



Chinese Medicine Council of New Zealand

Policy on eligibility to pay APC by instalment

Policy statement

The Chinese Medicine Council of New Zealand (the Council) acknowledges that the past couple of years have been challenging and some may have experienced financial hardship as a result or may be just starting out in practice and may find paying their annual practising certificate (APC) fee all at once difficult.

This policy outlines the process and eligibility criteria that will be applied by the Council to applicants who wish to pay their APC fee by instalment over the practising year.

Process

Any registered practitioner meeting the criterion set out below may apply to the Council to pay their APC fee in two, 6-monthly instalments instead of one single payment.

Each applicant must submit a duly completed application using the required application form available for download from the Council's website. An application must be submitted for each new practising year and should be submitted well in advance of the start of the practising year to enable the application to be considered and an outcome issued prior to the expiry of the applicant's current practising certificate.

Complete applications can take up to 10 working days to be processed, depending on whether any additional information is required from the applicant to determine the application.

The Registrar or their delegate will inform the applicant in writing of the outcome of their application. If approved, instructions will be issued on how to pay the first instalment when the applicant submits their upcoming APC application. If the application is not approved, the applicant will be informed of the reason/s for the decision and will need to pay the APC fee in full.

The Council will consider each application on a case-by-case basis and there may be rare circumstances when its decision is at variance with this policy.

This policy will come into effect for APC applications for the practising year commencing 1 April 2024 onwards. The Council will review this policy on an annual basis ahead of determining the applicable fees for the practising year ahead.

Criterion

Practitioners earning \$32,000 or less gross income per annum (including all income sources in New Zealand and overseas) who apply for this payment option must provide the Council with:

- a completed APC fee instalment payment application
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- proof of their income from all sources for the previous tax year (i.e. a certified declaration of earnings or a taxation statement) that is no more than 12 months old
 - confirmation that they do not receive any employer contribution towards their APC fee
 - confirmation that they do not qualify for special assistance for payment of professional registration fees from Work and Income New Zealand (WINZ)
 - a signed statutory declaration (also available for download from the Council's website).

The statutory declaration must be signed in the presence of a lawyer, justice of the peace, notary public, court registrar or any other person authorised to take such declarations.

Payment

Practitioners who are approved to make APC fee payments by instalment will need to make the first instalment at the time of their APC application by credit card, and then the subsequent instalment by direct credit to the Council's nominated bank account.

Defaulting on a payment may result in immediate cancellation of an APC.

Outstanding fees will need to be paid before another APC can be issued irrespective of whether or not the practising certificate is required in the same practising year or future years.