Registered
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The Society of Professional Accountants of Canada

RPA Code of Professional Conduct

Prepared by:
The Society of Professional Accountants of Canada
RPA Ethics Committee

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PRESIDENT'S STATEMENT

I am proud to announce the official publication of the "RPA Code of Professional Conduct" a cornerstone of integrity and ethical practice for all Registered Professional Accountants (RPAs). This Code serves as the foundation for our profession, ensuring that we uphold the highest standards of responsibility, trust, and professionalism in our work. By adhering to these principles, we reinforce the trust that clients, colleagues, and the public place in our members.

I would like to extend my sincere gratitude to the RPA Ethics Committee for their hard work and dedication in developing this vital document. In particular, I would like to recognize Robert Finlay, Chair of the Committee, whose leadership and commitment have been instrumental in bringing this Code to fruition. The time and effort invested by the entire committee reflect the passion we all share for maintaining the integrity of our profession.

Thank you once again to everyone involved in this important milestone for RPA Canada. Together, we will continue to lead the way in promoting ethical practices within the accounting profession.

Sincerely,

Zubair Choudhry, RPA, APA

Application of the RPA Code of Professional Conduct

The RPA Code of Professional Conduct sets out specific duties for sound and fair financial and management reporting and business practices owed by all members to clients, employers, the profession and the public.

The RPA Code applies to all members regardless of the professional services being provided.

Members not engaged in the practice of public accounting must observe the RPA Code of Professional Conduct unless there is a specific exception made in any guideline or rule.

The term professional services will apply to all members or students whether undertaken for remuneration or not, where clients, employers, the public or their peers are entitled to rely on their membership or registration as a Registered Professional Accountant (RPA) as giving them some implied competence requiring integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The RPA Code of Conduct also applies to every member or student acting in respect of a matter of personal concern, a job, a function, or office.

This Code of Conduct establishes the characteristics of a member or student, their responsibility for compliance, the principles governing their conduct, their character, and their ethical behavior.

It is a feature of any profession that there is a voluntary assumption, by all its members and students, of the ethical principles aimed, first and foremost, at serving the public interest.

Compliance with these rules and guidelines is mandatory.

Underlying Principles of Conduct

The RPA Code of Professional Conduct is derived from five fundamental principles of ethics as expressed in the RPA Code of Ethics: integrity, objectivity, professional competence and due care, confidentiality, and professional behavior.

Integrity: Be straightforward and honest in all professional and business relationships.

Objectivity: Do not compromise professional or business judgments because of bias, conflict of interest or undue influence of others.

Professional Competence and Due Care:
- Attain and maintain professional knowledge and skill at the level required to ensure that a client or employing organization receives competent professional service, based on current technical and professional standards and relevant legislation.
- Act diligently and in accordance with applicable technical and professional standards.

Confidentiality: Respect the confidentiality of information acquired because of professional and business relationships.

Professional Behavior: Comply with relevant laws and regulations and avoid any conduct that the Registered Professional Accountant or student knows (or should know) might discredit the profession.

Ethical conflict resolution

When initiating a process for the resolution of an ethical conflict, a member or student should consider the following issues individually or together with others, as part of their resolution process:
- the relevant facts,
- ethical issues involved,
- fundamental principles and
- provisions of the RPA Code of Conduct applicable to the matter in question,
- any established procedures, and
- any alternative courses of action.

10.0 MATTERS of GOVERNANCE

10.1 - Compliance with appropriate governing legislation, the RPA Code of Ethics and the RPA Code of Professional Conduct

10.1.1 (a) All members and students, regardless of their residence, shall comply with the RPA Code of Conduct.

(b) All members and students, regardless of their residence, shall comply with:

Any legislation, bylaws, and regulations of the RPA as may be approved and in force from time to time; and any order or resolution of any other regulatory body acting on behalf of the Society of Professional Accountants of Canada, made under its governing legislation or bylaws.

(c) Notwithstanding the aforementioned provisions, if a member or student is prohibited by law from complying with any part of the RPA Code of Professional Conduct, Code of Ethics or its bylaws, regulations, the member or student shall comply with all other parts of those governing documents.

