

## Application to register as an ACCA firm

This form should be completed if you wish to apply for permission for your firm to describe itself as a firm of 'Chartered Certified Accountants', 'Certified Accountants' or 'an ACCA practice', and your firm does not meet the strict ownership or board control criteria set out in Regulation 15 of Section B4 (Descriptions of Professional Accountants and Firms and the Names of Practising Firms) of the Code of Ethics and Conduct. The requirements are set out in regulations 16 and 17 of Section B4 (Descriptions of Professional Accountants and Firms and the Names of Practising Firms) of the [Code of Ethics and Conduct](#). Please read carefully the factsheet 'Alternative ownership structures guidance' which can be found on ACCA's website [here](#), before completing this form. Please retain a copy of the completed form for future reference. Please allow up to 30 working days for your application to be assessed.

Return the form to [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)

Please note that all registrations are issued on a calendar year basis and are valid until 31 December each year only.

### Data protection

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

- firm administration and application to register as an ACCA firm
- regulation of the firm, and to contact nominated individuals
- responding to enquiries and investigating complaints
- complying with regulatory obligations.

We may share information with our suppliers and our auditors, and relevant enforcement authorities where authorised by law. 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)

## REGISTRATION DETAILS

### A Contact partner/director

Full name

Email address

ACCA membership number (if known/applicable)

### B Name of firm

Please ensure that this name agrees with the name on your letterhead (incorporated firms (limited companies and limited liability partnerships)).

Name of firm

Type of practice:      Sole Limited      Partnership      Limited Liability Partnership      Corporate Practice      Other

Trading name (if any)

Firm's ACCA reference number (if known/applicable)

This is                  a newly created firm                  an existing firm                  a recently merged firm (Please tick (✓) one box only)

### C Previous authorisation

My firm has previously been granted/applied for registration from another Recognised Accountancy Body\*                  Yes                  No

\* You must tick 'Yes' if your firm (or any of its partners/directors) has made any form of application, including any application which was rejected or withdrawn, or which is still awaiting consideration.

If YES, please indicate which body                  ACCA                  ICAEW                  ICAI                  ICAS                  ICPAI                  IIPA

Was the application successful?                  Yes                  No

If NO, please state the reasons on a separate sheet and attach it to this form.

### D Regulatory matters

Has your firm (or any of its partners/directors/responsible individuals) ever been subject to any regulatory action in respect of audit, investment business or insolvency by a regulatory body? \*\*                  Yes                  No

\*\* You must tick 'Yes' if your firm (or any of its partners/directors/responsible individuals) has any pending regulatory matter(s) under investigation by a regulatory body.

If YES, please provide details on a separate sheet and attach it to this form.

Are you aware of any other regulatory matter(s) which may impact on your application? Yes No  
If YES, please provide details on a separate sheet and attach it to this form.

**E Disciplinary matters**

Have you (or any of your firm's partners/directors/responsible individuals) ever been subject to any disciplinary action by a regulatory body?\*\*\* Yes No

\*\*\* You must tick 'Yes' if you (or any of your firm's partners/directors/responsible individuals) have any pending disciplinary matter(s) under investigation by a regulatory body.

If Yes, please provide details on a separate sheet and attach it to this form.

## CONDITIONS FOR REGISTRATION AS AN ACCA FIRM

In signing this section of the form I confirm that I have read and understood the conditions for registration as an ACCA firm, and that:

**A Fit and proper persons**

none of the matters or events referred to in the Chartered Certified Accountants' Global Practising Regulation (GPR) 8 applies to my firm or to any person referred to in GPR 8;

**B Professional indemnity insurance**

my firm holds professional indemnity insurance as required by GPR 9 and regulation 9 of Appendix 1 of Annex 1 to the GPRs and, following the expiry of my firm's current policy, my firm will renew it on terms complying with that regulation. Details of the name of the insurer and policy number are provided in the appropriate part of the form;

**C Continuity of practice**

my firm has made arrangements complying with GPR 11 for the continuity of the practice in the event of the firm's dissolution, winding-up or liquidation in the partnership agreement, or memorandum of articles of association, or by entering into a written agreement with another firm. Details of the continuity arrangements are provided in the appropriate part of the form;

**D Notification**

my firm agrees to comply with GPR 12 and regulation 12 of Appendix 1 of Annex 1 to the GPRs and will notify in writing to ACCA all matters specified in that regulation and will provide such notification at least 28 days in advance of the relevant event. I undertake to notify ACCA immediately in the event of any information previously supplied to it in support of my application ceasing to be true, accurate or complete, or in the event of any change in circumstances, or any event which may call into doubt the validity of my application, or the continuation of any certificate granted;

**E Monitoring and compliance**

my firm is aware of the requirements of GPR 14 and regulation 15 of Appendix 1 of Annex 1 of the GPRs and will supply all such information as is necessary to enable ACCA to complete its monitoring programme efficiently;

