



Practice change of details notification

Please use this form to notify ACCA of changes to the name, address or composition of your firm. If you are incorporating an existing firm please use the incorporation notification form. This form may also be used to indicate or update the services and sectors which are applicable to your firm. This information will then be shown against your firm's entry on the online 'Find a Firm' directory (only applicable to firms in the UK or Ireland).

Existing firm name

Registration number

CHANGE OF PRACTICE NAME

New firm name

Trading name (if applicable)

CHANGE OF PRACTICE ADDRESS(ES) – continue on a separate sheet if necessary

Head office address

New Amend Delete

Town County Country

Postcode Tel Fax

Email Website

New branch office address

New Amend Delete

Town County Country

Postcode Tel Fax

Email Website

CHANGE OF PARTNER(S)/DIRECTOR(S)

Please indicate which partner/director should be the nominated contact partner/director (continue on a separate sheet if necessary)

Name	Qualification(s)	Contact	New	No longer with practice
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

REQUEST FOR ADDITIONAL AUTHORISATIONS/FURTHER INFORMATION

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

- Audit registration* Exempt regulated activities registration (UK)*
 Probate registration 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 at www.accaglobal.com/practising

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

Sector expertise

- 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

Services offered

- 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

Data protection

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

- administering the firm's changes
- 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) (<http://www.accaglobal.com/privacy>), or contact privacy@accaglobal.com

Contact partner's/director's signature

Date

**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**

FOR OFFICE USE ONLY

Processed by

Date
