

# Standing data form 1 - Principal changes

## HOW TO COMPLETE THIS FORM

To ensure we have all the information we need to update your record, please complete the latest version of this form. These are available at [icaew.com/standingdataforms](https://icaew.com/standingdataforms) or please email [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com) for a copy. The completed form(s) should also be submitted to [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com)

**Stop. Before completing this form, you should:**

- Please fill in this form electronically, using the TAB key to move from one answer to the next. The relevant sections can be signed with a digital signature.
- Please note that all signatures and Letters of Good Standing (LOGS) need to be dated within the last three months. If, at the stage of approval of the application, the signature was added more than three months ago, we will require the form to be resigned and/or a new LOGS to be provided.
- If you need more space for an answer, please attach additional sheets.
- Then send it as an email attachment to [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com)
- Read the notes provided for each question before answering. If you have any questions as you complete the form, please call +44 (0)1908 546 302. This may avoid delays in dealing with your changes.
- Consider that you may need to submit more than one form and refer to the guidance section at [icaew.com/standingdataforms](https://icaew.com/standingdataforms)
- Ensure the changes you are making do not impact on your firm's eligibility for example for audit work or anti-money laundering supervision. For more information, please visit [icaew.com/firmrecord](https://icaew.com/firmrecord)
- Ensure that the changes do not impact your firm's eligibility to use the description, Chartered Accountant. [Find out more.](#)
- If your firm is probate accredited, check whether you also need to inform us about any additional non authorised owners (see [probate eligibility](#)).

## 1 FIRM DETAILS

Firm name:

Firm number:

Please ensure you have read the notes overleaf before continuing to complete the rest of this form.

## 2 NEW PRINCIPALS WHO ARE ICAEW MEMBERS

Please list all new principals who are ICAEW members that are being added to your firm. Please read the [ICAEW Statement on Engaging in Public Practice](#) to determine whether an individual will require a practicing certificate (PC) to undertake the role.

Membership no	Principal name	Home address	Email address	Office address and office number (if known)	List all other professional body memberships	PC held with any of these other bodies?	Dates
						NO	Date of birth
						YES. Specify	Date appointed
						NO	Date of birth
						YES. Specify	Date appointed
						NO	Date of birth
						YES. Specify	Date appointed
						NO	Date of birth
						YES. Specify	Date appointed

Membership no	Principal name	Home address	Email address	Office address and office number (if known)	List all other professional body memberships	PC held with any of these other bodies?	Dates
						NO	Date of birth
						YES. Specify	Date appointed
						NO	Date of birth
						YES. Specify	Date appointed

### 3 NEW PRINCIPALS WHO ARE NOT ICAEW MEMBERS

Please list all new principals who are not ICAEW members that are being added to your firm.

ICAEW no (if known)	Principal name	Home address	Email address	Office address and office number (if known)	List all other professional body memberships	PC held with any of these other bodies?	Separate affiliate application form completed (see section 4 of this form)?	Dates
						NO	YES	Date of birth
						YES. Specify	N/A	Date appointed
						NO	YES	Date of birth
						YES. Specify	N/A	Date appointed

ICAEW no (if known)	Principal name	Home address	Email address	Office address and office number (if known)	List all other professional body memberships	PC held with any of these other bodies?	Separate affiliate application form completed (see section 4 of this form)?	Dates
						NO YES. Specify	YES N/A	Date of birth  Date appointed
						NO YES. Specify	YES N/A	Date of birth  Date appointed
						NO YES. Specify	YES N/A	Date of birth  Date appointed
						NO YES. Specify	YES N/A	Date of birth  Date appointed

## 4 ADDITIONAL FORMS

If you are notifying us of the appointment of a non-ICAEW principal it is possible they will also need to apply for affiliate status. Further information is available on [our website](#), together with the relevant application forms. Please submit the completed affiliate application form(s) with this form. If any of the new principals are also being appointed as responsible individuals, probate authorised individuals or non-authorised owners or will hold other regulatory roles, please also complete the relevant [application form\(s\)](#) and submit it with this form. **Please note, affiliate status is required before a firm can appoint a new principal. If you have already made the appointment, you will need to explain why this was done before you made the affiliate application.**

Please select which additional forms (if any) are being submitted as a result of your firm's changes:

<input type="checkbox"/> Affiliate form	<input type="checkbox"/> Responsible individual	<input type="checkbox"/> Authorised individual	<input type="checkbox"/> Non authorised owner	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> N/a
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Will there be any shareholder/voting rights/management board changes following the changes?      YES      NO

If yes:

- Please ensure the changes do not impact on your firm's eligibility. For more information, please visit [icaew.com/firmrecord](#)
- Please also complete and submit the form [Changes to firm structure](#)

## 5 PRINCIPAL RETIREMENTS AND REMOVALS

Membership number	Name	Date of cessation	Reason for cessation
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## 6 SIGN

Please sign to confirm the changes included. If a contact partner has changed, the current (not the incoming) contact partner must sign below.

Electronic signatures using Adobe or DocuSign are accepted.

Name of ACP or equivalent if not audit registered:

ICAEW membership/affiliate number:

Signature:

Date:

Once this form has been completed, please send it to [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com) along with any other additional forms or information required. (See our guidance notes at [icaew.com/standingdataforms](https://icaew.com/standingdataforms))

### 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](https://icaew.com/dataprotection)