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## CERTIFIED EVENT COMPANY (CEC) APPLICATION FORM

PCOA company certification (Certified Event Company - CEC) is conducted through a rigorous 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:** .....

**Tel No:** ..... **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 Name:** .....  
**Email:** .....

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](http://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](mailto: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](mailto:chanelle@audit-assist.com)

## CERTIFIED EVENT COMPANY (CEC) APPLICATION FORM

### CEC Application Process - Required documents for audit

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

Attach 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

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.