

EU recognition of professional qualifications directive – common content application form



Please complete **all sections** of this form in block capitals and black ink. Please return all sections of this form to:
ICAEW Finance PO Box 6173 Milton Keynes MK10 1TW UK. For enquiries please call +44 (0)1908 248 250

WORKING IN THE REGULATED AREAS

Will you be engaged in statutory audit work?

NO
Please proceed with your application.

YES
This could affect your application. Please see 'Working in the regulation areas' in the terms and conditions below. You may wish to apply for ICAEW membership and the Audit Qualification via the Statutory Audit Directive.

Will you be engaged in public practice in the UK/EEA?

NO
Please proceed with your application.

YES
Please also complete a practising certificate application form.

Will you be engaged in insolvency or investment business?

NO
Please proceed with your application.

YES
This could affect your application. Please see 'Working in the regulated areas' in the terms and conditions below.

Do you already hold affiliate status with ICAEW?

NO
Please proceed with your application.

YES
This could affect your application. Please call the Records Team on +44 (0)1908 248 054 before proceeding.

YOUR DETAILS

Gender Male Female

Preferred title Mr Mrs Ms Dr Prof

Other

Designatory letters

Important - please note that the names given below will be the official names used for all ICAEW membership records, correspondence and the ICAEW Certificate of Membership.

Forename(s)/given name(s)

Surname/family name

Date of birth DD MM YYYY

Please indicate which of the following bodies you are a member of

Consiglio Nazionale dei Dottori Commercialisti e degli Esperti Contabili (CNDCEC)

Compagnie Nationale des Commissaires aux Comptes (CNCC)

Conseil Supérieur de l'Ordre des Experts-Comptables (CSOEC)

Nederlandse Beroepsorganisatie van Accountants (NBA)

Institut der Wirtschaftsprüfer (IDW)

Wirtschaftsprüferkammer (WPK)

Membership number

Date of admission DD MM YYYY

Residential address

Postcode/
zipcode

Country

Telephone

Fax

Email

Business address

Postcode/
zipcode

Country

Telephone

Fax

Email

Preferred address for correspondence Business address Residential address

MANDATORY DECLARATION

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring after registration with ICAEW should be declared to ICAEW as soon as is practically possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you?

YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

DECLARATION

I acknowledge that, even if I have met all the requirements and conditions, I may be required to provide additional information, and my application may or may not be approved.

I undertake to notify ICAEW of any disciplinary, regulatory or criminal matters referred to above which arise subsequent to this application within 14 days of becoming aware of them.

I confirm that, to the best of my knowledge and belief, the information in this application is true and correct, and in particular faithfully reflects my experience relevant to this application.

Print name

Signature

Date DD MM YY

SUPPORTING DOCUMENTATION

I enclose the following supporting documents

- Confirmation of my home body membership
- A letter of good standing from my home body, confirming:
 - I have no disciplinary record with my home body;
 - no outstanding complaints with my home body; and
 - that my home body is aware of no ethical or other reason why I could not be admitted to ICAEW.
- Confirmation from my home body that I qualified with them via their normal training and education route, and not via a reciprocal or advanced credit route
- Copy of my passport
- Practising certificate application from (if applicable)

Please note, all documents produced by your home body must be certified in English in order for your application to be processed. Failure to provide all of the information with your application may result in a significant delay in your application being assessed.

On receipt of this form and the supporting documentation, ICAEW will verify your application with your home body.

TERMS AND CONDITIONS

Eligibility criteria

You are eligible to use this form if you are an EU national and a current member, in good standing, via the normal training and education route of one of the following bodies:

- Consiglio Nazionale dei Dottori Commercialisti e degli Esperti Contabili (CNDCEC)
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Conseil Supérieur de l'Ordre des Experts-Comptables (CSOEC)
- Nederlandse Beroepsorganisatie van Accountants (NBA)
- Institut der Wirtschaftsprüfer (IDW)
- Wirtschaftsprüferkammer (WPK).

Practising certificates

Membership of ICAEW does not confer the right to practise accountancy or undertake work in the regulated areas of audit, insolvency or investment business. Members wishing to practise in the UK or ROI will be required to obtain an ICAEW practising certificate. You may be eligible for an ICAEW practising certificate if you have two years' membership of your home body.

Further conditions apply to those seeking to work in regulated areas.

For more information on practising certificates, please see [icaew.com/regulations](https://www.icaew.com/regulations) call +44 (0)1908 248 250.

Designatory letters

ICAEW members may use the designatory letters ACA and title 'chartered accountant', subject to the regulations which apply to all ICAEW members.

Continuing Professional Development

Members joining ICAEW under these reciprocal arrangements will be expected to comply with CPD requirements and make an annual declaration that they have done so.

Working in the regulated areas

The UK Government regulates who may practise audit, insolvency and investment business. Individuals and firms working in these areas must be appropriately authorised. For more information please call +44 (0)1908 248 250.

Code of Ethics

Members joining under these reciprocal arrangements will be expected to comply with the ICAEW Code of Ethics. For more information visit [icaew.com/ethics](https://www.icaew.com/ethics)

Fees

Membership of ICAEW incurs a one-off admission fee, an annual subscription fee and an annual practising certificate fee (if required). All ICAEW subscriptions run from January to December.

Common Content application – payment details

PAYMENT

Admittance date	Admission fee		Subscription fee	Total	
	UK/EU† resident	Non UK/EU resident		UK/EU resident	Non UK/EU resident
1 January 2020 to 30 June 2020	£600.00	£300.00	£395.00	£995.00	£695.00
1 July 2020 to 31 December 2020	£600.00	£300.00	£197.50	£797.50	£497.50

† Please note that this includes Channel Islands and all countries in Continental Europe and The Russian Federation.

PAYMENT METHODS

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**.

If you are located outside of the UK or you would like to send your form by recorded delivery, please send your form to:
Income and Credit Manager Room 29 ICAEW Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ UK

I enclose a cheque for £ _____ made payable to CHARTAC

Please charge my credit /debit card with the amount £ _____

Card number _____ 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

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive membership services including; advice, communication, continuous professional development, eligibility for CABA, networking, products, quality, regulation, research, services, professional standards, voting and to administer your membership account. In order to meet our membership obligations to you we may share relevant personal data with connected communities, faculties, committees, local groups, district societies and external provider partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

FOR OFFICE USE ONLY

Division: **IMEM**

Product code: **REGIMEMAD**

Record number

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