



# The Review Committee



## *Your application*

Information about the review process and considerations for making a review request.

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## **WHO IS THIS LEAFLET FOR?**

This leaflet will help you decide whether to apply to ICAEW's Review Committee for a review of a decision of the Audit Registration Committee, Investment Business Committee, Probate Committee or Insolvency Licensing Committee. The leaflet gives general information about how we'll deal with your application.

## **WHO CONSIDERS THE APPLICATION?**

A panel of the Review Committee (including two non-accountants and one ICAEW member) considers your application at a hearing. The chair of the panel will have relevant experience. An independent solicitor or barrister (called the legal assessor) advises the panel on procedure and law but doesn't take part in making decisions.

The panel considers each application from scratch and can make any order that the Audit Registration Committee, Investment Business Committee, Probate Committee or Insolvency Licensing Committee could have made.

## **WHAT PAPERS WILL I RECEIVE BEFORE THE HEARING?**

A month before the hearing, the committee administrator will send you all the relevant papers. Members of the panel will have a copy of these too. At least two weeks before the hearing, you must provide copies of any other papers you will rely on and that may be helpful to the panel.

## **DO I HAVE TO ATTEND OR BE REPRESENTED?**

As it's your application, you should come to the hearing and you may be represented by a solicitor, a barrister, another ICAEW member or (with the agreement of the panel) any other person. ICAEW is represented either by a member of staff who is usually a solicitor (called the legal adviser), or by a barrister. If you don't provide a written response to the papers we send you, and if you fail to attend or be represented at the hearing, the panel may decide to deal with your application in your absence.

## **WHERE DO HEARINGS TAKE PLACE?**

Most hearings take place in central London. The administrator will tell you where and when the hearing will take place.

## **WHAT HAPPENS AT THE HEARING?**

The hearing is held in private (unless you ask for a public hearing) and the panel follows the procedure in the Review Committee Regulations, which you can find at [icaew.com/regulations](http://icaew.com/regulations). We will send you a copy of these regulations with the papers for the hearing. The proceedings are informal and the panel expects you to explain your case and may ask you questions. The panel reads all the relevant documentation and invites ICAEW's representative, you (or your representative) and any witnesses to speak. It then considers its decision in private. In most cases, the panel announces its decision (in brief terms) on the day of the hearing. It may, however, give its decision on another day. Once the panel has made its decision, the legal assessor prepares a written record of the panel's decision for the panel chair to approve. We send this to you after the hearing.

### **WILL I BE LIABLE FOR ANY COSTS?**

The panel will decide whether you should pay the costs of the proceedings. You'll be given a written breakdown of the costs incurred and will be able to explain to the panel whether you should pay the costs and if so, what would be a reasonable amount to pay. If you want to tell the panel about your means to pay, the panel will also take this into account.

### **DOES THE PANEL PUBLISH ITS DECISION?**

The panel decides whether to publish its decision. We publish details on [icaew.com](http://icaew.com) and send details to *economia*. You may give your views on publicity to the panel.

### **CAN I WITHDRAW MY APPLICATION?**

Please consult the regulations before you withdraw your application. You can withdraw your application but, if you want to do so less than 21 days before the date of the hearing, you'll need permission from the chair of the panel. You may also have to pay any costs incurred up until the date you withdraw. You will need to write and explain why you are withdrawing and why you should not have to pay some or all of the costs.

### **CAN I APPEAL AGAINST A DECISION OF THE REVIEW COMMITTEE?**

Yes, but you may only appeal on the grounds set out in the relevant Registration Committee regulations. You must write to tell us that you intend to appeal, within 10 working days of receiving the Review Committee's decision. At the appeal hearing, you must convince the panel that your grounds for appeal are valid. There is no fee for lodging an appeal, but you may be liable for the costs of the hearing if your appeal is not successful.

### **ADVICE AND SUPPORT**

We strongly advise you to seek advice and guidance on managing your application to the Review Committee.

#### **Technical advisory services**

+44 (0)1908 248 250

[ethics@icaew.com](mailto:ethics@icaew.com)

#### **Support members**

+44 (0)800 917 3526

[support.members@icaew.com](mailto:support.members@icaew.com)

Both services are confidential and are free from the duty to report misconduct.

Please remember that ICAEW does not provide legal advice. However, if you would like to discuss your application before the hearing, please contact the Review Committee administrator on +44 (0)1908 546 291.

ICAEW connects over 147,000 chartered accountants worldwide, providing this community of professionals with the power to build and sustain strong economies.

Training, developing and supporting accountants throughout their career, we ensure that they have the expertise and values to meet the needs of tomorrow's businesses.

Our profession is right at the heart of the decisions that will define the future, and we contribute by sharing our knowledge, insight and capabilities with others. That way, we can be sure that we are building robust, accountable and fair economies across the globe.

ICAEW is a member of Chartered Accountants Worldwide (CAW), which brings together 11 chartered accountancy bodies, representing over 1.6m members and students globally.

**ICAEW**

Chartered Accountants' Hall  
Moorgate Place  
London  
EC2R 6EA  
UK

T +44 (0)1908 248 250  
E [ethics@icaew.com](mailto:ethics@icaew.com)  
[icaew.com](http://icaew.com)

