

Renewal of your practising certificate and audit qualification (Ireland) for 2025

Your 2025 practising certificate and audit qualification renewal must be completed online and should be submitted online by no later than 15th 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 certificate.

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 practising certificate (Ireland) – 2025” is an integral part of the online renewal form. In submitting the online renewal you 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

You must submit your practising certificate and audit qualification renewal via your [myACCA](#) account, available through our website www.accaglobal.com. You are able to access [myACCA](#) by entering your ACCA membership number and passcode. If you do not have your passcode you 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 member in public practice as a principal of a firm in a designated territory or in a country or jurisdiction where an ACCA practising certificate is required under local legislative or regulatory requirements must hold a certificate to practise from ACCA, even if an equivalent certificate is held from another body. A member intending to cease to be in practice altogether as a principal must still submit an online renewal, with the appropriate cessation of practice declaration completed. The Global Practising Regulations place continuing obligations on those ceasing to be in

practice, including the requirement to arrange run-off professional indemnity insurance for a period of six years following cessation.

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

- any changes to the jurisdictions in which you practice*;
- any changes to the address(es) or composition of your firm (or firms);
- the current professional indemnity insurance policy of your firm (or firms);†
- the continuity of practice arrangements for your firm (or firms).

All firms requiring an auditing certificate for Ireland for 2025, including sole proprietorships/sole directorships, must also submit a separate firm's auditing certificate (Ireland) renewal form online. **YOU CANNOT REQUEST AN AUDITING CERTIFICATE FOR YOUR FIRM VIA YOUR OWN PRACTISING CERTIFICATE AND AUDIT QUALIFICATION RENEWAL FORM.** The firm's contact partner/director must submit the firm's auditing certificate (Ireland) renewal online via their [myACCA](#) account, available through our website www.accaglobal.com.

† A liquidator of a company in Ireland must obtain minimum cover of 1,500,000 euros (exclusive of defence costs) in respect of each and every claim, and obtain cover for defence costs, in compliance with the Companies Act 2014 (Professional Indemnity Insurance) (Liquidators) Regulations 2016 (S.I. 2016/127)

* Separate practising certificates and audit qualifications are required for the UK and Ireland and separate online renewal forms must be completed if you require both jurisdictions. You will therefore need to hold the UK practising certificate and audit qualification if you wish to undertake audit work in the UK and the Irish practising certificate and audit qualification to undertake audit work in Ireland. While practising certificates for both the UK and Ireland are currently issued as a 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 Irish practising certificate and audit qualification for members based outside the Republic of Ireland. However, if you do 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.

If you choose to transfer from holding a practising certificate and audit qualification to a practising certificate you will no longer be eligible to accept audit appointments, even if you hold an Irish audit qualification and responsible individual status from another Recognised Accountancy 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 2025 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 your renewal, you must ensure that your 2024 CPD declaration is submitted to ACCA on time. Failure to submit the 2023 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/practisingcertificate-renewals.html>. If you are the ACCA contact partner/director in a firm that holds an Irish firm's auditing certificate from ACCA 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 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 you are the contact partner/director in a firm that holds an Irish firm's auditing certificate from ACCA and the firm contains any non-ACCA members who are responsible for Irish audit work you must ensure that they are aware of the above requirements.

FEES

The renewal fee for a practising certificate and audit qualification for 2025 is £591. If you have submitted payment for your UK practicing certificate renewal, you will not be asked to pay again, and your Irish Practising certificate will be issued once your renewal have been fully processed. If you only hold Irish jurisdiction, we will send you an email confirming your invoice has been raised 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 emailed (and your authorisation will not be valid) until the invoice has been settled. Therefore, to ensure you remain 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.

Renewals for firms' 2025 auditing certificates should, where appropriate, be submitted online by the nominated contact partners/directors for auditing certificate matters by logging into [myACCA](#) using their ACCA reference number and passcode. If you do not have the passcode you can request it through the website.

AUDIT AUTHORISATION

You are reminded that holding only a practising certificate and audit qualification will not, of itself, permit audit appointments to be held or obtained. If you wish to hold or seek appointments reserved to registered auditors, you must apply for a separate firm's auditing certificate from ACCA or equivalent from another Recognised Accountancy Body.

If you are a sole practitioner/sole director holder of a practising certificate and audit qualification you must now submit a separate firm's auditing certificate renewal form for Ireland. **YOU CANNOT REQUEST AN AUDITING CERTIFICATE FOR YOUR FIRM VIA YOUR OWN PRACTISING CERTIFICATE AND AUDIT QUALIFICATION RENEWAL FORM.**

If you also require a firm's auditing certificate for the UK you must submit a separate UK firm's auditing certificate renewal form.

There is no additional charge for the issue of an auditing certificate to a sole practitioner/director. You will be issued with an auditing certificate for the same jurisdiction(s) as your practising certificate. If you are in partnership (or a co-director of an incorporated practice) and your firm has held an ACCA auditing certificate in 2024, the nominated contact partner/director should submit the firm's 2025 auditing certificate renewal online by logging into [myACCA](#) using their ACCA reference number and passcode.

If you are in partnership (or a co-director of an incorporated practice) and your firm has not held an ACCA auditing certificate in 2024, it will now need to make a separate application if it wishes to obtain registered auditor status through ACCA. You can obtain an auditing certificate application form by downloading it from the ['Practitioners forms'](#) section of ACCA's website. The contact partner/director can also request the form when completing the relevant section of your firm's annual return. There is no additional charge for an auditing certificate if all of the partners/directors are ACCA members. If one, or more, of the partners/directors is not an ACCA member, there will be an additional charge for an auditing certificate based on the number of non-ACCA partners/directors in the firm.

If your firm holds, or intends to hold, registered auditor status through another Recognised Accountancy Body in Ireland, an ACCA practising certificate and audit qualification will enable you to be responsible for audit work on behalf of the firm subject to meeting any other requirements from the other body.

AUDIT CLIENT INFORMATION (IRELAND)

All firms holding ACCA auditing certificates for Ireland are required to complete the Audit Client Information section of the online renewal form in respect of all Irish audits and other appointments which require a report by a registered auditor (excluding solicitors' accounts rules). You must complete that section of the online renewal 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.

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 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 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.

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 firm's 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.

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

REGISTER OF AUDITORS (IRELAND)

The Register of Auditors can be viewed online at <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 section of the online firm's auditing certificate renewal form.

The Audit Register Information section of the online firm's auditing certificate 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 EDUCATION STANDARD (IES) 8 (REVISED)

International Education Standard (IES) 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (Revised), became effective on 1 July 2016. IES 8 outlines the professional competence requirements for audit engagement partners, which are demonstrated by the achievement of learning outcomes. They should undertake CPD that develops and maintains the professional competence required for this role. Further information about these requirements is available on ACCA's website at

<https://www.accaglobal.com/gb/en/member/cpd/your-guide-to-cpd/cpd-for-practising-members.html>. Information is also available on IAESB's website at <https://www.iaesb.org/iaesb/publications/ies-8-professional-competence-engagement-partners-responsible-audits-financial-statements-revised>.

ACCA RULEBOOK

The ACCA Rulebook is available on our website at www.accaglobal.com/rulebook. Please ensure that you are up to date with the latest changes in the ACCA Rulebook, which are set out on the ACCA website.

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (email authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your practising certificate and audit qualification.