

# **Determination of Qualifications of Certified Public Accountants and their Selection Manual**

Approved on 13 August 1995 by the Council of Ministers as Amended on 6 October 2002, 10 November 2010 and 10 February 2018 by the Council of Ministers

## **Article 1**

To implement Note 1 to the Use of Specialized and Professional Services of Qualified Accountants as Certified Public Accountants Act -ratified in 1993-a board named the Qualification Assessment Board of Certified Public Accountants, hereinafter referred to as the "Board", is established. The Board is composed of seven certified public accountants, five selected by the Minister of Economic Affairs and Finance, and two by the High Council of the Iranian Association of Certified Public Accountants. In addition to having the conditions stated in paragraphs 'a' of Article (3) of this manual, the members of the Board shall also possess the following conditions:

- (a) Good reputation and practical commitment to the Islamic principles.
- (b) At least ten years of managerial experience after obtaining a bachelor's degree.

Note 1: The Chairman of the Board is appointed from among the members of the Board by the Minister of Economic Affairs and Finance.

Note 2: The term of membership for the Board members is two years, and their reappointment for three terms is permitted. Previous members shall continue their duties until new members are appointed.

## **Article 2**

The duties of the Board are as follows:

- (a) Conducting the examinations mentioned in paragraph 'h' of Article (3) of this manual.

- (b) Assessing the qualifications of those who have passed the examination based on Article (3) of this manual and introducing the qualified individuals to the Iranian Association of Certified Public Accountants.
- (c) Deciding about permanent or temporary prohibition of certified public accountants who fail to pay membership fees from using the title of certified public accountant, according to the report of the Iranian Association of Certified Public Accountants.
- (d) Investigation of matters referred by the Minister of Economic Affairs and Finance.

Note 1: Meetings of the Board are quorate with the presence of at least five members, and decisions are valid with four affirmative votes.

Note 2: The internal regulations of the Board, as well as the manner of performing the duties mentioned in this Article and the administration of the Board's Secretariat-which will be in the Ministry of Economic Affairs and Finance-shall be prepared by the Board and approved by the Minister of Economic Affairs and Finance.

### **Article 3**

Certified public accountants shall have the following conditions:

- (a) Iranian nationality and loyalty to the Constitution of the Islamic Republic of Iran.
- (b) No record of effective criminal convictions.
- (c) Good reputation for observing religious and social standards and no addiction to narcotic drugs.
- (d) Possession of a certificate of completion or permanent exemption from compulsory military service during peacetime.
- (e) No adverse professional, financial, or administrative records.

- (f) Holding at least a bachelor's degree in accounting or related fields, or internationally recognized professional credentials.

Note: Determination of related fields and identification of recognized international professional bodies is the responsibility of the Board.

- (g) Having at least three years of audit work experience with member audit firms of the Association or the Audit Organization after obtaining a bachelor's degree or an international professional credential.
- (h) Success in examinations on accounting skills, auditing, tax laws and regulations, other related laws and regulations, the Code of Ethics, regulations of certified public accountants, and business knowledge as determined by the Board. Holders of credentials from competent international professional authorities mentioned in paragraph (f) of this Article are exempt from the accounting and auditing skill examinations.

Note 1: The examinations mentioned in this Article shall be held at least once a year.

Note 2: The resources for each of the examinations mentioned in this Article shall be announced six months before the examination date.

#### **Article 4**

The full details of all individuals whose qualifications as certified public accountants are confirmed each year shall be submitted in writing to the Iranian Association of Certified Public Accountants.

#### **Article 5**

The manner of activity and provision of specialized and professional services by certified public accountants, after the issuance of the membership identification card, is subject to the regulations of the Iranian Association of Certified Public Accountants.