

Application for upgrade from partial to full insolvency licence



HOW TO COMPLETE THIS FORM

To ensure we have all the information we need to process your application, please ensure you are completing the latest version of this form. The most up to date version is linked from icaew.com/regulatoryapplications, or please email insolvency@icaew.com for a copy.

We aim to provide a decision on your application as soon as possible. This is usually within 8–12 weeks of receiving a fully completed application form and all supporting documentation.

Under insolvency legislation, insolvency licences can only be issued to individuals. If you are not an ICAEW member, ICAEW can authorise you to conduct insolvency work if you also become an affiliate of ICAEW. You must be able to satisfy the Insolvency Licensing Committee that you are a fit and proper person to be granted insolvency affiliate status before the committee will consider your application for an insolvency licence.

- a. Please read the [Insolvency Licensing Regulations and Guidance Notes](#) before you complete each question.
- b. Fill in this form electronically, using the TAB key to move from one answer to the next. Sections 4, 6 and 7 can be signed with a digital signature. Alternatively, save your completed form to your computer, print a copy and sign sections 4, 6 and 7. Then send it to the address at the end of the form or to insolvency@icaew.com (and we will contact you by phone to take your payment).
- c. If you submit a scanned copy of this application form, please also send us an electronic copy to allow us to scroll through any text you have added in your answers on this form.
- d. If you need more space for an answer, please attach additional sheets.
- e. If you have any questions as you fill in the form, please call +44 (0)1908 546 302. This may avoid delays in processing your application.

If you are seeking to move your authorisation from another authorising body, you should make sure we receive your application in sufficient time for us to process it before your existing licence expires. You cannot act as an IP if your licence expires and you have not yet been issued with another one.

1 APPLICATION DETAILS

Title (eg, Mr, Mrs, Dr)		Surname	
First name		Date of birth	
Home address			
Postcode/zipcode		Professional qualifications	
Personal email address		Business email address	
Are you an ICAEW member?	☐ YES ☐ NO	If yes, what is your ICAEW member number?	
Are you an ICAEW affiliate?	☐ YES ☐ NO	If yes, what is your ICAEW affiliate number?	
Are you also applying for insolvency affiliate status?	☐ YES ☐ NO		
Are you a member of any other professional body (bodies)?	☐ YES ☐ NO		
I am also a member of			
What partial insolvency licence do you currently hold with ICAEW?			
☐ An appointment-taking corporate licence			
☐ An appointment-taking personal licence			
What licence are you applying for?			
☐ An appointment-taking corporate licence			
☐ An appointment-taking personal licence			
What date would you like your licence with ICAEW to start?			

Firm name

Firm number C0

Firm address

Postcode/zipcode

If this is a new firm or if the firm does not have an ICAEW firm number, please enclose a copy of your firm's letterhead and Professional Indemnity Insurance (PII) cover schedule so we can set you up on our system.

Direct landline number

Mobile number

What is your status within the firm?

☐

Principal

☐

Employee

Which address shall we send your invoice to?

☐

Home

☐

Work

Which address would you prefer we use as your mailing address?

☐

Home

☐

Work

Are you happy for us to correspond with you by email?

☐

YES

☐

NO

If 'Yes', which email address should we use?

☐

Please use my business email address

☐

Please use my personal email address

2 ELIGIBILITY

2.1 Practical insolvency experience in the last two years

Please complete Appendix A.

2.2 Other criteria

If you already hold a partial licence, you will have passed the Joint Insolvency Examination Board (JIEB) paper corresponding to your current licence (corporate or personal). To upgrade to a full licence, you will need to have also passed the JIEB paper for the case type not currently covered by your partial licence. Both papers must have been passed to hold a full licence.

Which JIEB papers have you passed?

Corporate Insolvency paper (partial licence - companies) ☐ YES ☐ NO If 'Yes', please give the year in which you passed the final paper

Personal Insolvency paper (partial licence - individuals) ☐ YES ☐ NO If 'Yes', please give the year in which you passed the final paper

Which authorising body were you registered with?