**F Disclosure of information**

my firm will comply with GPR 15 and regulation 14 of Appendix 1 of Annex 1 to the GPRs and will supply to ACCA all necessary information in accordance with the Companies Act 2006;

**G Control of partnership/incorporated firm**

the partnership/incorporated firm is controlled by qualified persons by virtue of the fact that:

- the firm's affairs are managed by a board of directors, committee or other management body where a majority of that body are ACCA members and other persons having, in the opinion of ACCA, an appropriate qualification, and
- the firm has in place board instructions to cover voting rights on specified matters where a majority of ACCA members and other persons having, in the opinion of ACCA, an appropriate qualification would be necessary, and
- the firm has in place arrangements to prevent non-qualified individuals exercising undue influence on the firm's regulatory obligations and day-to-day operations.

**H Anti-money laundering**

my firm will comply with the requirements of relevant anti-money laundering legislation and regulation, including specifically that:

- my practice has a nominated officer to take responsibility for compliance
- there are procedures in place to gather and retain evidence of the identification of all clients
- principals and staff in my practice receive appropriate training
- ongoing compliance monitoring is carried out
- suspicions of money laundering are reported as required by law.

**Contact partner's/director's signature**

(Where reference is made to the GPRs, firms should note that they must also comply with the relevant Annex to the GPRs. The GPRs are contained in the ACCA Rulebook which can be found on ACCA's website [here](#).)

## PROFESSIONAL INDEMNITY INSURANCE AND CONTINUITY OF PRACTICE DETAILS

### Professional indemnity insurance

I detail below the name of my firm's insurer and policy number/I enclose a quotation as evidence that I have applied for a policy and undertake to provide details of my policy number to ACCA once it has been confirmed.\*

Insurance company

Policy number

\* Delete as applicable

### Continuity of practice

My firm has made arrangements for continuity of practice

in the partnership agreement or memorandum and articles of association

**OR**

with the following firm

Name of firm

Professional body

Address

Town

County

Country

Postcode

If your firm practices in more than one country, your continuity arrangements must make provision for this. Please provide additional continuity of practice details on a separate sheet.

You must have a written agreement in place.

## OFFICE DETAILS

The principal office address of this firm is

Town

County

Country

Postcode

Tel

Fax

Email

Website

Incorporated firms only: is this the firm's registered office?

Yes

No

If no, please ensure that the firm's registered office is clearly indicated below or attached on a separate sheet.  
The branch offices of this firm are (please continue on a separate sheet if necessary)

### A

Town

County

Country

Postcode

Tel

Fax

Email

### B

Town

County

Country

Postcode

Tel

Fax

Email

## COMPOSITION OF FIRM

Continue on a separate sheet if necessary. If you are using this form to notify of changes please ensure all partners/directors/non ACCA partners/directors are listed including any new partners/directors/non ACCA partners/directors.

### A ACCA partners/directors

Office (ie principal or A, B, etc. as above)	Name	ACCA membership number	Percentage of voting rights *
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\* Please refer to point G on page 2 and the guidance below

### B Non-ACCA partners/directors

Office	Name	Professional qualification (if any)	Percentage of voting rights *
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## OWNERSHIP DETAILS

All firms should complete this section.

### Share capital (if applicable)

Authorised share capital\* shares of £/€ each. Shares issued

\* Not applicable to companies formed on or after 1 October 2009.

If there is more than one class of shares, please provide on a separate sheet.

### Shareholders/partners

Name Director/Partner Yes No

Address

Postcode Number of shares held Percentage of voting rights %

Name Director/Partner Yes No

Address

Postcode Number of shares held Percentage of voting rights %

Name Director/Partner Yes No

Address

Postcode Number of shares held Percentage of voting rights %

Continue on a separate sheet if necessary

### Additional sheets of information

I attach (enter 'no' if applicable) additional sheets of information.

Please confirm the board instructions that the firm has in place to cover voting rights on specified matters where a majority of ACCA members and other persons having, in the opinion of ACCA, an appropriate qualification would be necessary.

Please confirm the arrangements that the firm has in place to prevent non-qualified individuals exercising undue influence on the firm's regulatory obligations and day-to-day operations.

Please provide any further information which may support your application.

## ANTI-MONEY LAUNDERING

Under the Money Laundering Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (UK), any person who provides audit, insolvency, tax, accountancy or trust and company services must be supervised by a designated accountancy body (employees do not require supervision under the Act).

Please provide the name of your firm's recognised supervisory authority

## FEE

The fee to register as an ACCA firm is £500. No fee is required for notification of changes.

Once your application has been fully processed we will send you an email 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.

## CONFIRMATION

If you (or any of your firm's partners, directors or responsible individuals) have been subject to matters within the terms of Byelaw 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, directors or responsible individuals) may be subject to matters under Byelaw 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.

