



# 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 at <http://www.accaglobal.com/uk/en/employer/approved-employer-programme/how-to-apply.html>

## 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 Fax Email

Website

### Branch office address(es) (continue on a separate sheet if necessary)

#### A

Town County Postcode

Tel Fax Email

#### B

Town County Postcode

Tel Fax Email

#### C

Town County Postcode

Tel Fax Email

#### D

Town County Postcode

Tel Fax Email

## DIRECTORS/PARTNERS

### ACCA directors/partners

Office	Name	ACCA membership no
_____	_____	□ □ □ □ □ □ □ □
_____	_____	□ □ □ □ □ □ □ □
_____	_____	□ □ □ □ □ □ □ □
_____	_____	□ □ □ □ □ □ □ □

### Non-ACCA directors/partners

Office	Name	Professional qualification (if any)	Appropriate qualification for audit held
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Continue on a separate sheet if necessary

## NON-DIRECTORS/NON-PARTNERS RESPONSIBLE FOR SIGNING AUDIT REPORTS

Persons listed here must hold an appropriate qualification

Office	Name	ACCA membership number (if applicable)	Appropriate qualification for audit held
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SHAREHOLDER DETAILS

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

### Share capital

Authorised share capital<sup>†</sup> \_\_\_\_\_ shares of £/€ \_\_\_\_\_ each. Shares issued \_\_\_\_\_

<sup>†</sup> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	_____	Postcode	_____
Number of shares held	_____	Percentage of voting rights	_____ %
Name	_____	Director:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address	_____	Postcode	_____
Number of shares held	_____	Percentage of voting rights	_____ %
Name	_____	Director:	<input type="checkbox"/> Yes <input type="checkbox"/> 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

Policy number

Insurer

### Continuity of practice

Name of firm

Professional body

Address

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.

## CONFIRMATION

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)

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.

### Guidance

Firms holding audit registration from ACCA must be controlled by audit qualified persons (ie the audit qualified persons must hold the majority of the voting rights within the firm on all, or substantially all, matters). Non-members of ACCA who wish to be classed as qualified persons must hold certificates that are at least equivalent in status to the ACCA practising certificate and audit qualification, and which authorise them to undertake audits in the UK and/or Ireland.

Control is assessed on the allocation of the voting rights and not just the ownership of the capital or the distribution of profits. This means that, for an incorporated firm, it is possible to issue more than once class of share, so that unqualified individuals may own shares without exercising control.

For incorporated firms there is an additional control requirement – that the majority of votes on the board of directors (or of the members of a limited liability partnership) must be held by audit qualified persons.

A qualified person may be an individual or a body corporate. If there is a corporate partner/director in the firm which is critical to the balance of control it will need to be eligible for, and hold, a separate firm's auditing certificate.

## 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

## ADDITIONAL AUTHORISATIONS

Please indicate if you would like to receive information/application forms for any of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Audit registration*  | <input type="checkbox"/> Probate registration*                        |
| <input type="checkbox"/> Exempt regulated activities registration (UK)*                                 | <input type="checkbox"/> ATOL Reporting Accountant registration (UK)* |
| <input type="checkbox"/> 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)

## SECTORS AND SERVICES

Please indicate which sectors and services are applicable to your practice:

### Sector expertise

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

### Services offered

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

\* Business Finance Advice Scheme member (UK)

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

## CONFIRMATION

If you (or any of your firm's partners, directors or responsible individuals) have been subject to matters within the terms of Byelaw 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 Byelaw 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 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 I have not been subject to any criminal, disciplinary, regulatory or any other matters within the terms of byelaw 8 (liability to disciplinary action) that may call into doubt the validity of my application, which I have not already brought to the attention of ACCA's Assessment and Investigations Departments. 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 (as amended in 2013). 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

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### 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](#) (<http://www.accaglobal.com/privacy>), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

Please return this form to [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com) or to:  
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+44 (0)141 534 4175