(d) Where a member holds membership as an RPA and another professional body, whether in Canada or elsewhere, and there is a conflict between the requirements of the RPA and the other professional body, the member or student shall comply with the requirement that establishes the more stringent requirement.

10.1.2 When a member or student identifies that they have breached the RPA Code of Conduct or Code of Ethics, they shall:

Take whatever action might be appropriate or required by law, as soon as possible, to address the consequences of any such breach; and determine if the breach is such that it needs to be reported to the Society of Professional Accountants of Canada, and if so, report it promptly.

10.2.0 - Matters to be reported

10.2.1 Illegal activities
Members or students shall promptly notify RPA after having been:

- convicted of fraud, theft, forgery, money-laundering, extortion, counterfeiting, criminal organization activities, charging criminal interest rates, financing

- terrorism or any similar offence related to financial matters or convicted of an offence of conspiring or attempting to commit such offences.
- convicted of any serious criminal offence that is not related to financial matters but which involves conduct that is of such a nature that it diminishes the good reputation of the profession.
- convicted of any criminal repeat offence.
- found guilty of a violation of the provisions of any securities legislation or having entered into a settlement agreement with respect to such matters.
- found guilty of a violation of the provisions of any tax legislation that involves, explicitly or implicitly, dishonesty on the part of the member or student, or having entered into a settlement agreement with respect to such matters; or
- discharged absolutely or upon condition after pleading guilty to or being found guilty of an offence described above.

10.2.3 - Other professional regulatory bodies

- Members or students shall promptly notify RPA immediately after having, in relation to a disciplinary or similar process of another professional regulatory body:
- been found guilty of a failure to comply with the requirements of that professional regulatory body.
- entered into a settlement agreement with that professional regulatory body with respect to a matter referred to in (a); or
- resigned from membership in or voluntarily deregistered from a professional regulatory body, where permitted to do so, to resolve a disciplinary matter.

10.2.4 - Other regulatory authorities

Members or students shall promptly notify RPA after having:
(a) been found guilty of a failure to comply with the requirements of that other regulatory authority; or

(b) entered into a settlement agreement with that other regulatory authority with respect to a matter referred to in (a).

10.3.0 - False or misleading applications

A member or student shall not sign or associate themselves with any letter, report, statement or representation relating to any application to RPA which the member or student knows, or should know, is false or misleading.

10.4.0 - Requirement to co-operate

10.4.1 A member or student shall co-operate with the regulatory processes of RPA.

10.4.2 A member or student shall:

- immediately reply in writing to any communication from RPA in which a written reply is specifically required.
- immediately produce documents when required to by RPA; and
- attend in person in the manner requested when required to do so by RPA.

10.5.0 - Hindrance, inappropriate influence and/or intimidation

10.5.1 A member or student shall not, directly or indirectly, hinder any regulatory process of RPA or otherwise attempt to exert inappropriate influence or pressure on the outcome of a regulatory matter of RPA.

10.5.2 A member or student shall not threaten or intimidate a complainant, witness, or any other person related to a regulatory matter of RPA, nor shall a member or student threaten or intimidate officers, staff, volunteers or agents acting on behalf of RPA.

20.0 PROTECTION OF THE PUBLIC

20.1 - Maintenance of the reputation of the profession

20.1.1 A member or student shall always act with courtesy and respect and in a manner which will maintain the reputation of the profession and serve the public interest.

20.1.2 There is a rebuttable presumption that a member or student has failed to maintain the reputation of the profession or serve the public interest when the member or student is charged under Rule 20.1.1 on account of any matter in Rule 10.2.1 and a certified copy of a document which provides proof of guilt in respect of such matters is filed with the appropriate discipline committee. For purposes of this rule, documents which provide proof of guilt include a certificate of conviction, order, decision, settlement agreement which includes an admission of guilt.

20.1.3 There is a rebuttable presumption that a member or student has failed to maintain the reputation of the profession or serve the public interest when the member or student is charged under Rule 20.1.1 on a matter referred to in Rule 10.2.2 where the resolution of the matter includes:

- a finding of guilt by, or a settlement agreement with, another regulatory authority or designated body, and the member or student was suspended, revoked, expelled, or deregistered voluntarily to resolve a disciplinary matter, or when restrictions were placed on practice rights, or a former member was barred from readmission; or
- a finding of guilt by, or an admission of guilt by the member or student to, another provincial body or another designated body that Rule 20.1.1 was breached by the member or student

and a certified copy of the order, decision, settlement agreement or other relevant document from the other regulatory authority is filed with the discipline committee.

