

## Notification of a new firm

Please use this form to notify ACCA about a new firm in which you are practising (or intend to practise). If your new firm is incorporated you should not complete this form and should complete the Incorporation Notification form instead. If your new firm requires a UK and/or Irish auditing certificate you should not complete this form and should complete the appropriate initial application form(s). The Incorporation Notification form and the initial application forms are available on our website [here](#).

This form may also be used to indicate the services and sectors which are applicable to your new firm. This information will then be shown against your firm's entry in the online 'Find a Firm' directory on our website (only applicable to firms in the UK or Ireland).

### REGISTRATION DETAILS

Contact partner's full name

ACCA membership number

Name of new firm

Are any of your existing firms ceasing to trade?

Yes

No

If Yes, please specify

Firm name

ACCA firm ID number

Firm name

ACCA firm ID number

Firm name

ACCA firm ID number

Continue on a separate sheet if necessary

Does your new firm require to be registered as an ACCA approved employer?

Yes

No

If Yes, you can apply online [here](#).

### ADDRESS DETAILS

Head office address

Town

County

Postcode

Tel

Email

Branch office address(es) (continue on a separate sheet if necessary)

**A**

Town

County

Postcode

Tel

Email

**B**

Town

County

Postcode

Tel

Email

**C**

Town	County	Postcode
Tel	Email	

**D**

Town	County	Postcode
Tel	Email	

**PARTNERS****ACCA partners**

Office	Name	ACCA membership no.
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**Non-ACCA partners**

Office	Name	Professional qualification (if any)	ACCA membership no.
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Continue on a separate sheet if necessary

**PROFESSIONAL INDEMNITY INSURANCE**

Policy number	Insurer
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**CONTINUITY OF PRACTICE**

Name of firm	Professional Body
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Address and postcode

OR in the partnership agreement

If arrangements have been made with more than one firm please provide details on a separate sheet. If the firm trades in more than one country, your continuity arrangements must make provision for this.

## CONTINUITY OF PRACTICE OPT-IN SCHEME

ACCA has developed a search tool to enable members in the UK and Ireland to find firms prepared to provide continuity of practice arrangements. The search tool can be found in the '[find a firm](#)' section of the ACCA website.

I confirm that I wish to participate in the continuity of practice scheme. I understand that ACCA is unable to recommend specific firms or get involved in drawing up continuity of practice agreements.

Contact partner's/director's signature

## ANTI-MONEY LAUNDERING SUPERVISION

If your new firm is a sole practice or the partners are all ACCA members then your firm's supervisor is automatically ACCA.

Tick here if this is the case

If this is not the case, the supervisor of your new firm is likely to be the professional body of which the partners who have overall control of your firm belong to. Note that if control of your new firm rests with unqualified partners then your firm should be registered with HMRC in the UK or the Anti-Money Laundering Compliance Unit, Department of Justice in Ireland.

Please state which body is your firm's supervisor

## ADDITIONAL AUTHORISATIONS

**Please indicate if you would like to receive information/application forms for any of the following:**

Audit registration\*

Exempt regulated activities registration (UK)\*

ATOL Reporting Accountant registration (UK)\*

Information on direct admission to membership for non-ACCA partners/directors\*

\* Application forms may be downloaded from ACCA's website [here](#).

## SECTORS AND SERVICES

Please indicate which sectors and services are applicable to your practice:

### Sector expertise

Arts and cultures industries  
Advertising  
Agriculture and forestry  
Architects  
Catering (pubs, restaurants, food and drink)  
Charities  
Clubs and associations  
Construction industry  
Dentists  
Doctors  
Distribution and transport  
Education  
Engineering  
Entertainment  
Estate agents  
Financial services  
Friendly societies  
Housing  
IT/software  
Manufacturing  
Motor retailers  
Printing and publishing  
Public sector  
Retail  
Service industries  
Solicitors  
Sub-contractors  
Telecommunications  
Tourism and travel agents  
Vets

### Services offered

Arbitration  
Bank loans and overdrafts  
Business start-up and company formation  
Benchmarking  
Business process improvements  
Business plans  
Business risk assessment  
Corporate finance  
Corporate recovery  
Cost systems and control  
Company secretarial service  
Debt counselling  
Data processing services  
Divorce/matrimonial  
Establishing a business overseas  
Export finance planning and tax  
Environmental auditing  
Estate planning and executorship  
Expert witness  
Feasibility studies  
Grants and finance (EU, government)  
Internal audit and systems security  
Information technology  
Legal activities (probate)  
Limited company accounts  
Management advice to business  
Management accounting consultancy  
Management consultancy  
Partnership/sole trader accounts  
Share valuations  
Small scale equity issues  
Tax (CGT, corporate, IHT, personal and VAT)  
Tax and NI investigations  
Treasury  
Trusteeship/trust administration

## CONFIRMATION

If you (or any of your firm's partners) have been subject to matters within the terms of [Bye-law 8](#) and ACCA's Assessment and Investigations Departments are aware of this, you may sign and submit this form. If you are concerned that you (or any of your firm's partners) may be subject to matters under [Bye-law 8](#) of which ACCA's Assessment and Investigations Departments are not already aware, please notify ACCA in writing to [complaintassessment@accaglobal.com](mailto:complaintassessment@accaglobal.com). Following this notification you may sign and submit this form.

On behalf of my firm, I confirm that the information given in this form is true, accurate and complete to the best of my knowledge and belief after making all reasonable enquiries. I understand that a false declaration on this form may lead to disciplinary action being taken against me and/or my firm. I confirm that neither I nor the firm nor any of its partners have been subject to any criminal, disciplinary, regulatory or any other matters within the terms of [bye-law 8](#) (liability to disciplinary action) or the Chartered Certified Accountants' Global Practising Regulations 2003 (GPRs) 8 (fit and proper persons) which I have not already brought to the attention of ACCA's Assessment and Investigations Departments in writing. I am aware of, and will abide by the notification requirements set out in GPR 12 and my continuing obligation to promptly notify ACCA of any matters which may make me or my firm liable to disciplinary action. I understand that I am required to disclose any unspent convictions and/or cautions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. I am aware of, and will abide by, my continuing obligation to draw any such matters to ACCA's attention.

Contact partner's signature

Date

## DATA PROTECTION

We may use the personal data provided on this form for the purposes of:

- firm administration
- contacting nominated individuals
- responding to enquiries
- complying with our regulatory obligations.

This information may be updated by contacting ACCA at any time. We may share information with our suppliers and our auditors. Please note that for individuals and firms based outside the UK, your information will be held in ACCA's main information systems which are located in the UK and EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the UK and EU, but may also transfer data outside of the UK and EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please see our [privacy notice](#), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)