

Application to appoint a responsible individual



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 regulatorysupport@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.

INTRODUCTION

This form is for a firm of registered auditors that wish to appoint a new responsible individual (RI) in the UK only.

The individual to be appointed must not act as an RI until the firm has received formal notification from ICAEW that this application has been approved.

If you are unsure if an RI application form is needed, please refer to the [guidance](#).

Will this proposed appointment bring about a change in the firms' legal entity. If yes, please [click here](#).

Will any voting rights percentages be adjusted or changed? If yes, please complete and return [standing data change form 4](#).

Audit Regulation 4.01 states 'Subject to regulation 4.02 and regulation 4.05 the audit compliance principal may designate as a responsible individual any of the Registered Auditor's principals or employees who:

- a. has an appropriate qualification;
- b. is competent to conduct audit work; and
- c. is allowed to sign audit reports in their name on behalf of the firm.'

The Audit Registration Committee (ARC) expects an applicant to have recent, relevant and sufficient audit experience at a suitably senior level of authority to demonstrate that they are competent to sign audit reports.

HOW TO COMPLETE THIS APPLICATION FORM

The audit compliance principal (ACP) should complete sections 1, 3 and 4, and sign section 13 on behalf of the firm applying to appoint a new RI.

- The individual to be appointed as an RI should complete sections 2, 5 to 12, and sign section 14.
- The individual to be appointed as an RI should also complete Appendix A – Audit Experience Form (if necessary).
- Both the ACP and individual to be appointed as an RI must also sign section 3 of Appendix A – Audit Experience Form (if required).
- Where necessary, we give guidance before the question. Please read the guidance before you complete the question. In these notes, the 'Act' refers to the Companies Act 2006.

- 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
- Then send it as an email attachment to regulatorysupport@icaew.com
- Appendix A can be completed and submitted in Word format. A proforma document can be found [here](#).
- If you need more space for an answer, please attach additional sheets.
- 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.
- If you have any questions as you are filling in the form, please call +44 (0)1908 546 302.

POINTS TO NOTE

- In some circumstances, ICAEW staff will not have the delegated authority to make a decision on an RI application and it will therefore have to be referred to the ARC to consider.
This could result in conditions and/or restrictions being placed on the granting of RI status (please refer to Appendix A for further guidance).
- If you are a member of more than one professional body, it is your responsibility to ensure that you comply with the rules of each body particularly in relation to practising certificate requirements and ongoing eligibility.

1 FIRM DETAILS (TO BE COMPLETED BY THE ACP)

Firm name

Firm number: **C0**

2 INDIVIDUAL TO BE APPOINTED AS A RESPONSIBLE INDIVIDUAL (TO BE COMPLETED BY THE APPLICANT)

Under the Audit Regulations, a subcontractor or a consultant cannot be an RI.

Appropriate qualification: please indicate whether you have obtained your 'appropriate qualification' as defined by the Act from ICAEW, ICAS, CAI, or ACCA. If you're not sure whether you hold an appropriate qualification and need more information, please visit icaew.com/aq or call +44 (0)1908 248 028.

Date appropriate qualification granted: for principals or employees who were members of ICAEW, ICAS or CAI on 31 December 1989, please write 1989. Otherwise, please give the date the appropriate qualification was gained.

Name (including title)

Preferred first name to be displayed on [audit register](#) and the name used to sign audit reports. For example: John Smith (but not J Smith)

2 INDIVIDUAL TO BE APPOINTED AS A RESPONSIBLE INDIVIDUAL (TO BE COMPLETED BY THE APPLICANT)

List all your UK professional bodies - ICAEW, ICAS, CAI, ACCA, CIPFA, CIMA, CIOT, AAT, IPA, Other specify

ICAEW member number (if known)

If you are a member of an overseas professional body, please list which body (or bodies) you are a member of

Confirm you have enclosed a letter of good standing from the overseas professional body/bodies you are a member of, addressed to ICAEW

YES

NO

N/A

Please note that letters of good standing need to be dated within the last three months

Firm's address

Postcode/zipcode

Office where the individual will be based at

ICAEW office number (if known)

L0

Your business email address

Personal email
(to be used as a secondary contact)

Your home address

Postcode/zipcode

Contact number

Confirm which address you would like to be shown on ICAEW's records as your primary mailing address

Firm address

Home address

Date of birth

Are you

a principal in the firm?

an employee?

Do you hold a practising certificate?

YES

NO

Practising certificate granted by

Date practising certificate granted

Appropriate qualification (audit qualification) granted by

Date appropriate qualification granted

Audit qualification awarded via approved third country arrangements.