20.2 - Integrity and due care and Objectivity

20.2.1 Integrity and due care A member or student shall perform professional services with integrity and due care.

20.2.2 Objectivity A member or student shall not allow his or her professional or business judgment to be compromised by bias, conflict of interest or the undue influence of others.

20.3 - Professional competence

A member or student shall maintain their professional competence by keeping informed of and complying with developments in professional standards in all functions in which the member provides professional services or is relied upon because of the member's or student's calling.

20.4 - Independence

20.4.1 Independence on Engagements

A member or student who engages or participates in an engagement shall be and remain independent to the degree that the member or student shall be and remain free of any influence, interest or relationship which, in respect of the engagement, impairs the professional judgment or objectivity of the member or student which, in the view of a reasonable observer, would impair the professional judgment or objectivity of the member or student.

20.4.2 Compliance with Rule 20.4.1

A member or student who is required to be independent by Rule 20.4.1 shall, in respect of a particular engagement, comply with the provisions of Rules 20.4.3 and 20.4.4.

20.4.3 Identification of Threats and Safeguards

A member or student who is required to be independent pursuant to Rule 20.4.1 shall, in respect of a particular engagement, identify threats to independence, evaluate the significance of those threats and, if the threats are other than clearly insignificant, identify and apply safeguards to reduce the threats to an acceptable level. Where safeguards are not available to reduce the threat or threats to an acceptable level, the member or student shall eliminate the activity, interest or relationship creating the threat or threats, or refuse to accept or continue the engagement.

20.4.4 Specific Prohibitions - Engagements
Financial interests

- A member or student shall not participate in an engagement with a client if the member or student, or an immediate family member of the member or student, holds a direct financial interest or a material indirect financial interest in the client.
- A member or student shall not participate in an engagement with a client if the member or student, or an immediate family member of the member or student, holds, as trustee, a direct financial interest or a material indirect financial interest in the client.

In spite of Rule 20.4.4, if the client is a co-operative, credit union, a social club, such as a golf club or curling club; or a similar organization, the financial interest in the client held, either personally or as a trustee, by a member or student or an immediate or close family member of the member or student shall not preclude the member or student from participating on the engagement team provided that:

- such a financial interest is restricted to the minimum amount that is a prerequisite of membership.
- the assets of the organization cannot by virtue of the organization's by-laws be distributed to the individual members of the organization other than as patronage dividends or in circumstances of forced liquidation or expropriation, unless there is a written undertaking with the organization to forfeit entitlement to such distributed assets; and
- the member, student or immediate or close family member:

(i) does not serve on the governing body or as an officer of the organization.

(ii) does not have the right or responsibility to exercise significant influence over the financial or accounting policies of the organization or any of its associates.

(iii) does not exercise any right derived from membership to vote at meetings of the organization; and

(iv) cannot dispose of the financial interest for gain.

20.4.5 - Documentation

A member or student who, in accordance with Rule 20.4.3, has identified a threat that is clearly significant, shall document a decision to accept or continue the particular engagement. The documentation shall include the following information:

(i) a description of the nature of the engagement.

(ii) the threat identified.

(iii) the safeguard or safeguards identified and applied to eliminate the threat or reduce it to an acceptable level; and

(iv) an explanation of how, in the member's or student's professional judgment, the safeguards eliminate the threat or reduce it to an acceptable level.

20.4.6 - Members or Students' Must Disclose Prohibited Interests and Relationships

- A member or student who has a relationship or interest, or who has provided a professional service, that is precluded by this Rule shall advise in writing a designated partner of the interest, relationship or service.
- A member or student who has been assigned to an engagement shall advise, in writing, a designated partner of the firm of any interest, relationship or activity that would preclude the person from being on the engagement team.

