

Incorporation notification

REGISTRATION DETAILS

Is this an incorporation of an existing firm?

Yes

No

Name of existing firm

Will your existing firm continue to trade alongside the incorporated firm?

Yes

No

Does this firm require to be registered/continue to be registered as an ACCA Approved Employer?

Yes

No

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

CONTACT DIRECTOR/PARTNER

Full name

ACCA membership number (if known/applicable)

FIRM DETAILS

Name of firm*

Trading name (if applicable)*

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

Companies House registration number

Country in which registered

Date of last annual return to Registrar of Companies

ADDRESS DETAILS

Principal office address

Is this the firm's registered office

Yes

No (if no please indicate registered office clearly below)

Town

County

Postcode

Tel

Email

Website

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

PRINCIPALS

ACCA directors/partners

Office	Name	ACCA membership no
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Non-ACCA directors/partners

Office	Name	Professional qualification (if any)	Appropriate qualification for audit held	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Continue on a separate sheet if necessary

SHAREHOLDER DETAILS

LIMITED LIABILITY PARTNERSHIPS SHOULD USE THIS SECTION TO PROVIDE THE VOTING RIGHTS OF PARTNERS

Share capital

Authorised share capital [*]	shares of £/€	each.	Shares issued
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^{*} Not applicable to UK companies formed on or after 1 October 2009.

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

Shareholders/Partners

Name	Director:	Yes	No
Address	Postcode		
Number of shares held	Percentage of voting rights		%
Name	Director:	Yes	No
Address	Postcode		
Number of shares held	Percentage of voting rights		%
Name	Director:	Yes	No
Address	Postcode		
Number of shares held	Percentage of voting rights		%

Continue on a separate sheet if necessary

PROFESSIONAL INDEMNITY INSURANCE AND CONTINUITY OF PRACTICE

Professional indemnity insurance

Policy number

Insurer

Continuity of practice

Name of firm

Professional body

Address and
postcode

OR in the incorporation document

If arrangements have been made with more than one firm please provide details on a separate sheet. If the company 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. 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

AUDIT REGISTRATION

Does this firm require audit registration?** Yes No

** Where there are no changes (other than incorporation) to the structure of a firm which has existing audit registration with ACCA a firm's auditing certificate will be issued automatically. Where the firm's structure has changed or this is a new company an application for a firm's auditing certificate will be sent to the contact partner/director for completion.

If you want to apply for ACCA audit registration then please complete a firm's auditing certificate form.

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

Services offered

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

CONFIRMATION

If you (or any of your firm's partners, directors or responsible individuals) 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, directors or responsible individuals) 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. 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 and/or may invalidate any decision relevant to this application. I 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 **bye-law 8** (liability to disciplinary action) or the Chartered Certified Accountants' Global Practising Regulations 2003 (GPRs) 8 (fit and proper persons) that may call into question my, or the firm's fitness and propriety, 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/director's signature

Date

Data protection

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

- administering the firm's incorporation
- 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](#), or contact privacy@accaglobal.com