This applies to CA ANZ and CPA Australia members applying to be appointed as an RI under the Memorandum of Understanding between FRC and the Financial Markets Authority (FMA) in New Zealand.

Is your audit qualification an approved third country qualification, that was awarded after you successfully passed an aptitude test or completed an adaptation period? YES NO

If yes, please provide the name of your 'homebody' and confirm that you will retain your professional membership of this body throughout the duration of your registration as an RI with ICAEW

YES I will continue my membership of this body while I am an ICAEW RI.

3 FIRM'S INTERNAL APPLICATION PROCESS (TO BE COMPLETED BY THE ACP)

Please explain what steps the applicant has completed as part of the firm's internal appointment process to demonstrate that they are competent, eligible and have the necessary skills and experience to be an RI.

4 MONITORING (TO BE COMPLETED BY THE ACP)

Please give details of plans to monitor the audits completed by the individual to be appointed as RI, if this application is approved. For example: internal and/or external file reviews, second partner file reviews etc. Please also let us know how frequently these reviews will be carried out and how many of the applicant's files will be included in the reviews.

Sections 5 to 12 to be completed by the individual to be appointed as an RI

5 INTERNATIONAL EDUCATION STANDARD (IES) 8, PROFESSIONAL COMPETENCE FOR ENGAGEMENT PARTNERS RESPONSIBLE FOR AUDITS OF FINANCIAL STATEMENTS (REVISED)

Under IES 8, professional accountants performing the role of an engagement partner responsible for audits of financial statements are required to undertake CPD that develops and maintains the professional competence required for this role. In considering your application for RI status, we will assess your record of CPD carried out in the last 12 months (and audit experience form, if required) against the competencies required under IES 8. We may ask you to provide more information.

If you cannot provide evidence that you have met the IES 8 competencies your application may not be successful, or may only be approved subject to conditions.

Please confirm that:

- | | |
|---|-----|
| a. You meet the specific competencies required of an engagement partner responsible for audits of financial statements as set out in IES 8; and | YES |
| b. If your application for RI status is approved, you will continue to meet these competencies through your ongoing CPD training plan. | YES |

Background note

IES 8 is an education standard issued by the International Federation of Accountants' (IFAC's) International Accounting Education Standards Board (IAESB). IFAC is a global standard-setter for the accountancy profession and ICAEW is a founder member body of IFAC. IFAC has issued a suite of standards in the fields of auditing, education, ethics and the public sector. ICAEW – as with other UK recognised supervisory bodies for audit – has a membership obligation to promote compliance with these standards, including IES 8. The appropriate compliance juncture with regard to IES 8 is when an individual and their firm are applying for RI status.

The full text of IES 8 may be viewed on IFAC's website: [IES 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements \(Revised\) | IFAC](#)

Support materials from IFAC on IES 8 may also be viewed here: [IAESB Staff Questions & Answers Publication | IFAC](#)

6 MAINTAINING COMPETENCE AND PREPARATION FOR YOUR ROLE AS AN RI IN THIS FIRM

To support the RI application, you will need to submit a copy of your continuing professional development (CPD) record for the last 12 months and CPD training plan for the next 12 months (from the date of this application).

You should provide details of relevant audit related and non-audit related CPD and details of CPD activities (undertaken or planned) for your development and transition to the role of an RI. This may include, for example:

- all specific courses, webinars, seminars (including the dates these were undertaken) and all planned courses (including an indication of when these will be attended);
- self-directed learning;
- writing articles or research; and
- professional development support in the form of mentoring or coaching.

I have attached details of the training I have undertaken during the last 12 months (from the date of this application) and details of the approach I have taken to demonstrate how I have been able to meet the professional values, ethics and attitude competencies as set out in IES8 (as shown in Appendix A, Section 4 attached to the back of this form) YES

Planned CPD

Audit regulation 3.17A states that 'responsible individuals must take part in appropriate programmes of continuing education in order to maintain their theoretical knowledge, professional skills and values, in relation to auditing, at a sufficiently high level'.

Please confirm that if your application for RI status is approved, you will comply with audit regulation 3.17A YES

You should provide a training plan with full details of all the audit-related and non-audit related activities you will carry out in the next 12 months to maintain competence and keep up to date on audit legislation, regulation and all audit-related matters.

I have attached my detailed training plan for the next 12 months (from the date of this application) YES

I will regularly review and update my CPD training record and CPD plan. YES

Applicants applying to be an RI for the first time

You should provide details of any induction, mentoring and training that you have undertaken, or are planning to undertake, in preparation for your role as an RI in this firm.

