

## **COMMITTEE OF BUSINESS INCORPORATORS AUSTRLLIA INC**

Committee of Business Incorporators Australia Inc ('CBIA Inc') is a professional self-regulating association of corporate registration and compliance consultants. Its members have agreed to be bound by a set of standards embodied in the following Code of Practice which incorporate regulatory, professional and ethical standards.

It is the aim of the members of CBIA Inc to enhance and raise the profile, professionalism and credibility of the business sector known as corporate registration and compliance consultants in the public, governmental and private arenas.

By adopting the Code of Practice the members acknowledge that it is an expectation of CBIA Inc that the Code will be adhered to and the failure to do so will result in any reported complaint or non-compliance being referred to the disciplinary procedures set out the Rules of the Association (Rule 12).

CBIA Inc is committed to satisfactorily resolve any reported complaint or non-compliance fairly and efficiently having regard to the Rules and the laws of natural justice.

### **CODE OF PRACTICE**

CBIA Inc requires its members to subscribe to a set of practices, values and ideals which uphold and advance the professionalism, honour, dignity and effectiveness of Corporate Registration and Compliance Consultants ('*Industry*').

Upon admission to membership, all applicants agree to subscribe to the Rules of the Association and the spirit embodied in the following principles.

#### **1. Corporate Governance**

- To adhere to a high level of corporate governance in respect to data submitted to the Australian Securities Commission database;
- To maintain a level of record keeping that ensures there is an adequate audit trail to satisfy potential transactional review by authorised government authorities;
- To maintain and upgrade sufficient information technology services to competently fulfil all undertakings made to ASIC in the role of its authorised agent;
- To comply with all undertakings, laws, regulations, rules and codes that apply now or in the future to the activities and services undertaken by the Industry;
- To institute and abide by all uniform or best practice policies developed by the Association for its members in respect of the

provision of services and/or compliance with all legislation governing the Industry.

2. Confidentiality

- To respect the confidentiality of information acquired in the course of providing services and in the development of business relationships;
- To not disclose any acquired confidential information to third parties without obtaining the proper authority from the owner of the confidential information unless disclosure is otherwise required under a legal or statutory duty.

3. Knowledge & professional competency

- To keep abreast of all current relevant legislation, practices, codes and standards affecting the Industry;
- To maintain professional knowledge and skill at the level required to ensure the provision of competent professional service to clients and obligations to ASIC;
- To act diligently and in accordance with applicable standards when providing services to clients and other stakeholders;
- To perform only those services that the member is competent or authorised to perform;
- To provide all services with due care and ensure that products provided to clients contain the highest level of efficacy.

4. Ethics and Duty

- To act with honesty and integrity in all dealings with clients, other members, ASIC and other stakeholders;
- To take appropriate action if a member engages in behaviour that is in breach of the Rules, this Code or other policies adopted by the Association for its members;
- To seek advice from the Association when faced with any ethical dilemma that the member cannot resolve;
- To refrain from any conduct which, in the view of a reasonable person, may place the Association or the Industry in disrepute.