



DISCONTINUATION OF REGISTRATION

An applicant who discontinues his or her registration as a membership candidate or who does not annually renew the registration should note that under Regulation II 701, you shall not be eligible to reapply to become a membership candidate for a period of two years from the effective discontinuation date.

The candidate must have his or her re-registration approved by the Institute. As per Regulation II section 702: If there are exceptional or extraordinary circumstances an individual may write to the registrar pursuant to Bylaw 113 requesting that he or she be permitted to apply to become a membership candidate prior to the expiration of the two year period. An individual shall have thirty days from the date of a decision by the registrar to apply in writing to have the decision reviewed.

All re-registrations must include the re-registration fee of \$169.50 (\$150.00 + \$19.50 HST), the current membership fee and the applicable late fee of \$45.00. The schedule is subject to change.

PAYMENT OPTIONS:

You are encouraged to update your demographic data and pay your membership fees by credit card on the Institute's secure website at www.icao.on.ca.

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| Credit Card | Payment can be made by Visa or MasterCard. US credit cards will be processed in Canadian dollars. The amount will be converted automatically by your credit card company. |
| Cheque | Please record your ICAO number on the front and make your cheque payable to the Institute of Chartered Accountants of Ontario. Cheque payments should be received no later than July 29, 2011, or a late fee is applicable. |
| Bank Transfer | Send payment to the Canadian Imperial Bank of Commerce, 2 Bloor St. West, Toronto, ON, Canada, M4W 1B3. Bank Transit number 00502, bank account number 48-00419. An additional processing fee of \$56.50 (\$50 plus \$6.50 HST) must be added to your payment. |
| Electronic Funds Transfer | Fees may be paid through the Internet or by telephone bill payment with your financial institution. The listing is under either "Chartered Accountants of Ontario" or "Institute of Chartered Accountants of Ontario", depending on your financial institution. Please use your ICAO number as the account number. |