

## Renewal of your firm's auditing certificate (Ireland) for 2025

Your 2025 firm's\* auditing certificate (Ireland) renewal must be completed online and should be submitted by no later than 15<sup>th</sup> December 2024 to allow sufficient time for it to be processed before the year-end. Any renewal applications received after 30 November 2024 run the risk of not being processed before the year-end.

**It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct auditing certificate.**

(\* The term "firm" encompasses partnerships, limited liability partnerships and limited companies throughout the accompanying documentation.)

Please ensure that you have read and understood the following documents on our [website](#) before submitting your renewal:

- Continuing Professional Development (CPD) for practising members
- Guidance and checklist for audit engagement partners for compliance with IFAC International Education Standard (IES) 8
- Byelaw 8

The "Conditions for the renewal of a firm's auditing certificate (Ireland) – 2025" is an integral part of the online renewal form. In submitting the renewal, your firm will be agreeing to comply with the undertakings contained in the conditions and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

## ONLINE SUBMISSION

All firms requiring an auditing certificate for Ireland for 2025, including sole proprietorships/sole directorships, must submit a firm's auditing certificate (Ireland) renewal online. The firm's contact partner/director must submit the firm's auditing certificate renewal (Ireland) online via [myACCA](#), available through our website [www.accaglobal.com](http://www.accaglobal.com). The contact partner/director can access [myACCA](#) by entering their ACCA reference number and passcode. If they do not have their passcode they can request it through the website.

Once you have logged into [myACCA](#) click 'Start now' and complete each step. You will be asked to complete a key survey application. You can track the process of your application on your [myACCA](#).

## THE RENEWAL PROCESS

A firm which holds, or intends to seek to hold, Irish audit appointments (whether in the firm's name or in the names of individual partners/directors) must hold an ACCA

auditing certificate for Ireland or an equivalent certificate issued by another Recognised Accountancy Body under the Irish Companies Act 2014.

A firm intending to cease holding an ACCA auditing certificate for Ireland-must still submit an online renewal, with the appropriate non-renewal section detailing the firm's new audit registration arrangements completed. Firms intending to cease trading should note that the Global Practising Regulations place continuing obligations on partners/directors, including the requirement to arrange run-off professional indemnity insurance for a period of six years following cessation of practice.

The online renewal process is straightforward and consistent with legislative and other regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you must submit details of:

- any changes to your firm's address(es) or composition;
  - the number of audit appointments held and whether the firm has any public interest audit clients\*\*;
  - the jurisdiction(s) in which your firm wishes to hold audit registration†;
  - confirmation as to which non-ACCA partners/directors, if any, hold an appropriate qualification for audit††;
- Audit Client Information;  
Audit Register Information; and
- any non-partners/directors (ie consultants, employees, sub-contractors) responsible for signing audit reports.

\*\*Please refer to the Audit Client Information section of the online firm's auditing certificate renewal form for details of public interest audit clients.

† Separate audit registrations are required for the UK and Ireland and separate online renewal forms must be completed. Your firm will therefore need to hold a UK auditing certificate if it wishes to hold appointments in the UK and an Irish auditing certificate if it wishes to hold audit appointments in Ireland. While the auditing certificates for both the UK and Ireland are currently issued as part of a single renewal exercise and for a single fee, it is anticipated that the new regulatory arrangements in the two jurisdictions will result in a number of differences in regulatory requirements in the future. This may necessitate entirely separate renewal regimes, with separate fee arrangements. ACCA will assess and if applicable renew the firm's auditing certificate for firms based outside the Republic of Ireland. However, if your firm does not actually need certificates for both jurisdictions, you are advised to opt for a single jurisdiction in order to avoid becoming subject to separate renewal arrangements in the future.

†† An "appropriate qualification for audit" means that a Recognised Accountancy Body under the Irish Companies Act 2014 has specifically confirmed that an individual is qualified to conduct audit work. ACCA confirms this status through the issue of a combined practising certificate and audit qualification. Arrangements among other bodies vary, with some issuing certificates and others providing written confirmation. If in any doubt as to an individual's audit status, you must obtain appropriate confirmation from their professional body.

In line with the Irish Companies Act, firms seeking to renew audit registration in the Republic of Ireland (ROI) must ensure they meet the following eligibility requirements. The firm's audit registration will not be renewed for 2024 unless all requirements are met in full.

