PCI requirements regarding handling and security of credit card information





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.





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

Attach a copy of the Public Liability **Insurance Policy and Certificate of** Currency.

The Association's objectives are to increase the standard of professionalism of its members and promote a better understanding of the roles, functions and contributions of Professional Conference Organisers and Event Managers and other practitioners in the conference and event sector.