



**fei**<sup>SM</sup>

financial executives  
international  
dirigeants financiers internationaux  
**canada**

CONNECTING FINANCIAL EXECUTIVES THROUGH  
KNOWLEDGE EXCHANGE  
PEER NETWORKING  
ADVOCACY

**APPLICATION FOR EXECUTIVE MEMBERSHIP**

Please complete this application form and mail the address below or fax it to 416-366-3008.  
Online registration is available at [www.feicanada.org](http://www.feicanada.org).

**FINANCIAL EXECUTIVES INTERNATIONAL CANADA**

200 — 20 ADELAIDE STREET EAST, TORONTO, ONTARIO M5C 2T6  
Phone (416) 366-3007 Toll Free (888) 812-3971 Fax (416) 366-3008

## MEMBERSHIP ELIGIBILITY CRITERIA

### CORPORATE SIZE

Chief Financial Officers and Audit Committee members of publicly traded companies automatically qualify to join. All other applicants **MUST** be employed by an organization that meets one of the following criteria (*please check only one*)

- \$5 million net worth, *or*
- \$15 million capital (combined net worth and long-term debt), *or*
- \$20 million annual operating expense, *or*
- \$50 million annual revenue, *or*
- Banking Institution with at least \$500 million in total assets, *or*
- Government Corporation/Authority with at least \$100 million in total assets, *or*
- Assistant Financial Executives** — Company size is at least 4 (*four*) times the above corporate criteria, *or*
- Senior specialists** — Company has at least \$500 million in revenues or is a banking institution with \$20 billion in assets, *or*
- Employee Benefits Specialists** - must be employed by a company with at least \$250 million of employee benefit investment

### Duties And Responsibilities

If you are

- Chief Financial Officer**
- Treasurer**
- Vice President Finance**
- Controller**

*or their equivalent within your organization structure*, of your organization, please SKIP TO PAGE #3.

If you do not have one of the above four titles, please check the appropriate box below in addition to pages 3 & 4

#### **Senior Specialist**

Must occupy the senior policy-making position in a corporation and report to the Chief Executive Officer, Chief Financial Officer, Vice President Finance, Treasurer, or higher, *and* must be solely responsible for at least one of the secondary functions listed below. (*Please check your area(s) of responsibility.*)

- Employee Benefits**  **Investor Relations.**

#### **Assistant Financial Executives**

Must report to the Chief Financial Officer, Vice President Finance, Controller or Treasurer and share the duties and responsibilities of a financial executive who qualifies for membership. The applicant must be responsible, either solely or on a shared basis, for at least five of the activities in one of the primary functions or at least half of the activities in any two of the primary or secondary functions listed below. (*Please check your areas of responsibility below.*)

#### **PRIMARY FUNCTIONS:**

##### **Accounting and Control**

- Establishment of accounting policies
- Public financial reporting
- Regulatory reporting
- Report and interpretation of results and operations to management
- Cost accounting, analysis and valuation of assets
- Systems and procedures
- Comparison of performance with operating plans and standards

##### **Treasury and Finance**

- Establishment and execution of programs for the provision of the capital required by the business
- Management and investment of cash
- Maintenance of banking arrangements
- Receipt, custody and disbursement of monies and securities
- Credit and collection management
- Use of financial instruments e.g. hedges, swaps
- Investor relations

#### **SECONDARY FUNCTIONS:**

##### **Planning and Business Development**

- Long and short range financial and corporate planning
- Budgeting for capital expenditures and/or operations
- Sales forecasting
- Performance evaluation
- Pricing policies
- Economic appraisal
- Analysis of acquisitions and divestments

##### **Management of Retirement Funds and Investments**

- Management, funding and investment of employee benefit plan assets

##### **Tax Administration**

- Establishment and administration of tax policies and procedures
- Relations with taxing agencies
- Preparation of tax reports
- Tax planning

##### **Risk management**

- Assure protection of business assets and loss prevention
- Provision of insurance coverage as required
- Exposure analysis and control

##### **Information Systems**

- Development and use of data processing facilities
- Development and use of information systems (including voice and data)
- Development and use of systems and procedures

##### **Internal Audit**

- Financial audits
- Operational audits
- EDP systems audits
- Other special investigations of a financial nature