1. All individuals who carry out statutory audits in ROI on behalf of the firm are approved as statutory auditors in ROI.
2. The majority of the voting rights in the firm are held by:
  - (i) individuals who are eligible for approval in the ROI, or in any other Member State as statutory auditors,
  - (ii) audit firms approved as statutory audit firms in the ROI, or in any other Member State, or
  - (iii) a combination of such individuals and firms.
3. The majority of the members of the administrative or management body of the firm are:
  - (i) individuals who are eligible for approval in the ROI, or in any other Member State as statutory auditors,
  - (ii) audit firms approved as statutory audit firms in the ROI, or in any other Member State, or
  - (iii) a combination of such individuals and firms.
4. Where the administrative board or management body of a firm has no more than two members, then, for the purposes of point 3 above, one of those members shall satisfy at least the requirements of that subsection.
5. ACCA may only grant approval as a statutory auditor or audit firm to individuals and firms who are of good repute.

## **CPD REQUIREMENTS AND GUIDANCE FOR IRISH STATUTORY AUDITORS**

In addition to their renewals, holders of the Irish practising certificate and audit qualification must ensure that their 2024 CPD declaration is submitted on time. Failure to submit the 2024 CPD declaration by 1 January 2025 may result in removal from the register of members.

Non-ACCA members who are statutory auditors in ACCA firms holding Irish auditing certificates are also required to submit an annual CPD declaration to ACCA. This applies even if they are also submitting a CPD declaration to their membership body. The 2024 CPD declaration for non-ACCA member Irish statutory auditors is available on our website at <https://www.accaglobal.com/gb/en/member/sectors/smp/practising-certificates-and-licences/practising-certificate-renewals.html>.

Please download and pass a copy of the CPD declaration form to any non-ACCA members in your firm who are responsible for Irish audit work and ask them to complete and return it to [cpdsupport@accaglobal.com](mailto:cpdsupport@accaglobal.com) by 1 January 2025. Failure to submit the CPD declaration to ACCA by the deadline may result in their statutory auditor approval being withdrawn.

As you will be aware, more specific CPD requirements and guidance for Irish statutory auditors (members and non-members) were introduced in 2022 to comply with guidelines on continuing education issued by IAASA. In summary, Irish statutory auditors must keep up to date in the Irish audit framework; financial reporting standards in use in Ireland; and Irish and EU legislation relevant to the preparation of financial statements and to statutory audit and auditors. They must also keep CPD evidence for six years and comply with IES8 even if not currently acting as an Engagement Partner. Further information is available on our website at <https://www.accaglobal.com/gb/en/member/cpd/your-guide-to-cpd/cpd-for-practising-members.html>

If your firm contains any non-ACCA members who are responsible for Irish audit work you must ensure that they are aware of the above requirements.

If there are any new non-ACCA partners/directors/employees in the firm who are responsible for audit work, they must submit an 'Audit Experience Form (Ireland)' to demonstrate that they remain competent to undertake audit work. This form can be found on our '[Practitioner forms](#)' section of the website.

If your firm is a limited company, you must also provide on the auditing certificate renewal form a complete list of shareholders, stating the percentage of shares and any professional qualifications each holds. If your firm is a LLP you must supply the voting rights of the partners.

## **AUDIT CLIENT INFORMATION (IRELAND)**

All firms holding ACCA auditing certificates are required to complete the Audit Client Information section of the firm's auditing certificate renewal form in respect of all Irish audits. You must complete that section of the form rather than submitting your own list of audit clients. You are required to provide the number of audit appointments as at the date of submitting the form, the number of audit reports issued in the last two years and the number of public interest audit clients which fall within IAASA's definitions.

Firms are also required to provide information on other appointments which require a report by a registered auditor (excluding solicitors' accounts rules). If you are a contact partner/director in more than one firm requiring an Irish auditing certificate you must submit this information on the online renewal form for each firm.

The information provided will enable ACCA to:

- collate information on audits to aid in its allocation of monitoring visits; and
- provide information to the Irish Auditing & Accounting Supervisory Authority (IAASA) on audit entities.

Firms that hold auditing certificates valid in Ireland are also required to indicate on the online renewal form whether they have carried out any audits in 2024 of public interest audit clients that fall within IAASA's definition (credit institutions, insurance

undertakings (including captive insurance companies) or entities whose transferable securities are admitted to trading on a regulated market of any EEA Member State).

