

## Continuity of practice opt-in form

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 at [www.acca-business.org/dom](http://www.acca-business.org/dom)

To participate in the scheme your firm must contain at least one ACCA practising certificate holder. To confirm your agreement to participate in the scheme please return this form to Authorisation, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom (email: [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)).

ACCA is unable to recommend specific firms and will not get involved in drawing up continuity of practice agreements. A factsheet about continuity of practice arrangements and copies of ACCA's model agreements can be found on the ACCA website at [www.accaglobal.com/practising](http://www.accaglobal.com/practising). Members are strongly recommended to seek independent legal advice when drawing up a continuity agreement. The agreement will be legally enforceable upon the parties. It is, therefore, important that all parties are clear in their understanding of their responsibilities under the agreement, and that the document records accurately all matters agreed by the parties. Further advice can be obtained from Technical Advisory on 0207 059 5920 (UK) or +353 (0)1 498 8907 (Ireland).

### C1 FIRM'S DETAILS

Name of firm

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Firm's ACCA reference number

### C2 CONTACT PARTNER'S/DIRECTOR'S DETAILS

Name of contact partner/director

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Contact partner's/director's ACCA membership number

### CONFIRMATION

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

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Date

#### Data protection

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

- administering the continuity of practice opt-in process
- 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 EU and may be accessed by ACCA's local office in your country of residence.

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

#### FOR OFFICE USE ONLY

Processed by

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Date

**Please return this form to:**  
**Authorisation, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom.**