

Renewal of your firm's auditing certificate (Ireland) for 2024

You 2024 firm's* auditing certificate (Ireland) renewal must be completed in all circumstances and should be submitted by no later than **30 November 2023** to allow sufficient time for it to be processed before the year-end. Any renewal applications received after 30 November 2023 run the risk of not being processed before the year-end. **It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct auditing certificate(s).**

(* The term "firm" encompasses partnerships, limited liability partnerships and limited companies throughout the accompanying documentation.)

Please ensure that you have read and understood the **following documents** on our website before submitting your renewal:

- [Conditions for the renewal of a firm's auditing certificate \(Ireland\) 2024](#)
- [Continuing Professional Development \(CPD\) for practising members](#)
- [Guidance and checklist for audit engagement partners for compliance with IFAC International Education Standard \(IES\) 8](#)
- [Byelaw 8](#)

The document headed "[Conditions for the renewal of a firm's auditing certificate \(Ireland\) – 2024](#)" is an integral part of the renewal. In submitting the renewal, your firm will be agreeing to comply with the undertakings contained in that document and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

In addition, please ensure that you complete the following online forms. Please note submission of both the Audit Client and Audit Register information forms are mandatory requirements. These forms must be submitted **before** your 2024 certificates can be issued.

- [Audit Client Information \(Ireland\) 2024](#)
- [Audit Register Information \(Ireland\) 2024.](#)

ELECTRONIC SUBMISSION

You must submit your firm's auditing certificate renewal (Ireland) online via your firm's [myACCA](#), available through our website www.accaglobal.com. You are able to access [myACCA](#) by entering your firm's ACCA reference number and firm's passcode. If you do not have your firm's passcode you can request it through the website.

THE RENEWAL PROCESS

A firm which holds, or intends to seek to hold, audit appointments (whether in the firm's name or in the names of individual partners/directors) must hold an ACCA auditing certificate for Ireland or an equivalent certificate issued by another Recognised Accountancy Body under the Irish Companies Act 2014.

A firm intending to cease holding an ACCA auditing certificate must still submit an online renewal, with the

appropriate non-renewal section detailing the firm's new audit registration arrangements completed. Firms intending to cease trading should note that the Global Practising Regulations place continuing obligations on partners/directors, including the requirement to arrange run-off professional indemnity insurance for a period of six years following cessation of practice.

The online renewal process is straightforward and consistent with legislative and other regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you must submit details of:

- any changes to your firm's address(es) or composition;
- the number of audit appointments held and whether the firm has any public interest audit clients**;
- the jurisdiction(s) in which your firm wishes to hold audit registration†;

† Separate audit registrations are required for the UK and Ireland. Your firm will therefore need to hold a UK auditing certificate if it wishes to hold appointments in the UK and an Irish auditing certificate if it wishes to hold audit appointments in Ireland. While the auditing certificates for both the UK and Ireland are currently issued as part of a single renewal exercise and for a single fee, it is anticipated that the new regulatory arrangements in the two jurisdictions will result in a number of differences in regulatory requirements in the future. This may necessitate entirely separate renewal regimes, with separate fee arrangements. ACCA will assess and if applicable renew the firm's auditing certificate for firms based outside the Republic of Ireland.

However, if your firm does not actually need certificates for both jurisdictions, you are advised to opt for a single jurisdiction in order to avoid becoming subject to separate renewal arrangements in the future.

- confirmation as to which non-ACCA partners/directors, if any, hold an appropriate qualification for audit^{††}; and
- any non-partners/directors (ie consultants, employees, sub-contractors) responsible for signing audit reports.

(**Please refer to the online [Audit Client Information \(Ireland\) form](#) for details of public interest audit clients.

In line with the Irish Companies Act, firms seeking to renew audit registration in the Republic of Ireland (ROI) must ensure they meet the following eligibility requirements. The firm's audit registration will not be renewed for 2024 unless all requirements are met in full.

- 1 All individuals who carry out statutory audits in ROI on behalf of the firm are approved as statutory auditors in ROI.
- 2 The majority of the voting rights in the firm are held by:
 - (i) individuals who are eligible for approval in the ROI, or in any other Member State as statutory auditors,
 - (ii) audit firms approved as statutory audit firms in the ROI, or in any other Member State, or
 - (iii) a combination of such individuals and firms.
- 3 The majority of the members of the administrative or management body of the firm are:
 - (i) individuals who are eligible for approval in the ROI, or in any other Member State as statutory auditors,
 - (ii) audit firms approved as statutory audit firms in the ROI, or in any other Member State, or
 - (iii) a combination of such individuals and firms.
- 4 Where the administrative board or management body of a firm has no more than two members, then, for the purposes of point 3 above, one of those members shall satisfy at least the requirements of that subsection.
- 5 ACCA may only grant approval as a statutory auditor or audit firm to individuals and firms who are of good repute.