The Audit Client Information section is an integral part of your firm's auditing certificate renewal and it is essential that it is completed in order to comply with the conditions for renewal of your firm's auditing certificate. Please note that completion of the Audit Client Information section of the renewal form is a mandatory requirement and must be completed before your 2025 certificate can be issued.

### **AUDITOR'S RESIGNATION STATEMENTS (IRELAND)**

You are reminded that auditors who cease to hold office for any reason before the end of their term of office are required to notify IAASA within 30 days. In each case the notice must inform IAASA that they have ceased to hold office and be accompanied by a copy of the statement deposited at the company's registered office in accordance with section 403 of the Companies Act 2014. Firms are required to confirm, on the Audit Client Information section of the online Irish auditing certificate renewal form, whether they have ceased to hold office as auditors to any clients before the expiry of their normal term of office and, if so, to notify IAASA immediately if they have not already done so. All firms holding ACCA auditing certificates for Ireland are required to complete that section of the form. Further information about the requirement on auditors to notify IAASA can be viewed at [https://iaasa.ie/FAQs/?faq\\_category=notifications-of-auditors-cessation-of-office](https://iaasa.ie/FAQs/?faq_category=notifications-of-auditors-cessation-of-office)

Technical queries regarding this matter should be directed to ACCA's Technical Advisory (Ireland) Section on +353 (0)1 498 8907.

### **REGISTER OF AUDITORS (IRELAND)**

The Register of Auditors can be viewed online at to <https://core.cro.ie/>. To ensure that the information published on the register is correct all firms holding ACCA auditing certificates for Ireland are required to complete the Audit Register Information (Ireland) section of the online firm's auditing certificate (Ireland) renewal form. If you are a contact partner/director in more than one firm requiring an Irish auditing certificate you must submit this information on the online renewal form for each firm.

The Audit Register Information section of the renewal form is an integral part of your renewal and it is essential that it is completed in order to comply with the conditions for renewal of your firm's auditing certificate.

### **SUSTAINABILITY ASSURANCE SERVICE PROVIDER (IRELAND)**

The EU Corporate Sustainability Reporting Directive (CSRD) was transposed into Irish law on 6 July 2024, and it allows Recognised Accountancy Bodies, such as ACCA, to authorise individuals and firms to undertake the assurance of sustainability reporting in Ireland.

Only approved statutory auditors can act as SASPs in Ireland.

Further information about the eligibility requirements and application process is available on our website at

<https://www.accaglobal.com/gb/en/member/sectors/smp/practising-certificates-and-licences/SASP.html>.

## **INTERNATIONAL STANDARD ON QUALITY MANAGEMENT (ISQM) 1**

Firms are required to answer some additional questions on the renewal form confirming that the required ISQM1 annual evaluation has been undertaken and documented. This is a key part of ISQM compliance. A recent quarterly monitoring review article prepared by the compliance team focused on ISQM [acca-audit-monitoring-review-sept-24.pdf](#) In addition ACCA are hosting an ISQM webinar on 3 December 2024 [ISQM 1 where are we now? | ACCA Global](#)

## **FEES**

There is no fee for an Irish auditing certificate renewal for a sole practitioner/sole director. For firm's with more than one partner/director. the auditing certificate renewal fee for 2025 is £591 for each non-ACCA partner/director We will send you an email confirming your invoice has been raised (if applicable) once your renewal has been received and fully processed 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 confirming the invoice is now available.

## **ELECTRONIC CERTIFICATES**

ACCA no longer issues paper renewal forms or hard copy certificates. All firm's auditing certificates are now available to download through your [myACCA](#). By moving to an electronic process, we have been able to deliver an improved service to practitioners that is secure and sustainable.

## **LATE PAYMENTS AND RENEWALS**

Please note that your 2025 certificate will not be issued (and your authorisation will not be valid) until the invoice has been settled. Therefore, to ensure your firm remains eligible to undertake audit work on 1 January 2025 and to avoid a late submission penalty fee of £65 and possible disciplinary action, you should submit your renewal as soon as possible and certainly by no later than 30 November 2024. You should also note that it will not be possible to complete the processing of an auditing certificate renewal until all ACCA partners/directors in the firm have renewed their individual practising certificates. Renewals for individual partners'/directors' 2025 practising certificates can be submitted online through [myACCA](#).

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (email [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)) if you require any further information or assistance regarding the renewal of your firm's auditing certificate (Ireland).