If you have not passed the JIEB papers, please explain below how you are eligible for an insolvency licence (see regulations 2.1 and 2.2 of the [Insolvency Licensing Regulations and Guidance Notes](#)).

Are you covered under a professional indemnity insurance (PII) policy that is current and meets ICAEW's requirements? We may ask you to provide details of your PII policy.

☐ YES ☐ NO

If you are an appointment-taking licence holder, you must have PII. Please provide a copy of your PII policy. PII is not required if you are a non-appointment taking licence holder unless you are engaged in public practice or are a principal in a firm. Visit [icaew.com/pii](https://www.icaew.com/pii) for more information.

If you are not covered, please explain why not.

Do you have a bond (the general penalty sum, commonly known as an enabling bond) ☐ YES ☐ NO (If 'Yes', please enclose a copy of your signed and witnessed bond including all of its terms)

If you are an ICAEW member, do you have a current practising certificate? ☐ YES ☐ NO

ICAEW members who intend to take insolvency appointments must hold a practising certificate. ICAEW members who are both principals and non-appointment takers must also hold a practising certificate. Please visit [icaew.com/pc](https://www.icaew.com/pc) for further details.

2.3 Fit and proper

You must be able to demonstrate that you continue to be a fit and proper person.

If you mark any of the following statements or answer 'Yes' to any questions, please give more information in writing on a separate sheet.

Please indicate whether you are or have been subject to any of the following:

- ☐ bankruptcy or a deed of arrangements ☐ equestration order ☐ individual voluntary arrangement ☐ partnership voluntary arrangement
- ☐ scheme or composition relating to your financial affairs

I have:

- ☐ had a finding made against me by ICAEW; ☐ had a finding made against me by another authorising body on disciplinary grounds; ☐ had a bond or negligence claim made against me.

I have been removed for misconduct under present or previous legislation from the office of:

- ☐ liquidator ☐ trustee ☐ administrative receiver ☐ nominee of a voluntary arrangement ☐ administrator
- ☐ supervisor of a voluntary arrangement or any office under any provision of the law of a country or territory outside the UK which corresponds to such legislation.

I have been the subject of a disqualification order under:

- ☐ the Company Directors Disqualification Act 1986 ☐ the Companies Act 2006 or previous company legislation
- ☐ the Insolvency Act 1985 ☐ any other enactment ☐ any provision of the law of a country or territory outside the UK which corresponds to such legislation.

I have been found to have knowingly and wilfully, in relation to the conduct of insolvencies as an office-holder or potential office-holder, infringed the requirements of:

- ☐ the Insolvency Act 1986 ☐ the Companies Act 2006 or previous company legislation ☐ the Bankruptcy (Scotland) Act 1985 the
- ☐ Insolvency Act 1985 ☐ any other enactment ☐ any provision of the law of a country or territory outside the UK which corresponds to such legislation.

Have you been found guilty of, or pleaded guilty to, an indictable offence(s)? ☐ YES ☐ NO

Have you been the subject of a successful claim for negligence or breach of contract of any matter forming part of the insolvency experience requirements? ☐ YES ☐ NO

3 REFEREE ENDORSEMENT

You must obtain confirmation from two people that you are fit and proper. Suitable referees are another IP, an ICAEW member or another professional such as a qualified accountant or lawyer. If you are not currently a sole practitioner, we expect one of these individuals to be a principal in your firm. We also expect one of these people to have knowledge of your insolvency work to date and to have worked with you on one of the cases detailed in Appendix A. The referees cannot be one of your relatives and each referee must have known you for at least two years.

A. To be completed by your first referee

I confirm that I am not aware of any matters that should be brought to the attention of ICAEW's Insolvency Licensing Committee when it considers this application and that, in my opinion, the applicant is a fit and proper person to be granted an insolvency licence by ICAEW.

Title of first referee		Name of first referee		Membership number (if applicable)	
Professional qualifications					
Firm name					
Firm address					
Postcode/zipcode		Email address			
Relationship with applicant				I have known the applicant for	years
Signature for first referee				Date	

Please see our [guidance note](#) on how to add a digital signature using Adobe.

