



## Practice change of details notification

Please use this form to notify ACCA of changes to the name, address or composition of your firm. If you are incorporating an existing firm please use the incorporation notification form. This form may also be used to indicate or update the services and sectors which are applicable to your firm. This information will then be shown against your firm's entry on the online 'Find a Firm' directory (only applicable to firms in the UK or Ireland).

Existing firm name

Registration number

Contact partner's/director's name

Contact partner's/director's membership number

### CHANGE OF PRACTICE NAME

New firm name

Trading name (if applicable)

### CHANGE OF PRACTICE ADDRESS(ES) – continue on a separate sheet if necessary

**Head office address** New    Amend    Delete

Town County Country

Postcode Tel Fax

Email Website

**New branch office address** New    Amend    Delete

Town County Country

Postcode Tel Fax

Email Website

## CHANGE OF PARTNER(S)/DIRECTOR(S)

Please indicate which partner/director should be the nominated contact partner/director (continue on a separate sheet if necessary)

Name	Qualification(s)	Contact	New	No longer with practice
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## ANTI-MONEY LAUNDERING SUPERVISION

If your firm is a sole practice or the principals 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 firm is likely to be the professional body of which the principals who have overall control of your firm belong to. Note that if control of your firm rests with unqualified principals then your firm should be registered with HMRC in the UK or the Minister for Justice, Equality and Law reform in Ireland.

Please state which body is your firm's supervisor

## 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 at [www.acca-business.org/dom](http://www.acca-business.org/dom). If you are the contact partner/director of a firm and wish to participate in the scheme please sign the confirmation below.

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

## REQUEST FOR ADDITIONAL AUTHORISATIONS/FURTHER INFORMATION

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 at [www.accaglobal.com/practising](http://www.accaglobal.com/practising)

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

### 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

### Sector expertise

- Manufacturing
- Motor retailers
- Printing and publishing
- Public sector
- Retail
- Service industries
- Solicitors
- Sub-contractors
- Telecommunications
- Tourism and travel agents
- Vets

### Services offered

- Feasibility studies
- Grants and finance (EU, government)
- Internal audit and systems security
- Information technology
- 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

\* Business Finance Advice Scheme member (UK)

If all four of these services are selected your firm will be opted into the scheme

**Data protection**

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

- administering the firm's changes
- 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) (<http://www.accaglobal.com/privacy>), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

Contact partner's/director's signature

Date

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

**FOR OFFICE USE ONLY**

Processed by

Date