Name of person you report to: \_\_\_\_\_ Title: \_\_\_\_\_

**FEI Canada dues and initiation fees are normally deductible as a business expense and not as a charitable contribution for income tax purposes. Please advise your employer that membership is on an individual basis and may not be transferred to another person. You may, however, transfer your membership affiliation to any FEI chapter in Canada or the United States.**

**PERSONAL INFORMATION** (this information will be used for all contact with you from FEI Canada)

Mr.  Mrs.  Ms  Dr. First Name Initial Last Name

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Title Company

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Address City Prov. Postal Code

---

Work Phone: Home Phone: Fax:

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Check preference  Work Email  Other Email:

---

Date of Birth: Gender: Years in Finance:

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<b>Education</b>	<b>Professional Designations</b>	<b>Choose your Chapter:</b>	
<input type="checkbox"/> College Diploma	<input type="checkbox"/> CA	<input type="checkbox"/> Atlantic Provinces	<input type="checkbox"/> Winnipeg
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> CGA	<input type="checkbox"/> Quebec	<input type="checkbox"/> Regina
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> CFA	<input type="checkbox"/> National Capital Region	<input type="checkbox"/> Calgary
<input type="checkbox"/> PhD	<input type="checkbox"/> CFP	<input type="checkbox"/> Toronto	<input type="checkbox"/> Edmonton
<input type="checkbox"/> Other: _____	<input type="checkbox"/> CMA	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Vancouver
	<input type="checkbox"/> CPA	<input type="checkbox"/> Southwest ON	
	Other _____		

**Please tell us how you learned about FEIC:**

Chapter Referral  Mailing  Email  Web Browsing

Friend -- Name of Friend: \_\_\_\_\_

Other Means (specify): \_\_\_\_\_ Promo Code: \_\_\_\_\_

**II. DEMOGRAPHICS** Primary Industry Check the primary area of business that applies to your company:

<input type="checkbox"/> Advertising	<input type="checkbox"/> Consulting	<input type="checkbox"/> Hospitality & Recreation	<input type="checkbox"/> Printing
<input type="checkbox"/> Aerospace/Defense	<input type="checkbox"/> Consumer Goods	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Distribution	<input type="checkbox"/> Insurance	<input type="checkbox"/> Publishing
<input type="checkbox"/> Automotive	<input type="checkbox"/> Educational Institutions	<input type="checkbox"/> Internet/Multimedia	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Electronic	<input type="checkbox"/> Leasing	<input type="checkbox"/> Retail
<input type="checkbox"/> Banking/Financial Services	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Marketing	<input type="checkbox"/> Social Services
<input type="checkbox"/> Capital Products (Equipment)	<input type="checkbox"/> Energy/Utilities	<input type="checkbox"/> Medical/Pharmaceutical	<input type="checkbox"/> Transportation
<input type="checkbox"/> Chemical/Plastics	<input type="checkbox"/> Engineering	<input type="checkbox"/> Metals	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Communications/Media	<input type="checkbox"/> Environmental	<input type="checkbox"/> Mineral/Mining	<input type="checkbox"/> Technology
<input type="checkbox"/> Computer Service	<input type="checkbox"/> Food/Restaurant	<input type="checkbox"/> Nonprofit Organizations	<input type="checkbox"/> Venture Capital
<input type="checkbox"/> Construction	<input type="checkbox"/> Forestry/Fishing/Hunting	<input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Wholesale
	<input type="checkbox"/> Government/Public Sector	<input type="checkbox"/> Payroll	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Healthcare Services	<input type="checkbox"/> Personal Service	

<b>Net Worth</b>	<b>Assets</b>	<b>Revenue</b>
<input type="checkbox"/> Less than \$50 Million	<input type="checkbox"/> Less than \$50 Million	<input type="checkbox"/> Less than \$50 Million
<input type="checkbox"/> \$50 Million to \$99 Million	<input type="checkbox"/> \$50 Million to \$99 Million	<input type="checkbox"/> \$50 Million to \$99 Million
<input type="checkbox"/> \$100 Million to \$499 Million	<input type="checkbox"/> \$100 Million to \$499 Million	<input type="checkbox"/> \$100 Million to \$499 Million
<input type="checkbox"/> \$500 Million to \$999 Million	<input type="checkbox"/> \$500 Million to \$999 Million	<input type="checkbox"/> \$500 Million to \$999 Million
<input type="checkbox"/> \$1 Billion to \$5 Billion	<input type="checkbox"/> \$1 Billion to \$5 Billion	<input type="checkbox"/> \$1 Billion to \$5 Billion
<input type="checkbox"/> \$5 Billion to \$20 Billion	<input type="checkbox"/> \$5 Billion to \$20 Billion	<input type="checkbox"/> \$5 Billion to \$20 Billion
<input type="checkbox"/> Over \$20 Billion	<input type="checkbox"/> Over \$20 Billion	<input type="checkbox"/> Over \$20 Billion
Exact Figure* _____	Exact Figure* _____	Exact Figure* _____
*to the nearest million	*to the nearest million	*to the nearest million

