



*Regulations relating to  
membership cessation, re-  
admission and resignation*

EFFECTIVE FROM 2 NOVEMBER 2016

## Regulations relating to membership cessation, re-admission and resignation

1. These Regulations were made by the Council on 3 December 2002<sup>1</sup> under Clause 16 of the Supplemental Charter and Principal Bye-law 49(a).
2. In these Regulations, unless the context otherwise requires, the following expressions have the meanings assigned to them and any other expressions shall have the same meanings as in the Principal Bye-laws:
  - (a) the 'Director' means the person for the time being holding the office of the Executive Director of the Professional Standards Department of the Institute of Chartered Accountants in England and Wales (ICAEW) or any member of his or her department authorised to act in his or her name.
  - (b) 'Fitness Committee' means the committee constituted under paragraph 6 of the Schedule to the Disciplinary Bye-laws.
  - (c) the 'Members' Registrar' means the person of that title appointed by the Chief Executive.

## Cessation of membership for non-payment of fine and costs

3. The Secretary to the Disciplinary Committee may exercise the power of the Investigation Committee under Principal Bye-law 7(c) to extend the period within which a fine or costs must be paid by a member whose registered address is outside the United Kingdom where the Secretary of the Disciplinary Committee is satisfied that for reasons beyond the member's control he is unable to remit the amount due.

## Re-admissions to membership

4. The Members' Registrar shall (save in those cases set out in Regulation 5 below) re-admit to membership of ICAEW under Principal Bye-law 9 any person who having ceased to be a member applies for re-admission to membership and who in the opinion of the Members' Registrar has satisfactorily answered all the questions in the application form. Such re-admission shall be unconditional or subject only to conditions affecting future payments.

5. In those cases set out as follows the discretion of the Council to re-admit to membership under Principal Bye-law 9 shall be exercised by the Fitness Committee in accordance with guidelines approved by the ICAEW Regulatory Board and as amended from time-to-time:
- (a) a person whose membership ceased by operation of an order made pursuant to the Disciplinary Bye-laws;
  - (b) a person whose membership ceased by virtue of bankruptcy;
  - (c) a person against whom the Members' Registrar has been notified that there is an unresolved complaint;
  - (d) a person whose membership ceased by virtue of his or her failure to pay fines and/or costs imposed pursuant to the Disciplinary Bye-laws;
  - (e) a person who has been out of membership for more than four years;
  - (f) any other person whose application for re-admission to membership the Members' Registrar for any reason considers should be dealt with by the Fitness Committee.

### Re-admission fees

6. Where a person:
- (a) applies to be re-admitted under Regulation 4 he or she shall pay on application a re-admission fee equivalent to the annual subscription applicable to his or her Registered Address in the year of application; or
  - (b) applies to be re-admitted under Regulation 5 he or she shall pay on application a re-admission fee equivalent to twice the annual subscription applicable to his or her Registered Address in the year of application.
7. In the case of either 6(a) or 6(b) above, the re-admission fee payable is additional to any subscriptions either outstanding from the year in which the person ceased to be a member or payable for the year in which he or she is re-admitted to membership.
8. Where a person is not re-admitted, any fees and subscriptions paid pursuant to these regulations will be repayable.

### Waivers

9. An applicant seeking re-admission to membership whose membership has ceased under the terms of Principal Bye-law 7(b), failure to pay the annual subscription by 31 March, shall be granted a waiver of either part or whole of the re-admission fee provided he or she can demonstrate to the Members' Registrar's satisfaction that the non or late payment of the annual subscription was due to circumstances which were wholly outside the applicant's control.
10. In the event that the Fitness Committee refuses an application for re-admission to membership it shall give written reasons for refusal.

## Appeals against refusal to re-admit to membership

11. An applicant refused readmission to membership may, within 28 days of the date on which the written reasons for such refusal are served on him or her, give notice of appeal to the [Director](#). Any such notice shall state the grounds of appeal.
12. As soon as practicable after receipt by the Director of an effective notice of appeal under Regulation 11 above, the Chair of the Appeal Committee or failing him its Vice Chair, shall appoint a panel to hear the appeal and Disciplinary Bye-laws 27, 28 and 29 shall apply as appropriate. With the exception of Appeal Committee Regulations 6, 7, 25 – 30 and 35 – 41 the Appeal Committee Regulations shall apply to the hearing of the appeal.

## Resignations

13. The [Members Registrar](#) shall accept the resignation of any member tendered under Principal Bye-law 6 unless:
  - (i) he or she has been notified that there is an unresolved complaint against that member; or
  - (ii) there is in his or her view any other reason why the resignation should be considered by the [Investigation Committee](#) in either of which cases the [Members' Registrar](#) shall refer the tendered resignation to the [Investigation Committee](#) to be dealt with.
14. In all other cases the discretion of the [Council](#) to accept the resignation of a member under Principal Bye-law 6 shall be exercised by the [Investigation Committee](#).

## Commencement

15. These Regulations shall apply to all matters considered on or after 2 November 2016, notwithstanding the date upon which any application was made.

## References

1. Last amended on 11 October 2016 by the ICAEW Regulatory Board; changes take effect from 2 November 2016.

## Our role as a world-leading improvement regulator

We protect the public interest by making sure ICAEW's firms, members, students and affiliates maintain the highest standards of professional competency and conduct.

ICAEW's regulatory and disciplinary roles are separated from ICAEW's other activities so that we can monitor, support or take steps to ensure change if standards are not met. These roles are carried out by the Professional Standards Department and overseen by the independent ICAEW Regulatory Board (IRB).

Our role is to:

- **authorise** ICAEW firms, members and affiliates to undertake work regulated by law: audit, local audit, investment business, insolvency and probate;
- **support** the highest professional standards in general accountancy practice through our Practice Assurance scheme;
- **provide** robust anti-money laundering supervision and monitoring;
- **monitor** ICAEW firms and insolvency practitioners to ensure they operate correctly and to the highest standards;
- **investigate** complaints and hold ICAEW firms and members to account where they fall short of standards;
- **respond** and comment on proposed changes to the law and regulation; and
- **educate** through guidance and advice to help stakeholders comply with laws, regulations and professional standards.

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We believe that chartered accountancy can be a force for positive change. So we attract the brightest and best people and give them the skills and values they need to ensure businesses are successful, societies prosper and our planet's resources are managed sustainably.

Founded in 1880, we have a long history of contribution to the public interest and we continue to nurture collaborative global connections with governments, regulators and business leaders. By sharing our insight, expertise and understanding we can create a world of strong economies and a sustainable future.

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## ICAEW

Metropolitan House  
321 Avebury Boulevard  
Milton Keynes  
MK9 2FZ  
UK

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

