



THE TAX INSTITUTE

THE MARK OF EXPERTISE

COMPLAINT AGAINST MEMBER OF THE TAX INSTITUTE

1. Complainant

Name

Address

Phone

Fax

Email

2. Complaint Against

Member name

Address

Phone

Fax

Email

3. Please state the nature of complaint

4. Specify which Disciplinary Event or events, the breach of which is alleged (see list of events attached)

5. Describe in detail the facts of the complaint

6. Any other information deemed relevant

Please sign and print your name and have this form witnessed before lodging

Signature of complainant

Print name

Witnessed by

Print name

Date signed

Date signed

Note: Complaints must be lodged in one of the following ways:

- a) ***at the office*** of The Tax Institute, Level 10, 175 Pitt Street, Sydney, NSW, 2000
- b) ***by facsimile*** to The Tax Institute, Fax: 02 8223 0004
- c) ***by registered mail*** to The Tax Institute, GPO Box 1694, Sydney, NSW, 2001
- d) ***by email*** to The Tax Institute: complaints@taxinstitute.com.au

The following are considered a **Disciplinary Event**:

- (a) engaging in conduct which:
 - is unbecoming of a Member;
 - is prejudicial to or not in the best interests of the Institute; and/or
 - brings discredit on the Institute;
- (b) engaging in derogatory or discriminatory conduct or harassment of any type;
- (c) failing to observe a proper standard of professional care, skill or competence;
- (d) failing to comply with a written direction issued by the National Council in accordance with the Constitution or By-Laws of the Institute regarding good conduct or administration of the Institute;
- (e) being the subject of an adverse finding in relation to his or her professional conduct, competence or recognition by any body or authority having jurisdiction or competence to do so;
- (f) being convicted of a Serious Offence;
- (g) being found to have acted dishonestly in any civil proceedings in a court in Australia or elsewhere;
- (h) involuntarily ceasing to be a director by virtue of the *Corporations Act 2001* (Cth) (**Corporations Act**) or being prohibited from being a director by reason of any order made under the Corporations Act;
- (i) becoming bankrupt or assigning his or her estate or entering into a deed of arrangement for the benefit of his or her creditors;
- (j) failing to comply with the Constitution or any By-Law of the Institute, including the Code of Professional Conduct (By-Law 15);
- (k) failing to assist an Investigator to the extent required by the By-Laws in the carrying out of an investigation of a Complaint;
- (l) acting contrary to the By-Laws, hindering or obstructing an Investigator in the carrying out of an investigation of a Complaint;
- (m) failing to acknowledge or comply with a reasonable written direction of the Institute prior to, or in the course of, the carrying out of an investigation of a Complaint; and
- (n) for any reason, ceasing to be a person of good fame, integrity and character.