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ASIA PACIFIC  
MEETING**



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AUSTRALIA  
MEETING**



**KEEPING  
NEW ZEALAND  
MEETING**

**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 and the application fee of AU\$525 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. For New Zealand members, applicants must also be a fully compliant member of the CINZ PCO Group.

- 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:** \_\_\_\_\_

**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.....

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**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.

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Please send completed application form and supporting documents to:-

**Audit Assist**  
**Chanelle Pienaar**  
**E: [chanelle@audit-assist.com](mailto:chanelle@audit-assist.com)**