All applicants

You should explain how you will ensure that you will sustain audit quality, exercise professional scepticism and uphold ethical standards in your role as an RI.

7 AUDIT HOURS

Year 1 hours

Year 2 hours

Please provide your audit hours for each of the last two 12 months periods. Please include the total time spent conducting audit work, as defined in the Audit Regulations, each year

Please add any further explanation to support the audit hours you have disclosed. In particular, please explain if the hours are low or you have not been involved in audit work in the last 24 months.

8 CURRENT ROLE AND RESPONSIBILITIES

Please provide full details of your current employment position, nature of your role, leadership and management responsibilities and how long you have been in this role.

9 PREVIOUS APPLICATIONS FOR RI STATUS

Have you ever had an application for RI status refused?

YES

NO

If 'YES', please give further details on a separate sheet.

10 PREVIOUS STATUS AS A RESPONSIBLE INDIVIDUAL

Have you previously been an RI?

YES

NO

If 'YES', complete the rest of this question

If 'NO', please do not complete the rest of section 10, but confirm that you have completed Appendix A

YES

NO

a. Please fill in one row for **every** firm in which you have previously been an RI. Please indicate which supervisory body regulated the firm using the abbreviations ICAEW, ICAS, CAI or ACCA.

Firm name	Firm number (if known)	Firm's supervisory body	Period as Responsible individual		Reason for ceasing as RI
			From (mm/yy)	To (mm/yy)	

b. If you are currently an RI, or have been an RI in the last six months, have you signed any audit reports in the last 12 months?

YES

NO

If 'YES', please provide an approximate number of audits you have signed, including the nature and scope of these audits.

If 'NO', please confirm you have completed Appendix A of this form

Tick box

c. If you ceased to be an RI more than six months ago, please confirm you have completed Appendix A of this form

Tick box

11 OVERSEAS AUDIT REGISTRATION

Do you have an audit registration in any country other than the UK?

YES

NO

If 'YES', please give:

Country

Name of registering body

Registration number

Please confirm that ICAEW has your permission to contact the above registering body to confirm your registration details

YES

NO

12 FIT AND PROPER

- The Act requires auditors to be 'fit and proper' to carry out audit work. Individuals who are appointed as RIs must satisfy ICAEW that they are fit and proper.
- If you have any doubts about your fit and proper status, please call +44 (0)1908 546 302 for advice.
- If you answer 'Yes' to any of the questions in this section of the application form, you will not automatically be refused RI status. The Audit Registration Committee may, however, wish to make further enquiries before reaching a decision.
- If the Audit Registration Committee subsequently finds out about any matters which you did not disclose this will be viewed very seriously. It could jeopardise your RI status.

Please answer the following questions.

If you answer 'Yes', you will need to give further details on a separate sheet.

A QUESTIONS (a – i) APPLY TO THE RI APPLICANT

Financial integrity and reliability

- | | | |
|--|-----|----|
| a. Have you, within the last 10 years in the UK or elsewhere, failed to satisfy any debt adjudged due and payable by you as a judgement – debtor under an order of a court in the UK or elsewhere? | YES | NO |
| b. Have you, within the last 10 years, made any compromise with your creditors or otherwise failed to satisfy creditors in full? | YES | NO |
| c. Have you ever been declared bankrupt or been the subject of a bankruptcy court order in the UK, Ireland or elsewhere, or has a bankruptcy petition ever been served on you? | YES | NO |
| d. Have you ever signed a trust deed for a creditor, made an assignment for the benefit of creditors, or made any arrangements for the payment of a composition to creditors? | YES | NO |

Convictions and civil liabilities

- | | | |
|--|-----|----|
| e. Have you at any time pleaded guilty to or been found guilty of any offence?
If so, give details of the court which convicted you, the offence, the penalty imposed and date of conviction. (Please attach additional sheet if necessary.) | YES | NO |
| f. Have you ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company? | YES | NO |
| g. In the last five years have you been the subject of any civil action relating to your professional or business activities which has resulted in a judgement or finding against you by a court, or a settlement (other than a settlement consisting only of the dismissal by consent of a claim against it and the payment of its costs) being agreed? | YES | NO |

Good reputation and character

Note: There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974, similar legislation in Ireland, offences committed before the age of 17 (unless committed within the last 10 years) or road traffic offences that did not lead to a prison sentence.