20.4.7 - Disclosure of Impaired Independence

- A member or student engaged in the practice of accounting or any related business or practice, who provides a service not subject to the requirements of Rules 20.4.1 to 20.4.9, shall disclose any activity, interest or relationship which, in respect of the engagement, would be seen by a reasonable observer to impair the member's or student's independence such that the professional judgment or objectivity of the member, firm or member of the firm would appear to be impaired, and such disclosure shall be made in the member's or student's written report or other written communication accompanying financial statements or financial or other information and the disclosure shall indicate the nature of the activity or relationship and the nature and extent of the interest.

20.5 - False or misleading documents and oral representations

A member or student shall not:

- sign or associate with any letter, report, statement, representation or financial statement which the member or student knows, or should know, is false or misleading, whether or not the signing or association is subject to a disclaimer of responsibility, nor

- make or associate with any oral report, statement or representation which the member or student knows, or should know, is false or misleading.

20.6 - Compliance with professional standards

20.6.1 A member or student shall perform services in accordance with generally accepted standards of practice of the profession.

20.6.2 A member who, as a member of an entity's financial management team or board of directors or equivalent, is required to participate in the review or approval, by such management team or board, of the entity's financial statements prepared in accordance with an appropriate financial reporting framework, shall carry out that responsibility with the care and diligence that a competent member would exercise.

20.7 - Unauthorized benefits

A member or student shall not, without consent, in connection with any transaction, involving a client or an employer, hold, receive, bargain for, become entitled to or acquire, directly or indirectly, any fee, remuneration or benefit for personal advantage or for the advantage of a third party without the consent of the client or employer.

20.8 - Confidentiality of information

- 20.8.1 A member or student shall not disclose any confidential information concerning any client, former client, employer or former employer except when:
- properly acting while carrying out professional duties.
- such information should properly be disclosed for purposes of Rules 10.1, 21.1 or 30.2;
- such information is required to be disclosed by order of lawful authority or, in the proper exercise of its duties, by RPA.
- justified to defend the member, firm or any associates or employees of the member or student, against any legal proceeding or against alleged professional misconduct or in any legal proceeding for recovery of unpaid professional fees and disbursements, but only to the extent necessary for such purpose; or
- the client, former client, employer or former employer, has provided consent to such disclosure.

20.8.2 A member or student shall not use confidential information of any client, former client, employer or former employer, obtained in the course of professional work for such client or employer:

- for the advantage of the member or student,
- for the advantage of a third party; or
- to the disadvantage of such client or employer
- without the consent of the client, former client, employer or former employer.

20.8.3 A member or student shall:

- take appropriate measures to maintain and protect confidential information of any client, former client, employer or former employer, and to ensure that access to such information by another person is limited to those with legitimate purpose to access the information; and
- obtain the written agreement of any such person to carefully and faithfully preserve the confidentiality of any such information and not to make use of such information other than as shall be required in the performance of appropriate professional services.

20.9 - Borrowing from Clients

20.9.1 A member or student shall not, directly or indirectly, borrow from or obtain a loan guarantee from a client unless either:

- the loan or guarantee has been made under normal commercial terms and conditions, and
- the client is a bank or similar financial institution whose business includes lending money to the public; or
- the client is a person or entity, a significant portion of whose business is the private lending of money or
- in the case of a member, the client is a family member or an entity over which a family member exercises significant influence; or
- in the case of a firm, the client is a family member of a partner or shareholder of the firm or an entity over which a family member of a partner or shareholder of the firm exercises significant influence.

20.9.2 Rule 20.9.1 does not apply to:

- the financing of a bona fide business venture between a member or student
- amounts received from a client as a retainer or as a deposit on account of future services to be provided by the member or student; or
- a loan received from a member's employer.

20.9.3 For purposes of Rule 20.9.1, a client includes a person or entity who has, within the previous two years, engaged the member or student to provide a professional service and who relies on membership in or registration with RPA as giving the member or student particular competence to provide that professional service.

21.0 - CONFLICTS OF INTEREST

21.0.1 A member or student shall determine, in relation to a particular matter, and before agreeing to undertake or continuing to provide any professional service, whether a conflict of interest may exist.