<b>Pension Fund</b>	<b>Number of Employees</b>	<b>Primary Accounting Firm</b>
<input type="checkbox"/> Defined benefit	<input type="checkbox"/> Less than 500 Employees	<input type="checkbox"/> Deloitte & Touche LLP
<input type="checkbox"/> Defined contribution	<input type="checkbox"/> 500 to 999 Employees	<input type="checkbox"/> Ernst & Young LLP
<input type="checkbox"/> Group RSP	<input type="checkbox"/> 1,000 to 2,499 Employees	<input type="checkbox"/> KPMG
<input type="checkbox"/> Other _____	<input type="checkbox"/> 2,500 to 4,999 Employees	<input type="checkbox"/> PriceWaterhouseCoopers LLP
<input type="checkbox"/> No	<input type="checkbox"/> 5,000 to 19,999 Employees	Other _____
	<input type="checkbox"/> More than 20,000 Employees	

<b>Stock Exchanges</b>		<input type="checkbox"/> Paris (CAC) SE
<input type="checkbox"/> TSX	<input type="checkbox"/> OTC Bulletin Board	<input type="checkbox"/> Frankfurt (DAX) SE
<input type="checkbox"/> TSX Venture	<input type="checkbox"/> Australian SE	<input type="checkbox"/> Other _____
<input type="checkbox"/> NYSE	<input type="checkbox"/> Nikkei	<input type="checkbox"/> n/a
<input type="checkbox"/> American SE	<input type="checkbox"/> Hang Seng	
<input type="checkbox"/> NASDAQ	<input type="checkbox"/> London SE	

**Company Type**

- Public  
 Private  
 Subsidiary or division of a public company

- Subsidiary or division of a private company  
 Public Subsidiary of a private parent  
 Not-for-profit

- Government  
 Education  
 Income trust  
 Crown Corps

**Company Country of Origin**

- Canada       United States       United Kingdom       Other EU \_\_\_\_\_  Other \_\_\_\_\_

**Role Codes (select only one)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chief Financial Officer | <input type="checkbox"/> Assistant Treasurer        | <input type="checkbox"/> Dean                          |
| <input type="checkbox"/> VP Finance              | <input type="checkbox"/> Assistant Controller       | <input type="checkbox"/> Assistant/Associate Dean      |
| <input type="checkbox"/> Treasurer               | <input type="checkbox"/> Audit Committee Member     | <input type="checkbox"/> Professor                     |
| <input type="checkbox"/> Controller              | <input type="checkbox"/> President, Chief Executive | <input type="checkbox"/> Assistant/Associate Professor |
| <input type="checkbox"/> Director of Finance     | <input type="checkbox"/> Chief Operating Officer    | <input type="checkbox"/> Senior Specialist             |
| <input type="checkbox"/> Assistant VP Finance    | <input type="checkbox"/> Chairman                   | <input type="checkbox"/> Other                         |

