

## Conditions for the renewal of a practising certificate – 2022/23

If you 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 the renewal form. If you are concerned that you 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) or The Adelphi, 1/11 John Adam Street, London WC2N 6AU. Following this notification you may sign and submit the renewal form.

In signing the 2022/23 practising certificate renewal form I confirm that I will abide by the provisions of the Chartered Certified Accountants' Global Practising Regulations 2003 (and/or any subsequent regulations replacing or amending, in full or part, these regulations) and that in particular:

### A Fit and proper person

None of the matters or events referred to in the Chartered Certified Accountants' Global Practising Regulation ("GPR") 8 applies to me;

### B Professional indemnity insurance

I will comply with the professional indemnity insurance requirements of GPR 9. Details of the name of the insurer and the policy number are provided in the appropriate part of the form;

### C Maintenance of competence

I will comply with the continuing professional development (CPD) obligations of GPR 10. I have confirmed on the renewal form that I have maintained competence in the areas relevant to my practice;

### D Continuity of practice

I have made arrangements complying with GPR 11 for the continuity of my practice in the event of my death or incapacity. Details of the continuity arrangements are provided in the appropriate part of the form;

### E Notification

I agree to comply with GPR 12 and to notify in writing to ACCA all matters specified in the regulation and will provide such notification at least 28 days in advance of the relevant event where applicable;

### F Conduct of practice

I will comply with GPR 13, ACCA's Code of Ethics and Conduct and all technical and ethical standards/guidelines applicable to my work;

### G Monitoring, quality assurance and compliance

I confirm that I am aware of the requirement of GPR 14 and will supply all such information as is necessary to enable ACCA to complete its monitoring and quality assurance programme efficiently.

### H Disclosure of information

I will comply with GPR 15 and will supply to ACCA all necessary information to enable it to comply with its obligations with respect to any legal or regulatory requirement that may exist in the country where my certificate is/certificates are valid;

### I Anti-money laundering

I confirm that I 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.

(Where reference is made to the GPRs, members in Australia and Zimbabwe should note that they must also comply with the relevant Annex(es) to the GPRs.)

**This document is an integral part of the 2022/23 renewal form. A false or misleading statement on any part of the renewal form may constitute grounds for disciplinary action being taken against you and/or your firm.**