

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.

To be eligible, applicants must be current PCOA members and employ at least one Certified Event Manager (CEM) 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 three (3), must be forwarded to directly to the auditor. The application fee must be paid directly to the PCO Association Inc.

- Applicants must be current financial members of the PCO Association Inc. and must employ a Certified Event Manager (CEM) with current certification.
- For New Zealand members, applicants must also be fully compliant members of the BEIA (Business Events Industry Aotearoa).

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 PCOA 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 (incl. 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

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** along with a signed statement acknowledging and confirming compliance.

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 Inc. membership Code of Conduct**.

12

Attach a signed statement acknowledging and confirming that the company is compliant with **PCI requirements** regarding the 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 signed statement acknowledging and confirming that the company is compliant with **Fair Work Australia laws** regarding staff employment and entitlements. This should be accompanied by a copy of a **Standard Employment Contract** for the Company.

Certification provides clients and industry with an assurance that the event manager and or event management business they are dealing with is committed to the highest quality event management business practices, consistency and reliability in the delivery of services, professional standards and dedication to continuous improvement.