

Form '102'
[See Regulations 46 (1) 56 (3), 57 (4) & 58 (4)]

Articles of apprenticeship made on the day of
..... Two thousand.....between
.....of

.....(hereinafter) called the Employer) of the first part, *[,.....
the Chartered Accountant in practice / partner of Messers
.....Chartered Accountants in practice, employing the
Employer of the first part (hereafter called the second employer) of the Second part],
**[,.....hereinafter called the Guardian of the
articled Assistant) of the Second / third part and
.....(hereinafter called the Articled
Assistant) of the third/ fourth part .

Witness as follows, that is to say –

1. In consideration of the covenants by the Articled Assistant ****[and the Guardian respectively]** hereafter contained, the Employer agrees to take the Articled Assistant as his Articled Assistant for the term of
.....Yearsfrom the
.....day ofTwo thousand

*1A The second employer of the second part agrees to permit the Employer of the first part to train the Articled Assistant in his office / firm.

2. The Articled Assistant of his own free will ****[and with the consent of the Guardian]** binds himself as Articled Assistant to the Employer to serve him for and during and unto the full end and term ofYears

3. The Articled Assistant covenants with the Employer as follows:

- (a) That he will at all times during the said term diligently and faithfully serve the Employer as his Articled Assistant in the Practice of Profession of Accountancy.
- (b) That he will not at any time during said term destroy, cancel obliterate, spoil, embezzle, spend make away with or take copies of books papers, plans, documents, monies, stamps or chattels of the Employer, his personal representatives or assigns or of his partners or of any of his clients or employers which shall be deposited in his hands or which shall come to his care custody or possession or allow any of the said good to be so treated by others if he can by the exercise of reasonable care prevent it.
- (c) That he will at all times keep the secrets of the Employer and his partner or partners and of his and their clients and employers and will not divulge the names and affairs of such clients and employers.

- (d) That he will readily and cheerfully obey the execute the lawful and reasonable commands of the Employer and will not depart or absent himself from the service or employ of the Employer at any time during the said term without his consent or that of his partners first obtained but will at all times during the said term conduct himself with all due diligence, honesty and propriety.
- (e) That he will at all times well and faithfully serve the Employer as an Articled Assistant ought to do in all things whatsoever.
- (f) That he will make good and fully indemnify the Employer for any loss or damage suffered or sustained by his misbehavior or improper conduct.

**** 4. The Guardian covenants with the Employer as follows:-**

That he will indemnify the Employer or his partner or partners and all or any of them in case the articled assistant shall act contrary to the last – mentioned covenants and the Employer or his partners shall suffer thereby any loss damage or prejudice.]

5. The Employer covenants with the Articled Assistant ****[and the Guardian]** follows : -

- (a) That he will by the best ways and mean in his power and to the utmost of his skill and knowledge instruct or cause to be instructed the Articled Assistant and afford him such reasonable opportunities and work as may be required to enable him to acquire the art, science and knowledge of Accountancy.
- (b) That his professional practice *[or that of his Employer(s) is * [or their] main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.
- (c) That he will pay to the articled assistant a minimum monthly stipend at the rates specified in the Regulations and that the same shall be either paid (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled assistant; or (b) by depositing the amount every month in the bank account opened by the articled assistant for the purpose.
- (d) That he will at the expiration of the said term use his best means and endeavors at the request, cost and charges of the articled clerk ****[and the guardian or either of them]** to cause the Articled Assistant to be admitted as a member of the Institute.

PROVIDED always that the Articled Assistant shall have well and faithfully served his intended clerkship and shall have passed the required examinations and in all respects properly qualified himself to be admitted as such.

- (e) (i) That if the employer shall die during the said term, his legal representative shall grant to the Articled Assistant a certificate of service in the appropriate Form for the expired period of the articles.
- (ii) That if the Employer shall cease to practice as an accountant or shall in any way become incapable of continuing the intended employment of the Articled Assistant during the said term; he shall make the necessary arrangement as far as practicable for the completion of the residue of the term as Articled Assistant with some other member entitled to train Articled Assistant and grant the Articled Assistant, the certificate of service in the appropriate Form for the expired period of articles.

6. These articles are subject to the Chartered Accountants Regulations as may be in force from time to time.

In witness whereof the parties have hereunto set their hands and seals the day and year first above written

Signed and delivered
By
In the presence of

Signed and delivered
By
In the presence of

Signed and delivered.
By
In the presence of

Signed and delivered
By
In the presence of

* To be deleted where the employer is not employed by a Chartered Accountant in practice or a firm of such Chartered Accountants.

**** To be deleted where the articulated assistant is not a minor**