21.0.2 (a) Subject to the provisions of Rule 21.0.3, a member or student shall not undertake or continue to provide any professional service to any client or employer in circumstances where there is a conflict of interest between:

(i) the interest of the member or student and that of the client or employer.

(ii) the interests of two or more clients or employers; or

(iii) the interests of the client or employer and those of a third party, where the interest of the third party and the member or student are aligned.

(b) Subject to the provisions of Rule 21.0.3, a member or student shall not undertake or continue to provide any professional service to any client or employer in circumstances where an interest described in paragraph (a) relating to a former client or former employer creates a conflict of interest in respect of any such proposed or current professional service.

21.0.3 Where the agreement to provide any professional service would result in a conflict of interest under Rule 21.0.2 or where a previously unidentified conflict of interest under Rule 21.0.2 arises or is discovered while providing any professional service, the member or student must decline to provide the professional service or withdraw from providing all the affected professional services unless:

(a) the member or student can rely upon conflict management techniques that are generally accepted, and the use of such techniques will not breach the terms of any agreement to provide professional services or any duty to another client, employer or third party.

(b) the member or student informs each affected party of the existence of the conflict of interest and the techniques that will be used to manage it; and

(c) the member or student obtains the consent of each affected party to accept or continue the professional services engagement or engagements; or

(d) the affected parties have knowledge of the conflict of interest and their agreement for the member or student to accept or continue the professional services engagement is implied by their conduct, in keeping with commonly accepted practice.

21.0.4 Where a member or student has determined, in accordance with Rule 21.0.3, that a professional service in respect of which a conflict of interest exists may be undertaken, the member or student shall document:

(a) in the case of a conflict of interest in relation to which consent is not implied by the affected parties' conduct in keeping with commonly accepted practice:

(i) the nature of the conflict of interest that has been identified.

(ii) the conflict management technique that has been used to manage the conflict of interest.

(iii) the rationale for the choice of the technique and its effectiveness; and

(iv) the disclosure that has been made, as necessary, to each of the affected parties; or

(b) in the case of a conflict of interest in relation to which consent is implied by the affected parties' conduct in keeping with commonly accepted practice, the basis on which the member or student has concluded that:

(i) the affected parties have knowledge of the conflict of interest; and

(ii) their agreement for the member or student to accept or continue the professional services engagement has been implied.

21.1 - Duty to report breach of the RPA Code of Professional Conduct

21.1.1 A member or student shall immediately report to RPA any information concerning an apparent breach of this or any information raising doubt as to the competence, integrity or capacity to practice of another member or student, unless such disclosure would result in:

(a) the breach of a statutory duty not to disclose.

(b) the reporting of information by a member or student exempted from this rule

(c) the loss of solicitor-client privilege.

(d) the reporting of a matter that has already been reported; or

(e) the reporting of a trivial matter.

21.1.2 A member or student required to report under Rule 21.1.1 and who is engaged, or is in consultation with a view to being engaged, with respect to a civil or criminal investigation need not report to RPA any information obtained during such engagement or consultation concerning an apparent breach of this RPA Code or any information raising doubt as to the competence, integrity or capacity to practice of another member or student until such time as:

(a) the client or employer has provided consent to the release of the information.

(b) the member or student becomes aware that the information is known to third parties other than legal advisors; or

(c) it becomes apparent to the member or student that the information will not become known to third parties other than legal advisors.

21.2 - Handling property of others

21.2.1 Handling of trust funds and other property

(a) A member or a firm that, receiving, handling or holding money or other property in any capacity as a trustee, or as a receiver or receiver/manager, guardian, administrator/manager or liquidator, shall do so in accordance with the terms of the engagement, including the terms of any applicable trust, and the law relating thereto and shall maintain such records as are necessary to account properly for the money or other property; unless otherwise provided for by the terms of the trust, money held in trust shall be kept in a separate trust bank account or accounts.

(b) When a member or a firm receives a retainer for the provision of future services and no written agreement has been executed regarding the terms which must be met for disbursement of the retainer, the member or student shall consider and handle the retainer as funds held in trust in accordance with paragraph (a) above.

21.2.2 Handling property of others

A member or student, while providing professional services, shall handle with due care any entrusted property.

