



Fixed Penalty Process: effective 1 January 2026

Under regulation 19, Investigation and Disciplinary Regulations, the Conduct Department may offer early disposal via a Fixed Penalty following an investigation and where they consider that the test under Disciplinary Bye-Law 5.1 is met.

Fixed Penalties are based on the least serious starting point in the Disciplinary Sanctions Guidance to reflect the fact that the process applies only to inadvertent breaches or minor complaints, where there are no aggravating features and/or the breach is rectified. There must also be a full and unequivocal admission.

If a matter includes more than one eligible complaint, then a separate Fixed Penalty will be offered in relation to each one. However, if the matter includes other complaints which pass the test under Disciplinary Bye-Law 5.1, but which do not feature on the table below, then the whole matter will be referred to the Conduct Committee and will not be eligible for the Fixed Penalty process.

To be consistent with Section 4 of the Disciplinary Sanctions Guidance, a 30% discount applies to any financial penalty levied through the Fixed Penalty process to recognise the individual or firm's early admission of the complaint. In addition, no costs are applied to the Fixed Penalty process.

Type of Complaint	Fixed Penalty
Practising without a Practising Certificate	Reprimand and a category F financial penalty with 30% discount applied plus fees saved
Practising without PII	Reprimand and a category F financial penalty with 30% discount applied plus fees saved
Insufficient PII	Reprimand and a category F financial penalty with 30% discount applied
Non-qualifying PII held (no exclusions)	Reprimand and a category F financial penalty with 30% discount applied

Use of description 'Chartered Accountants' when not eligible to do so	Reprimand and a category F financial penalty with 30% discount applied plus fees saved
Member entering into an IVA	Unpublicised Caution
Principal of an accountancy practice entering insolvency	Unpublicised Caution
Summary only offence where the respondent receives a non-custodial sentence	Reprimand
Police cautions	Unpublicised Caution
Failure to ensure appropriate money laundering supervision in place	Reprimand and a category E financial penalty with 30% discount applied
Failure to notify ICAEW of firm or changes to a firm	Reprimand and a category F financial penalty with 30% discount applied
Inaccurate annual return submitted to ICAEW (isolated and/or insignificant error)	Reprimand and a category F financial penalty with 30% discount applied
Failure to obtain affiliate status when required by regulations	Reprimand and a category F financial penalty with 30% discount applied plus fees saved
Failure to notify new clients of the name of the principal to whom a complaint should be made and of their right to complain to ICAEW	Reprimand and a category F financial penalty with 30% discount applied
Clients' Money Regulations failings (minor isolated failings, for example failure to obtain notification from the bank confirmation of the trust status of the client bank accounts)	Reprimand and a category F financial penalty with 30% discount applied
Failure to register with the Information Commissioner's Office	Reprimand and a category F financial penalty with 30% discount applied
Multiple instances of failure to notify of the basis of charging fees	Reprimand and a category F financial penalty with 30% discount applied