B. To be completed by your second referee

I confirm that I am not aware of any matters that should be brought to the attention of ICAEW's Insolvency Licensing Committee when it considers this application and that, in my opinion, the applicant is a fit and proper person to be granted an insolvency licence by ICAEW.

Title of second referee		Name of second referee		Membership number (if applicable)	
Professional qualifications					
Firm name					
Firm address					
Postcode/zipcode		Email address			
Relationship with applicant				I have known the applicant for	years
Signature for second referee				Date	

Please see our [guidance note](#) on how to add a digital signature using Adobe.

4 PAYMENT

Please complete this section if you are applying to upgrade from a partial licence to a full licence, either (i) **at renewal stage** (as payment will be required), or (ii) **at any other time** (ie, partway through the year) **and** you estimate that as a result of being granted a full licence your personal gross insolvency fee income will increase, meaning that you will need to move to a higher insolvency licence fee band (a top-up fee will then become payable).

Calculating the top-up fee

If you are upgrading from a partial to a full licence partway through the year, you will already have paid the insolvency licence fee for your current fee band as a partial licence holder for this year.

To calculate the top-up fee payable:

1. Estimate your personal gross annual insolvency fee income based on the appointments you expect to take as a full licence holder for the remainder of the calendar year.
2. Identify the fee band that corresponds to this revised estimate using the current fee scale.
3. Deduct the fee you have already paid for your existing fee band from the fee due for your new (full licence fee) band.
4. The resulting balance is the top-up fee payable.

When you submit your application, you must pay (by credit/debit card):

- the insolvency licence fee (which includes any top-up fee payable if applicable);
- the affiliate fee (if applicable); and
- levies (these only apply if your application is to run from 1 January).

The fee for appointment-takers is based on your best estimate of gross annual insolvency fee income for the forthcoming year. If you hold joint appointments, you should divide the joint fee by the number of appointees and add this amount to your personal gross annual insolvency fee income. The fee for non-appointment takers is a flat rate.

Appointment takers – My best estimate of my personal gross insolvency fee income for the forthcoming year is: £ . This is for the financial year calendar year.

I agree to pay £ to cover:

- the licence fee for band and levies (if appropriate); and
- the affiliate fee of £
- this is a top-up fee ☐

If this is a top-up fee, please fill out the next section.

I already paid £ for fee band as a partial licence holder.

My revised estimate of my personal gross annual insolvency fee income as a full licence holder is £

This places me in fee band , for which the fee is I agree to pay the top-up fee of £ to cover the difference.

ICAEW will contact you to arrange payment once the application has been received. If your application is approved, we will send you a receipted invoice. If your application is unsuccessful, we will refund the fees.

When you renew your licence in future years, you can pay by direct debit. Would you like us to send you a direct debit mandate? ☐ YES ☐ NO

If you voluntarily withdraw your licence during the year, we will not issue a refund.

5 APPLICATION AND UNDERTAKINGS (ICAEW MEMBERS)

I hereby apply for an insolvency licence, to be effective from

I certify that the details given on this application are correct and that I know of no reason why I should not be considered a fit and proper person to be a licensed insolvency practitioner.

I undertake to comply with ICAEW's [Insolvency Licensing Regulations and Guidance Notes](#) and I accept that ICAEW is entitled to communicate to any recognised body or relevant authority within the meaning of the Insolvency Act information which appears to be relevant to the discharge by that body or authority of its powers or duties under that Act.

I also undertake that I will obtain, before accepting any appointment, a bond of security under S390(3) of the Act in compliance with the regulations set out in the Insolvency Practitioners Regulations 2005 or the Insolvency Practitioners Regulations (Northern Ireland) 2006 (as amended) and that I shall lodge the same with ICAEW by 31 December each year; and that I will obtain, for each appointment, a specific penalty under the bond of security and will each month lodge with ICAEW a copy of my bond cover schedule by not later than 20 days after the end of each month.

Signature

Date

Please see our [guidance note](#) on how to add a digital signature using Adobe.