21.3 - Unlawful activity

A member or student shall not associate with any activity that the member or student knows, or should know, to be unlawful.

21.4 - Fee quotations and billings

A member or student shall

(a) obtain adequate information before providing a fee quotation to perform any professional service; and

(b) render billings for professional services on a fair and reasonable basis and provide such appropriate explanations as are necessary to understand the billing.

21.5 - Contingent fees

21.5.1 A member or student engaged in the practice of public accounting or in a related business or practice shall not offer or engage to perform a professional service for a contingent fee, where the service is:

(a) one in respect of which independence is required in accordance with the provisions of Rule 20.4

(b) a compilation engagement; or

(c) preparation of an income tax return.

21.5.2 Other than in respect of an engagement described in Rule 21.5.1, a member or student engaged in the practice of public accounting or in a related business or practice may offer or engage to perform a professional service for a contingent fee provided the client has agreed in writing to the basis for determining the fee before the substantial completion of the engagement and:

(a) the fee arrangement does not constitute an influence, interest or relationship which impairs or, in the view of a reasonable observer, would impair the professional judgment or objectivity of the member or a partner of the member in respect of an engagement for which independence is required in accordance with the provisions of Rule 20.4; or

(b) the fee arrangement is not one which influences, or in the view of a reasonable observer would influence, the result of a compilation engagement performed or an income tax return prepared by the member or a partner for the same client.

21.6 - Commission or similar compensation arrangements

21.6.1 A member or student engaged in the provision of professional services to a client may pay or receive any compensation in relation to obtaining a client or the referral of products or services of others, provided that:

(a) the prohibitions outlined in Rule 21.6.2 do not apply.

(b) the member or student, in respect of the products or services to which the compensation relates, shall:

(i) identify threats to the objectivity of the member or student arising from the proposed payment or receipt of compensation.

(ii) evaluate the significance of those threats; and

(iii) if the threats are other than clearly insignificant:

(A) disclose the compensation to the client in writing.

(B) obtain the consent of the client prior to payment or receipt of the compensation; and

(C) identify and apply any additional safeguards as appropriate to reduce the threats to an acceptable level.

Where safeguards are not available to reduce the threat or threats to an acceptable level, the member or student shall not pay or accept the compensation.

21.6.2 ***[Intentionally Left Blank]***

21.6.3 A member or student engaged or employed in the practice of public accounting may pay, in relation to obtaining a client, a commission or other compensation to any person who is a partner, shareholder or employee of the member or student or who is another member or student engaged or employed in the practice of public accounting.

21.6.4 A member or student may pay or accept compensation in connection with the sale and purchase of a public accounting practice.

21.7 - Advertising, solicitation and endorsements

21.7.1 Advertising and promotion A member or student may advertise or seek publicity for the member's or student's services, achievements or products and may seek to obtain new engagements and clients by various means, but shall not do so, directly or indirectly, in any manner:

(a) which the member or student knows, or should know, is false or misleading or which includes a statement the contents of which the member or student cannot substantiate.

(b) which makes unfavorable reflections on the competence or integrity of the profession or any member or student; or

(c) which otherwise brings disrepute on the profession.

21.7.2 Notwithstanding Rule 21.7.1, a member or student shall not, either directly or indirectly solicit, in a manner that is persistent, coercive or harassing, any professional engagement.

21.7.3 A member or student may advertise or endorse any product or service of another person or entity that the member or student uses or otherwise has an association with, provided the member or student has sufficient knowledge or expertise to make an informed and considered assessment of the product or service. However, in doing so,

(a) the member or student must act with integrity and due care.

(b) the member or student must be satisfied that the endorsement

(i) is not false or misleading or does not include a statement the contents of which the member or student cannot substantiate,

(ii) does not make unfavorable reflections on the competence or integrity of the profession or any member or student, and

(iii) does not otherwise bring disrepute on the profession; and

(c) when associating the RPA designation with an endorsement, the member or student must conduct appropriate procedures to support the assertions made about the product or service.

21.8 - Retention of documentation and working papers

A member or student shall take reasonable steps to maintain information for which the member or student is responsible, including retaining for a reasonable period such working papers, records or other documentation which reasonably evidence the nature and extent of the work done in respect of any professional service.

