

HOW TO COMPLETE THE APPLICATION TO BECOME A LICENSED PRACTICE AFFILIATE

Please read the notes on the front of the application form. They explain how to fill in the form.

This helpsheet gives more guidance on how to fill out each section.

Section 1 – Firm details

Name of firm applying

This should be the name of the firm that is applying to be a licensed practice.

Firm number

If you don't yet have an ICAEW firm number (C00xxxxxxxx), leave this field blank. We will complete it for you.

If your firm has an ICAEW firm number (C00xxxxxxxx), and you're applying for the firm to become a licensed practice, please give us your C00 number.

Section 2 – Details of individual or corporate body applying for affiliate status

This section should be self-explanatory.

Section 3 – Previous affiliate status

This section should be self-explanatory.

Section 4 – Fit and proper

Please read the notes on the application form, as well as the additional information provided in section 7.

ICAEW carries out checks on all individuals you list on this form to establish whether there are any disciplinary or regulatory issues we should be aware of. You must also provide details of all such issues. If you have any doubts about whether an issue should be disclosed, you should explain the matter in full.

Section 5 – Declaration by two chartered accountants

Please read the notes on the application form.

Section 6 – Applicant's confirmations and undertakings

Please make sure you sign the application form and complete the name and date fields. We can't move your application to the approval stage without this information.