I understand that ceasing to be a licence holder does not remove my obligation to pay outstanding fees and to provide information and returns concerning appointments and that ICAEW, under the insolvency legislation, is able to make applications to court for the transfer of cases from insolvency practitioners whom it authorises. Such transfers may arise both during the period of a licence or after a member has ceased to be authorised. I understand that ICAEW may seek to recover the costs of such transfers from the former insolvency licence holder.

I certify that neither ICAEW, its officers, servants, members of its council or committees or agents, nor servants of committees, nor the committees or servants of the Accountancy and Actuarial Discipline Board, is to be liable in damages or otherwise for anything done or omitted in discharge or purported discharge of any of its functions connected with authorisation under the Act or under relevant regulations or the enforcement of any of the terms thereof or the monitoring of compliance with relevant regulations in those or any respects, unless the act or omission is shown to have been in bad faith.

6 APPLICATION AND UNDERTAKINGS (APPLICANTS FOR AFFILIATE STATUS)

I hereby apply for an insolvency licence, to be effective from

For this purpose, I hereby apply to be accepted as an insolvency affiliate and insolvency practitioner of ICAEW under the bye-laws and ICAEW's [Insolvency Licensing Regulations and Guidance Notes](#) as from time to time amended.

I certify that the details provided in this application are correct and that I know of no reason why I should not be considered a fit and proper person to be an insolvency affiliate and a licensed insolvency practitioner of ICAEW.

I agree to be bound by and to undertake to comply with the Royal Charters, bye-laws, Code of Ethics and the [Insolvency Licensing Regulations and Guidance Notes](#) (as from time to time amended or re-issued). I acknowledge that, if accepted as an insolvency affiliate, I shall be subject to the disciplinary procedures of ICAEW for any failure to comply with its bye-laws, Code of Ethics or regulations, or to fulfil the undertakings in this application.

I accept that ICAEW is entitled to communicate to any recognised body or relevant authority within the meaning of the Insolvency Act, information which appears to be relevant to the discharge by that body or authority of its powers or duties under that Act.

I also undertake that I will obtain, before accepting any appointment, a bond of security under S390(3) of the Act in compliance with the regulations set out in the Insolvency Practitioners Regulations 2005

I understand that I am not entitled to call myself a chartered accountant and that insolvency affiliate status does not confer any rights, acknowledgements, status or designatory letters on me or entitle me to be publicly represented as having such.

Signature

Date

Please see our [guidance note](#) on how to add a digital signature using Adobe.

The bye-laws and Code of Ethics are available at [icaew.com/regulations](https://www.icaew.com/regulations)

or the Insolvency Practitioners Regulations (Northern Ireland) 2006 (as amended) and that I shall lodge the same with ICAEW by 31 December each year; and that I will obtain, for each appointment, a specific penalty under the bond of security and will each month lodge with ICAEW a copy of my bond cover schedule by not later than 20 days after the end of each month.

I understand that ceasing to be a licence holder does not remove my obligation to pay outstanding fees and to provide information and returns concerning appointments and that ICAEW, under the insolvency legislation, is able to make applications to court for the transfer of cases from insolvency practitioners whom it authorises. Such transfers may arise both during the period of a licence or after an affiliate has ceased to be authorised. I understand that ICAEW may seek to recover the costs of such transfers from the former insolvency licence holder.

I certify that neither of ICAEW, its officers, servants, members of its council or committees or agents, nor servants of committees, nor the committees or servants of the Accountancy and Actuarial Discipline Board, is to be liable in damages or otherwise for anything done or omitted in discharge or purported discharge of any of its functions connected with authorisation under the Act or under relevant regulations or the enforcement of any of the terms thereof or the monitoring of compliance with relevant regulations in those or any respects, unless the act or omission is shown to have been in bad faith.

APPENDIX A -PRACTICAL INSOLVENCY EXPERIENCE FORM

All applicants must complete this part of the form.

Practical insolvency experience

To allow us to consider your application to upgrade your insolvency licence , you must provide evidence to demonstrate that you have recent and sufficient insolvency experience in the case types not currently covered by your partial licence.