**Areas of Expertise/Industry Experience (click all that apply)**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Activity Based Costing     | <input type="checkbox"/> Financial Analysis                  | <input type="checkbox"/> Initial Public Offering        | <input type="checkbox"/> Regulated Industry       |
| <input type="checkbox"/> Asset/Portfolio Management | <input type="checkbox"/> Financial Planning                  | <input type="checkbox"/> Joint Ventures                 | <input type="checkbox"/> Retail                   |
| <input type="checkbox"/> Audit                      | <input type="checkbox"/> Forecasting                         | <input type="checkbox"/> Leveraged Buyout               | <input type="checkbox"/> Risk Management          |
| <input type="checkbox"/> Banking                    | <input type="checkbox"/> Foreign Currency                    | <input type="checkbox"/> Leasing                        | <input type="checkbox"/> Sales                    |
| <input type="checkbox"/> Benchmarking               | <input type="checkbox"/> Foreign Governments                 | <input type="checkbox"/> Long Range Planning            | <input type="checkbox"/> Securities Commissions   |
| <input type="checkbox"/> Budgets                    | <input type="checkbox"/> General Accounting                  | <input type="checkbox"/> Mergers & Acquisitions         | <input type="checkbox"/> Securities               |
| <input type="checkbox"/> Business Partner           | <input type="checkbox"/> General Management                  | <input type="checkbox"/> Marketing                      | <input type="checkbox"/> Startup                  |
| <input type="checkbox"/> Cash Management            | <input type="checkbox"/> Government Contracts                | <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Strategic Planning       |
| <input type="checkbox"/> Consulting                 | <input type="checkbox"/> Human Resources                     | <input type="checkbox"/> Multi-Plant                    | <input type="checkbox"/> Taxes – Individual       |
| <input type="checkbox"/> Contracts                  | <input type="checkbox"/> Import/Export                       | <input type="checkbox"/> Operations                     | <input type="checkbox"/> Taxes – Corporate        |
| <input type="checkbox"/> Control                    | <input type="checkbox"/> Insolvency & Business Restructuring | <input type="checkbox"/> Profit & Loss                  | <input type="checkbox"/> Total Quality Management |
| <input type="checkbox"/> Cost Accounting            | <input type="checkbox"/> Insurance                           | <input type="checkbox"/> Pensions                       | <input type="checkbox"/> Transfer Pricing         |
| <input type="checkbox"/> Credit /Collection         | <input type="checkbox"/> IFRS                                | <input type="checkbox"/> Portfolio Management           | <input type="checkbox"/> Treasury                 |
| <input type="checkbox"/> FASB                       | <input type="checkbox"/> Investments                         | <input type="checkbox"/> Real Estate                    | <input type="checkbox"/> Turnaround               |
| <input type="checkbox"/> Finance                    | <input type="checkbox"/> Investor Relations                  | <input type="checkbox"/> Reengineering                  |   |

**FEI Canada CODE OF ETHICS**

FEI Canada's mission includes significant efforts to promote ethical conduct in the practice of financial management throughout the world. Senior financial officers hold an important and elevated role in corporate governance. While members of the management team, they are uniquely capable and empowered to ensure that all stakeholders' interests are appropriately balanced, protected and preserved. This Code provides principles to which members are expected to adhere and advocate. They embody rules regarding individual and peer responsibilities, as well as responsibilities to employers, the public, and other stakeholders. Violations of FEI Canada's Code of Ethics may subject the member to censure, suspension or expulsion under procedural rules adopted by FEI Canada's Board of Directors.

**All members of FEI Canada will:**

- ✓ Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- ✓ Provide constituents with information that is accurate, complete, objective, relevant, timely and understandable.
- ✓ Comply with applicable rules and regulations of federal, state, provincial, and local governments, and other appropriate private and public regulatory agencies.
- ✓ Act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or all owing one's independent judgment to be subordinated.
- ✓ Respect the confidentiality of information acquired in the course of one's work except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work will not be used for personal advantage.
- ✓ Share knowledge and maintain skills important and relevant to constituents' needs.
- ✓ Proactively promote ethical behavior as a responsible partner among peers, in the work environment and the community.
- ✓ Achieve responsible use of and control over all assets and resources employed or entrusted.
- ✓ Report known or suspected violations of this Code in accordance with the FEI Rules and Procedure.
- ✓ Be accountable for adhering to this Code.

**APPLICATION** I hereby apply for membership in Financial Executives International Canada and certify that I meet the admission criteria as set out in this form. When admitted, I agree that my business and personal conduct shall at all times be entirely consistent with the Code of Ethics of the Institute and in compliance with the Bylaws and all rules adopted by the Board of Directors.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**PAYMENT METHOD****Promo Code:** \_\_\_\_\_

Enclosed is my cheque or money order in the amount of **\$1260.00 payable to FEI Canada** (\$525 annual dues + \$450 one-time initiation fee + \$225 Chapter Fee + \$60.00 GST) GST Registration #107383002RT

Please charge \$ \_\_\_\_\_ to my       Visa       MasterCard       American Express

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Card Holder's Signature \_\_\_\_\_