- | | | |
|--|-----|----|
| h. In the last 10 years have you been: | | |
| • refused the right or been restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required? | YES | NO |
| • investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made? | YES | NO |
| • the subject of disciplinary procedures by a professional body or employer resulting in a finding against you? | YES | NO |
| • reprimanded, excluded, disciplined or publicly criticised by any professional body which you belong to or have belonged to? | YES | NO |
| • refused entry to or excluded from membership of any profession or vocation? | YES | NO |
| • dismissed from any office (other than as auditor) or employment or requested to resign from any office, employment or firm? | YES | NO |
| • reprimanded, warned about future conduct, disciplined, or publicly criticised by any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity? | YES | NO |
| • the subject of a court order at the instigation of any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity? | YES | NO |
| i. Are you currently undergoing any investigation or disciplinary procedures as described above? | YES | NO |

B QUESTIONS (j – o) APPLY TO THE PREVIOUS FIRMS IN WHICH THE RI APPLICANT WAS A PRINCIPAL

- | | | |
|---|-----|----|
| j. Have you previously been a principal in a firm? If so, please complete questions k-o | YES | NO |
|---|-----|----|

Financial integrity and reliability

- | | | |
|---|-----|----|
| k. In the last 10 years did any such previous firm make any compromise or arrangement with its creditors, or otherwise fail to satisfy creditors in full? | YES | NO |
| l. In the last 10 years was any such previous firm the subject of any insolvency proceedings? | YES | NO |

Civil liabilities

m. In the last five years was any such previous firm the subject of any civil action relating to its professional or business activities which resulted in a judgement or finding against it by a court, or a settlement (other than a settlement consisting only of the dismissal by consent of a claim against it and the payment of its costs) being agreed?	YES	NO
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Good reputation and character

Note: There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974, or similar legislation in Ireland, or (in the case of a firm which is a sole practice) offences committed by an individual before the age of 17 (unless committed within the last 10 years) or road traffic offences that did not lead to a prison sentence.

n. In the last 10 years, was any such previous firm:

- | | | |
|---|-----|----|
| • convicted by a court of any criminal offence? | YES | NO |
| • refused or restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required? | YES | NO |
| • refused entry to any professional body or trade association, or decided not to continue with an application? | YES | NO |
| • reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body? | YES | NO |
| • made the subject of a court order at the instigation of any professional or regulatory body? | YES | NO |
| • investigated on allegation of misconduct or malpractice in connection with its professional or business activities that resulted in a formal complaint being provided but no disciplinary order being made? | YES | NO |

o. Is any such previous firm currently undergoing any investigation or disciplinary procedures as described above?	YES	NO
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13 SIGNATURE AND CONFIRMATION OF AUDIT COMPLIANCE PRINCIPAL

- The Act requires auditors to be 'fit and proper' to carry out audit work. A firm appointing an individual as an RI must be satisfied, and confirm to ICAEW, that the individual is fit and proper.
- If a firm has any doubts about the fit and proper status of the individual to be appointed, please call +44 (0)1908 546 302 for advice.
- A 'Yes' answer to any of the questions in section 12 will not automatically result in an individual being refused RI status. The Audit Registration Committee may, however, wish to make further enquiries before reaching a decision.
- If the Audit Registration Committee subsequently finds out about any matters which a firm or the individual did not disclose, this will be viewed very seriously. It could jeopardise the individual's RI status.

I certify that, to the best of my knowledge and belief, the information in or provided with this application is a true and accurate statement of the firm's and the individual's circumstances.

I confirm that the individual named in this application:

- has been proposed as an RI by me in my capacity as ACP of the firm whose name is given in section 1;
- is competent to conduct audit work under audit regulation 3.17;
- has met, and will continue to meet, all the competencies required under IES 8;
- is required by the firm, when undertaking audit work, to plan and control such work;
- will be allowed to sign audit reports in the name of the firm;
- is fit and proper to be a responsible individual; and
- will not act as an RI until the firm has received formal notification from ICAEW that this application has been approved.

If this application is approved, I undertake that the individual will, at all times, be required to comply with the Audit Regulations.

I understand that none of ICAEW, its officers, staff, members of its Council or committees, or a monitoring unit or the competent authority or its staff, can be held liable in damages for anything done or not done in dealing with any of the functions connected with registration under the Act or under the Audit Regulations or enforcing the terms of either or the monitoring of compliance with these regulations in any respect, unless the act or omission is shown to have been in bad faith.

Signature of audit compliance principal

Name

Date

Please note that we are unable to accept 'snipped' or image signatures on application forms. Please ensure applications are signed by a verified electronic method (such as adobe electronic signatures, DocuSign etc), or by manually signing and scanning the signature page. Electronic signatures must be verifiable by email address.