I confirm that my firm, and any specified person in relation to it who is not a member of ACCA, undertakes to be bound by the Charter, Code of Ethics and Conduct, byelaws and regulations of ACCA insofar as they are applicable to it or him/her and I have obtained their written undertaking in this regard.

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 and/or may invalidate any decision relevant to this application. I confirm that I have read, and undertake to comply with the conditions set out by ACCA in order to use such practice descriptions. I further confirm that neither I nor the firm nor any of its partners/directors/responsible individuals have been subject to any criminal, disciplinary, regulatory or any other matters within the terms of byelaw 8 (liability to disciplinary action) or GPR 8 (fit and proper persons) that may call into question my/the firm's eligibility to use such practice descriptions and/or the validity of my application, 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 (as amended in 2013). I am aware of, and will abide by, my continuing obligation to draw any such matters to ACCA's attention.

Contact partner's/director's signature

Date

## CHECKLIST

Before you send your application to ACCA please check you have:

Signed the conditions on page 2

Provided continuity of practice details and professional indemnity insurance details on page 3

Provided ownership details on page 5

Signed the confirmation on page 6.

Please return this form to [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)

## BYELAW 8 – LIABILITY TO DISCIPLINARY ACTION

- 8 a** A member, relevant firm or registered student shall, subject to byelaw 11, be liable to disciplinary action if:
- i he or it, whether in the course of carrying out his or its professional duties or otherwise, has been guilty of misconduct;
  - ii in connection with his or its professional duties, he or it has performed his or its work, or conducted himself or itself, or conducted his or its practice, erroneously, inadequately, inefficiently or incompetently;
  - iii he or it has committed any breach of these byelaws or of any regulations made under them in respect of which he or it is bound;
  - iv in the case of a relevant firm, any person has in the course of the business of that firm committed any breach of these byelaws or of any regulations made under them in respect of which that person is bound;
  - v he is a specified person in relation to a relevant firm against which a disciplinary order has been made and which has become effective or which has been disciplined by another professional or regulatory body;
  - vi he or it has been disciplined by another professional or regulatory body;
  - vii he or it has made an assignment for the benefit of creditors, or has made an arrangement for the payment of a composition to creditors, or has had an interim order made by the court in respect of him, or is a specified person in relation to a relevant firm which has made such an assignment or composition or been wound up as an unregistered company, or entered into a voluntary arrangement, administration or liquidation, in each case where applicable under the Insolvency Act 1986, or other similar or analogous event has occurred in relation to him or it under applicable legislation;
  - viii he or it has failed to satisfy a judgment debt without reasonable excuse for a period of two months (the burden resting on him or it to prove such a reasonable excuse on the balance of probabilities) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder;
  - ix before a court of competent jurisdiction in the United Kingdom or elsewhere, he or it has pleaded guilty to, been found guilty of, or has accepted a caution in relation to, any offence discreditable to ACCA or to the accountancy profession; or
  - x before a court of competent jurisdiction in the United Kingdom or elsewhere, in any civil proceedings in which he or it has been a party or witness, he or it has been found to have acted fraudulently or dishonestly.
- b** Each of the paragraphs in byelaw 8(a) shall be without prejudice to the generality of any of the other paragraphs therein.
- c** For the purposes of byelaw 8(a), misconduct includes (but is not confined to) any act or omission which brings, or is likely to bring, discredit to the individual or relevant firm or to ACCA or to the accountancy profession.
- d** For the purposes of byelaw 8(a), in considering the conduct alleged (which may consist of one or more acts or omissions), regard may be had to the following:
- i whether an act or omission, which of itself may not amount to misconduct, has taken place on more than one occasion, such that together the acts or omissions may amount to misconduct;
  - ii whether the acts or omissions have amounted to or involved dishonesty on the part of the individual or relevant firm in question;
  - iii the nature, extent or degree of a breach of any code of practice, ethical or technical, adopted by the Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by Council.
- e** For the purposes of byelaw 8(a)(ix), a copy of the certificate or memorandum of conviction or caution, and of any final judgment, ruling or determination given in the criminal proceedings, shall be conclusive proof of the conviction or caution, and of any facts and matters found, as the case may be.
- f** For the purposes of byelaw 8(a)(x):
- i where the person in question was a party to the proceedings, a copy of a certified judgment of the civil proceedings shall be conclusive proof of the facts and matters found;
  - ii where the person in question was a witness in the proceedings, a copy of a certified judgment of the civil proceedings shall be prima facie evidence of the facts and matters found.
- g** Subject to byelaw 8(f) above, any other finding of fact in any civil proceedings before a court of competent jurisdiction in the United Kingdom or elsewhere shall be admissible as prima facie evidence in any disciplinary proceedings.