30.0 - RELATIONSHIPS WITH PEERS AND COLLEAGUES

30.1 - *[Intentionally Left Blank]*

30.2 - Communication with predecessor

30.2.1 A member or student as a successor, shall not accept an engagement where the successor is replacing another member, firm or other professional as predecessor, without taking reasonable steps to communicate to enquire whether there are any circumstances that should be considered which might influence the decision to accept the engagement.

30.2.2 A member or student shall respond immediately to the communication referred to in Rule 30.2.1.

30.2.3 (a) When responding as required by Rule 30.2.2, if a member or student was unable to continue with an engagement with respect to the practice of public accounting, the member or student shall inform the successor of the fact of the withdrawal or resignation.

(b) When a member or student has been informed of the circumstances described in Rule 30.2.3(a), the member or student shall obtain the necessary information to make an informed decision as to whether to accept the client by:

(i) requesting such further information from the client; or

(ii) requesting permission from the client to obtain such further information from the predecessor.

30.3 - Provision of client information

30.3.1 (a) A member or student shall, upon written request of the client and on a timely basis, supply reasonable and necessary client information to the member's or student's successor. Such co-operation is required with any successor accountant including a non-member.

(b) A member or student shall cooperate with the successor on an engagement.

30.3.2 A member or student shall transfer promptly to the client or, on the client's instructions, to another party, all property of the client which is in the member's or student's possession or control.

Such property shall be transferred in the medium in which it is maintained by the member or student, or such other medium that is mutually agreeable, that will facilitate a timely and efficient transfer which best serves the client's interests. Ordinarily, when electronic copies of the property of the client are readily available, the client's interests will be best served when such information is provided as electronic data, rather than in printed form provided that supplying the information in such a form will not violate licensing, copyright or similar legal agreements or proprietary rights.

30.4 - Joint engagements

A member or student accepting an engagement jointly with another member or student shall accept joint and several responsibilities for any portion of the work to be performed by either; no member or student shall proceed in any matter within the terms of such joint engagement without due notice to the other member or student.

30.5 - *[Intentionally Left Blank]*

30.6 - Responsibilities owed to an incumbent

30.6.1 Responsibilities on accepting engagements
A member or student accepting an engagement, whether by referral or otherwise, to provide professional services to a client of another member or student having a continuing professional relationship with that client shall not take any action which may impair the ongoing relationship of the other member or student with the client.

30.6.2 Responsibilities on referred engagements
A member or student receiving an engagement for services by referral from another member or student shall not provide or offer to provide any additional services to the referred client without the agreement of the referring member or student. The interest of the client being of overriding concern, the referring member or student shall not unreasonably withhold such agreement.

40.0 - PUBLIC PRACTICE

40.1 - Certified Accounting Practitioner Certificate

A member is required to successfully complete the RPA Certified Accounting Practitioner program before they can offer accounting and/or tax services, of any kind, to the public.

40.2 - Association with non-member in public practice

40.2.1 A member or student shall not associate in any way with a non-member in a practice of public accounting, or in a related business or practice, unless:

(a) such association maintains the good reputation of the profession and serves the public interest; and

(b) such business or practice establishes and maintains policies, procedures and arrangements suitable for ensuring that:

(i) every such non-member is knowledgeable of and complies with

(a) RPA's governing legislation, bylaws, regulations and the RPA Code; and

(b) the ethical and other regulations applicable to members of a recognized professional organization or regulated body of which the non-member is a member; and

(ii) no style or presentation or communication is used which implies that the non-member is a member.

40.2.2 A member may associate with a related business or practice as a proprietor, as a partner, or as a director, officer or shareholder of a corporation and may associate with a non-member for this purpose.

Registered Professional Accountant

THANK YOU

This document has been prepared by the RPA Ethics Committee 2024:

Robert W (Bob) Finlay, RPA, APA - Chair
Gowry Nirmaiyan RPA - Secretary
Andres Mauricio Rojas Diaz, RPA
Laura Humphrey, RPA
Nayana da Silva, RPA
Ola Ajayi, RPA

www.rpacanada.org | 1-416-350-8145 | info@rpacanada.org