



# *President's Nomination Scheme*

## *Application process*

1. Application received, verified and acknowledged
2. For single applications we will write to the other parties to obtain details of any accountants or others they may have conflicts with and any preferred geographical locations. Single applications will only be accepted if supported by a Court Order.
3. If no response is received from the other parties within 14 working days, a follow-up letter is sent giving a further 7 working days. If no response is received after this time, the application will not be processed further. It will need to be referred back to Court at this stage.
4. The administrators will identify a shortlist of potential nominees using the ICAEW Find a Chartered Accountant site, taking into account criteria such as the specialisms selected by the firm, experience of the individual identified by the firm and geographical location. A nominee from the shortlist will be selected.
5. Copy papers are then sent to the potential nominee for them to review and complete their own conflict checks to ensure that they are able to act independently. This can take several days.
6. Once written acceptance is received from the appointee, the appointment papers are drawn up and sent to the President for signature. The timing of this stage will depend on the President's availability.
7. Once the appointment is signed, it will be emailed to the appointee to allow them to begin work. The originals are then forwarded to all parties. ICAEW involvement in the appointment finishes at this stage.
8. The appointee will then contact all the parties and attempt to agree formal engagement terms.
9. The parties must then agree terms with the appointed Firm for the work in resolving the dispute to commence.