

## APPLICATION FOR A PRACTISING CERTIFICATE 2012

You should read the accompanying guidance notes before completing this form and allow 28 days for your application to be processed.

PERSONAL DETAILS						
ICAEW membership no.  Designatory letters (eg, ACA)						
Name (title/forename/surname)						
Registered address						
Postcode/zipcode			Country			
Telephone						
Fax						
Email						
ADDITIONAL INFORM	ATION					
Please tick this box	if you wish to apply for	the 'appropriate qualifi	cation for audit'.			
Please tick this box	if you wish to apply for	the practising certificat	e fee exemption (eligibi	lity as outlined in the guida	ance notes).	
Date of Commencement of Practice (this date must be subsequent to the date of the application and cannot be backdated).						
DD MM YYYY  Your practising certificate will not be sent to you until the month following your proposed date of practice.						
EMPLOYMENT STATUS						
Are you remaining an employee?  Yes (If yes, please provide your employer's details below).  No (If no, please go to THE PRACTICE section over page).						
Firm name						
Office address						
Postcode/zipcode			Country			
FOR OFFICE USE						
Date received	Eligibility checked	Commence date	Cash received	Firm no.	Office no.	

THE PRACTICE						
Please complete this section if you become a principal (partner or director)						
Either:						
A)	A) I intend to establish a practice named:					
	You must enclose a specimen of your proposed business letter heading(s), and a copy of and declare all other partners in the firm.	your Professional Indemnity insurance quote (PII)				
or						
B)	B) I intend joining an established practice:					
	You must enclose a specimen of your proposed business letter heading(s), and a letter that your practice is covered by Professional Indemnity Insurance (PII) signed by an expectation of the professional section of the profession of the pr	confirming your admission to partnership and sting partner.				
The	The Registered address of the practice will be:					
Post	Postcode/zipcode Country					
Tele	Telephone					
Fax						
IUA	Iun					
DEC	DECLARATION					
• co C • ha • ha	<ul> <li>By signing and completing this application for a practising certificate you are also declaring</li> <li>comply with the fundamental principles set out in the <i>Code of Ethics</i>, section 100, and in Competence and Due Care</li> <li>have completed the <i>GOING INTO PRACTICE ARE YOU READY?</i> questionnaire within the ap</li> <li>have complied with the CPD requirements for the two years preceding this application</li> <li>maintained competence in the accountancy services you intend to provide; and</li> <li>comply with the Council's Professional Indemnity Insurance Regulations.</li> </ul>	particular section 130, Professional				
Sign	Signature Date DD	MM YYYY				

## PAYMENT FOR 2012

You are required to pay a practising certificate fee as outlined below unless meeting the exemption requirements which are detailed within the guidance notes.

- £281 Members practising in the EEA.
- £146 Members practising in the rest of Continental Europe (please see guidance notes).
- £68 Members practising in the rest of the world who opt to hold a practising certificate.

These fees are not adjusted pro-rata. A fee exemption may be available on first application for a practising certificate for members who enter practice as a sole practitioner or use a limited company vehicle where they are the only director/shareholder – please see guidance notes. Please fill in the payment details overleaf or enclose the appropriate amount with your application and make your cheque payable to CHARTAC.

## PLEASE NOTE

The practising fee is not adjustable pro-rata, and is due on 1 January each year. If you are submitting an application at the end of the year, it may be worth considering deferring the issue of your practising certificate until the beginning of the following year, to avoid paying the practising fee twice in a short period of time.

Please read the practising certificate guidelines to assess your eligibility for the practising certificate fee waiver.

CH	CHECKLIST				
	Completed application form				
	Declaration signed and dated				
	Specimen of proposed business letter heading(s) and PII details. Your application will not be approved without this.				
	Complete the GOING INTO PRACTICE ARE YOU READY? questionnaire (you will not be required to return this on application)				
	Enclose valid payment				
	CPD completed for the last three years				
	Notification of any other partners in your firm, ICAEW members or non-members (this may affect your ability to use the description; Chartered Accountant).				

## SOLE PRACTITIONERS

Please send a copy of your letterhead for approval to ethics@icaew.com. When your letterhead has been approved, please send your practising certificate application to the address below. Please be aware that applications will not be processed prior to letterhead approval.

PAYMENT METHODS							
I enclose a cheque for £ made payable to CHARTAC  Send completed form and cheque 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/de  Card no:  Visa, MasterCard, Amex an  Valid from (Maestro and Amex only)		E Issue no (Maestro only)				
	Signature		Date DD MM YY				

Using your personal information. We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams.

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