

Notification of a new firm

Please use this form to notify ACCA about a new firm in which you are practising (or intend to practise). If your new firm is incorporated you should not complete this form and should complete the Incorporation Notification form instead. If your new firm requires a UK and/or Irish auditing certificate you should not complete this form and should complete the appropriate initial application form(s). The Incorporation Notification form and the initial application forms are available on our website at <http://www.accaglobal.com/uk/en/member/sectors/smp/practising-info/practitioner-forms.html>

This form may also be used to indicate the services and sectors which are applicable to your new firm. This information will then be shown against your firm's entry in the online 'Find a Firm' directory on our website (only applicable to firms in the UK or Ireland).

REGISTRATION DETAILS

Contact partner's full name

ACCA membership number

Name of new firm

Are any of your existing firms ceasing to trade?
If Yes, please specify

Yes No

Firm name

ACCA firm ID number

Firm name

ACCA firm ID number

Firm name

ACCA firm ID number

Continue on a separate sheet if necessary

Does your new firm require 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>

ADDRESS DETAILS

Head office address

Town	County	Postcode
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Tel	Fax	Email
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Branch office address(es) (continue on a separate sheet if necessary)

A

Town	County	Postcode
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Tel	Fax	Email
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B

Town	County	Postcode
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Tel	Fax	Email
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C

Town	County	Postcode
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Tel	Fax	Email
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D

Town	County	Postcode
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Tel	Fax	Email
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PARTNERS**ACCA partners**

Office	Name	ACCA membership no.
_____	_____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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_____	_____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Non-ACCA partners

Office	Name	Professional qualification (if any)	ACCA membership no.
_____	_____	_____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Continue on a separate sheet if necessary

PROFESSIONAL INDEMNITY INSURANCE

Policy number	Insurer
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CONTINUITY OF PRACTICE

Name of firm	Professional Body
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Address	Postcode
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OR in the partnership agreement

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

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

ANTI-MONEY LAUNDERING SUPERVISION

If your new firm is a sole practice or the partners 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 new firm is likely to be the professional body of which the partners who have overall control of your firm belong to. Note that if control of your new firm rests with unqualified partners 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

SECTORS AND SERVICES

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

Sector expertise

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

Services offered

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

* 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) 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) 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 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 signature

Date

DATA PROTECTION

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

- firm administration
- 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

Please return this form to authorisation@accaglobal.com or to:
Authorisation, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom.
+44 (0)141 534 4175