



CONFIRMATION LETTER REQUEST

PRIORITY PROCESSING

Send completed form and cheques to
ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK
Send completed form and card details to the above address or to our secure fax +44 (0)1908 248 064.
Please allow 7–10 working days for such a letter to be produced.

CONTACT DETAILS

Member name

Any previous names

ICAEW membership no.

Letter to be addressed to

Type of letter Basic – £24
 Basic with PC confirmation/FCA confirmation – £24 Only if this applies to you.
 Good standing letter – £30
 Non-member letter – £50
 With syllabus – £36. **If you require specific marks an additional charge of £30 per 30 minutes (up to a maximum of £60) will be charged. We can only confirm a pass for exams sat before 1995.**

Postal name and address (envelope). **Please note:** Letter can not be addressed 'To whom it may concern'

Request from (Name, address)

Contact telephone Fax

Email


PAYMENT METHODS

I enclose a cheque for £ made payable to CHARTAC
Send completed form and cheques to
**ICAEW Finance
PO Box 6173 MILTON KEYNES MK10 1TW UK**
Send completed form and card details to the above address or to our secure fax +44 (0)1908 248 064.

Please charge my credit/debit card with the amount £
Card no:
Visa, MasterCard, Amex and Maestro only

Valid from (Maestro and Amex only) Expiry date (all cards) Issue no (Maestro only)

Signature Date DD MM YY

 **Using your personal information** We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners.
We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.
For more information about our data protection policy please go to icaew.com/dataprotection

OFFICE USE: Checked

Processed