Appendix A Guidance

Please provide at least 10 examples demonstrating your insolvency experience over a variety of case types in the last 24 months. An example is provided in the table below. The examples you provide should reflect all case types applicable to the licence being sought. Please ensure that at least five of your examples relate to category (a) work experience. We appreciate that some firms may currently specialise solely in corporate matters and that some applicants may only have gained experience in one kind of insolvency appointment. In such instances you will need to confirm to us that you do not have sufficient insolvency experience across the full range of insolvency case types for which the licence being sought would authorise you to act . You may be required to provide a signed undertaking limiting the appointments you may accept in those insolvency case types to joint appointments only for a specified period of time. The exact wording of the undertaking will be determined on a case-by-case basis.

Employer/firm and your job title	Date when the insolvency proceeding commenced and ceased	Details of the insolvency case type (administration, creditors voluntary liquidation, etc.)	Size of the insolvency team, your role and who you reported to	Key risk areas and details of professional judgements you exercised during the insolvency case	Hours worked on the insolvency case
Firm: XYZ LLP Job title: Insolvency Senior Manager	January 2024 Still ongoing	Individual Voluntary Arrangement	Team of two I was principally responsible for overseeing and managing the IVA and reporting to the IP.	I was responsible for the day-to-day running of this case including, interviewing the debtor, preparing the draft proposal, income and expenditure accounts, ensuring documents were filed on time and correctly, monthly reviews of case. The key areas were: - ensuring all liabilities were included; - reaching an agreement with the debtor based on income and expenditure as to what monthly contributions could be made into the arrangement; and - obtaining creditor’s approval. A creditors’ meeting was called and the proposal agreed with modifications. The IVA is for five years and I was responsible for ensuring the debtor made their monthly contributions.	80
1					

Employer/firm and your job title	Date when the insolvency proceeding commenced and ceased	Details of the insolvency case type (administration, creditors voluntary liquidation, etc.)	Size of the insolvency team, your role and who you reported to	Key risk areas and details of professional judgements you exercised during the insolvency case	Hours worked on the insolvency case
2					
3					
4					

Employer/firm and your job title	Date when the insolvency proceeding commenced and ceased	Details of the insolvency case type (administration, creditors voluntary liquidation, etc.)	Size of the insolvency team, your role and who you reported to	Key risk areas and details of professional judgements you exercised during the insolvency case	Hours worked on the insolvency case
5					
6					
7					

Employer/firm and your job title	Date when the insolvency proceeding commenced and ceased	Details of the insolvency case type (administration, creditors voluntary liquidation, etc.)	Size of the insolvency team, your role and who you reported to	Key risk areas and details of professional judgements you exercised during the insolvency case	Hours worked on the insolvency case
8					
9					
10					

7 CHECKLIST

- ☐ I have signed the application form.
- ☐ My referees have signed the application form.
- ☐ I have enclosed the extra sheets used to give any further explanation.
- ☐ I have enclosed a copy of the firm's letterhead and PII cover schedule (to be completed by new firms/firms with no ICAEW firm number only).
- ☐ I have enclosed payment (if applicable).
- ☐ Either: I have enclosed a copy of my enabling bond and terms (or the original) (if applicable).
- ☐ Or: I have sent a copy of my enabling bond and terms (or the original) to insolvency@icaew.com (if applicable).

When you send in the form, please make sure you provide all the supporting documents, including any extra sheets. If we do not receive all the information we need, it may delay us processing your request.

Please send your completed form and supporting documents by email to insolvency@icaew.com and we will contact you by phone to take your payment.

If you are unable to send the documents by email, then please send your completed form to:

Regulatory Support
ICAEW, Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ UK
T +44 (0)1908 546 302
E regulatorysupport@icaew.com



USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information to carry out our responsibilities as a regulator and as a professional body. We may, either as required by law or to carry out those responsibilities, share your personal information to comply with the requirements of government departments, agencies and regulators. Where necessary, we may transfer your information outside the UK or European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the UK 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