In addition to the eligibility criteria outlined above, firms are required to complete the online [Audit Client Information](#) and [Audit Register Information](#) forms. Your firm's renewal will not be processed until all required information has been received and reviewed.

CPD REQUIREMENTS AND GUIDANCE FOR IRISH STATUTORY AUDITORS

In addition to their renewals, holders of the Irish practising certificate and audit qualification must ensure that their 2023 CPD declaration is submitted on time. Failure to submit the 2023 CPD declaration by 1 January 2024 may result in removal from the register of members.

Non-ACCA members who are statutory auditors in ACCA firms holding Irish auditing certificates are also required to submit an annual CPD declaration to ACCA. This applies even if they are also submitting a CPD declaration to their membership body. The 2023 CPD declaration for non-ACCA member Irish statutory auditors is available on our website at <https://www.accaglobal.com/gb/en/member/sectors/smp/practising-certificates-and-licences/practising-certificate-renewals.html>. Please download

and pass a copy of the CPD declaration form to any non-ACCA members in your firm who are responsible for Irish audit work and ask them to complete and return it to cpdsupport@accaglobal.com by 1 January 2024.

Failure to submit the CPD declaration to ACCA by the deadline may result in their statutory auditor approval being withdrawn.

As you will be aware, more specific CPD requirements and guidance for Irish statutory auditors (members and non-members) were introduced in 2022 to comply with guidelines on continuing education issued by IAASA. In summary, Irish statutory auditors must keep up to date in the Irish audit framework; financial reporting standards in use in Ireland; and Irish and EU legislation relevant to the preparation of financial statements and to statutory audit and auditors. They must also keep CPD evidence for six years and comply with IES8 even if not currently acting as an Engagement Partner.

Further information is available on our website at <https://www.accaglobal.com/gb/en/member/cpd/your-guide-to-cpd/cpd-for-practising-members.html>

If your firm contains any non-ACCA members who are responsible for Irish audit work you must ensure that they are aware of the above requirements.

If there are any new non-ACCA partners/directors/employees in the firm who are responsible for audit work, they must submit an 'Audit Experience Form (Ireland)' to demonstrate that they remain competent to undertake audit work. This form can be found on our '[Practitioner forms](#)' section of the website.

If your firm is a limited company, you must also provide, on the online [Audit Register Information \(Ireland\) form](#), a complete list of shareholders, stating the percentage of shares and any professional qualifications each holds. If your firm is a LLP you must supply the voting rights of the partners.

AUDIT CLIENT INFORMATION (IRELAND)

All firms holding ACCA auditing certificates are required to complete the online [Audit Client Information form](#) in respect of all Irish audits. You must complete the online form rather than submitting your own list of audit clients. You are required to provide the number of audit appointments as at the date of submitting the form, the number of audit reports issued in the last two years and the number of public interest audit clients which fall within IAASA's definitions.

This information can be submitted online at the same time as the firm's auditing certificate renewal or by visiting www.accaglobal.com/renewals. Firms are also required to provide information on other appointments which require a report by a registered auditor (excluding solicitors' accounts rules). Firms with more than one ACCA partner/director should submit one form only in respect of the firm. If you are a contact partner/director in more than one firm requiring an auditing certificate please submit this information for each firm.

†† An "appropriate qualification for audit" means that a Recognised Accountancy Body under the Irish Companies Act 2014 has specifically confirmed that an individual is qualified to conduct audit work. ACCA confirms this status through the issue of a combined practising certificate and audit qualification. Arrangements among other bodies vary, with some issuing certificates and others providing written confirmation. If in any doubt as to a partner's or director's audit status, you must obtain appropriate confirmation from his/her professional body.)

The information provided will enable ACCA to:

- collate information on audits to aid in its allocation of monitoring visits; and
- provide information to the Irish Auditing & Accounting Supervisory Authority (IAASA) on audit entities.

Firms that hold auditing certificates valid in Ireland are also required to indicate on the online form whether they have carried out any audits in 2023 of public interest audit clients that fall within IAASA's definition (credit institutions, insurance undertakings (including captive insurance companies) or entities whose transferable securities are admitted to trading on a regulated market of any EEA Member State).

The **Audit Client Information form** is an integral part of your renewal and it is essential that it is submitted in order to comply with the conditions for renewal of your firm's auditing certificate. Please note that submission of the Audit Client and information form is a mandatory requirement. This form must be submitted before your 2024 certificate(s) can be issued.

AUDITOR'S RESIGNATION STATEMENTS (IRELAND)

You are reminded that auditors who cease to hold office for any reason before the end of their term of office are required to notify IAASA within 30 days. In each case the notice must inform IAASA that they have ceased to hold office and be accompanied by a copy of the statement deposited at the company's registered office in accordance with section 403 of the Companies Act 2014. Firms are required to confirm, on the online **Audit Client Information (Ireland) form**, whether they have ceased to hold office as auditors to any clients before the expiry of their normal term of office and, if so, to notify IAASA immediately if they have not already done so. All firms holding ACCA auditing certificates for Ireland are required to complete that section of the form.

Further information about the requirement on auditors to notify IAASA can be viewed at https://iaasa.ie/FAQs/?_faq_category=notifications-of-auditors-cessation-of-office

Technical queries regarding this matter should be directed to ACCA's Technical Advisory (Ireland) Section on +353 (0)1 498 8907.

REGISTER OF AUDITORS (IRELAND)

The Register of Auditors can be viewed online at to <https://core.cro.ie/>. To ensure that the information published on the register is correct all firms holding ACCA auditing certificates for Ireland are required to complete the **Audit Register Information (Ireland) form** online at the same time as the firm's auditing certificate renewal. Firms with more than one ACCA partner/director should submit one form only in respect of the firm. If you are a contact partner/director in more than one firm requiring an auditing certificate please submit this information for each firm.

The **Audit Register Information form** is an integral part of your renewal and it is essential that it is submitted in order to comply with the conditions for renewal of your firm's auditing certificate.

FEES

The auditing certificate renewal fee for 2024 is £564 for each non-ACCA partner/director. If you do not provide your credit/debit card details when submitting your renewal online we will send you an email (if applicable) once your renewal has been received and fully processed to confirm that payment is now required.

When you receive the email the simplest and quickest way to make a card payment is online via your firm's **myACCA** account. You will receive immediate acknowledgement that your payment has been received by ACCA.

You can also make a card payment by telephone by contacting *ACCA Connect* on +44 (0)141 582 2000 once you have received the email confirming the invoice is now available.

ELECTRONIC CERTIFICATES

ACCA no longer issues paper renewal forms or hard copy certificates. All firm's auditing certificates are now issued electronically and sent by email. ACCA is committed to making the renewals process as efficient as possible. By moving to an electronic process, we have been able to deliver an improved service to practitioners that is secure and sustainable.

CHEQUE PAYMENTS

In line with the guidance issued in previous years, the submission of cheque payments creates unnecessary delays in assessing and issuing certificates to members and firms. Therefore, to avoid delays in receiving your firm's auditing certificate, cheque payments will not be accepted. Please ensure you submit your payment via your firm's **myACCA** account.

LATE PAYMENTS AND RENEWALS

Please note that your 2024 certificate will not be issued (and your authorisation will not be valid) until the invoice has been settled. Therefore, to ensure your firm remains eligible to undertake audit work on 1 January 2024 and to avoid a late submission penalty fee of £65 and possible disciplinary action, you should submit your renewal as soon as possible and certainly by no later than 30 November 2023.

You should also note that it will not be possible to complete the processing of an auditing certificate renewal until all ACCA partners/directors in the firm have renewed their individual practising certificates. Renewals for individual partners'/directors' 2024 practising certificates can be submitted online through **myACCA**.

ANTI-MONEY LAUNDERING (AML) SUPERVISORY REGIME FEES FOR 2023/24

ACCA is required to pay an annual levy to OPBAS (Office of Professional Body Anti-Money Laundering Supervision). OPBAS is funded entirely by the professional body supervisors (PBS), of which ACCA is one. The OPBAS levy is a substantial regulatory cost that has arisen because ACCA supervises its practising members for AML in the UK. ACCA believes it is appropriate that the supervised population should bear this additional cost rather than it falling on the membership as a whole.

For 2023/24 the recharge is based on the number of UK practising certificate holders. The recharge in 2023/24 is £35.00 per UK practising certificate holder. The recharge also includes a charge to cover ongoing ACCA operational changes required to address the findings of the OPBAS supervisory assessments. If you hold a UK practising certificate an invoice for £35.00 has already been raised in your **myACCA** account and, as with your practising certificate renewal, should be paid by the end of November 2023.

If your firm has overdue OPBAS levies from previous years you can pay these by bank transfer. Full details are available on our website at <https://www.accaglobal.com/gb/en/member/membership/managing/pay-your-subscription.html>

Please ensure that you quote your firm's ACCA reference number on the payment and email proof of payment/remittance advice to accacopyinvoices@accaglobal.com to ensure swift allocation to the firm account.

The OPBAS levies in previous years were as follows:

- 2018/19 £13.50 per firm
- 2019/20 £13.50 per firm
- 2020/21 £14.00 per firm
- 2021/22 £14.50 per firm
- 2022/23 £10 per UK practising certificate holder.

If you are the contact partner in more than one firm that was supervised by ACCA for AML in the above years you will need to pay the fees for each firm.

To ensure that your firm remains eligible to be supervised by ACCA for AML purposes you should submit your payment online before 30 November 2023.

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (email authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your firm's auditing certificate (Ireland).