If the applicant has completed the Audit Experience Form (Appendix A) as a separate document, please also add your signature to page 21 of the application form, and confirm the following:

I certify that, to the best of my knowledge and belief, the information in or provided in the applicant's separate Audit Experience Form is a true and accurate statement of the firm's and the individual's circumstances. YES NO

14 SIGNATURE AND CONFIRMATION OF THE INDIVIDUAL TO BE APPOINTED

I certify that, to the best of my knowledge and belief, the information in or provided with this application is a true and accurate statement of my circumstances.

I confirm that I have met, and will continue to meet, all the competencies required under IES 8.

If this application is approved:

- I agree to be bound by the Audit Regulations.
- I agree to be bound by the procedures rules and guidance, as may be issued from time to time by the competent authority, as defined in the Audit Regulations, in the exercise of its statutory functions.

Applicable to individuals who hold the audit qualification via approved third country arrangements:

- agree to retain professional membership of my home body throughout my registration as an RI with ICAEW.
- I understand that, if I leave this firm, my RI status ceases. If I join another firm to be an RI, I will need to submit a fresh application.

I understand that none of ICAEW, its officers, staff, members of its Council or committees or a monitoring unit or competent authority or its staff, can be held liable in damages for anything done or not done in dealing with any of the functions connected with registration under the Act or under the Audit Regulations or enforcing the terms of either or the monitoring of compliance with these regulations in any respect, unless the act or omission is shown to have been in bad faith.

Signature of individual to be appointed as RI

Name

Date

Please note that we are unable to accept 'snipped' or image signatures on application forms. Please ensure applications are signed by a verified electronic method (such as adobe electronic signatures, DocuSign etc), or by manually signing and scanning the signature page. Electronic signatures must be verifiable by email address.

15 CHECKLIST

Before you return the completed application form, please check you have:

- answered every question;
- completed Appendix A of this form, if necessary;
- checked that sections 13 and 14 have been signed;
- made a copy of the completed form for your records; and
- attached all additional sheets including CPD details as per section 5.

If you are submitting 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.

Please email your application with any additional sheets to:

regulatorysupport@icaew.com

Or post it to:

Regulatory Support
ICAEW, Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ UK

We will send you an acknowledgement as soon as we receive your application.



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

APPENDIX A - AUDIT EXPERIENCE FORM

PLEASE NOTE THAT FOR EASE OF COMPLETION, SECTION 1 OF THIS APPENDIX IS AVAILABLE IN WORD FORMAT [HERE](#). THE WORD VERSION CAN BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETED, DIGITALLY SIGNED APPLICATION FORM.

You must complete this form if you:

- have not previously been a responsible individual (RI);
- ceased to be an RI more than six months ago; or
- currently hold RI status but have not been responsible for any audits in the last 12 months.

Insufficient Experience

If the application is considered by the Recognised Supervisory Body's (RSB) registration committee and the committee has any concerns regarding the sufficiency of your audit experience, the application **may** only be approved subject to conditions and/or restrictions. This **could** include:

- external/internal hot or cold file reviews
- notifying the committee when audit appointments are accepted
- providing future completed CPD details

Alternatively, if the committee rejects your application due to your inexperience, then you may be asked to gain further relevant audit experience before reapplying.

1 AUDIT AND FINANCIAL REPORTING EXPERIENCE

For the RSB to properly consider your application you must provide evidence to demonstrate that you have recent, relevant and sufficient audit experience at a sufficiently senior level of authority to be competent to conduct audit work. Using the following table, please give details of examples of recent audit engagements that best demonstrate your audit and financial reporting experience and seniority. You should aim to provide details of at least 10 audit engagements carried out during the last 24 months. However, we recognise that there is a wide range of individual circumstances where this will not be possible and if this is the case, please provide as many examples as you can in section 1 of this form, and provide an explanation of your circumstances in section 2.

Please ensure your examples are relevant to the audit work you intend to conduct as an RI. We may ask you to provide further information or additional examples to help us assess your experience.

Please note that we do not consider Solicitors' Regulation Authority Accountants Reports, internal audit, CASS reports and agreed upon procedures work to be audit work as defined by the Audit Regulations.

Your examples should demonstrate that you have the professional competence expected of an RI and that you have achieved the IES8 competencies which are set out in section 4. If you cannot provide this evidence, your application may not be successful, or may only be approved subject to conditions. The information should be provided in date order (most recent first). Continue on a separate sheet if necessary.

A full copy of IES 8 and support materials on this standard can be accessed via the [IFAC website](#)

When completing each example, you must provide all the details requested under each column heading

Your details	Client details	Scope of the audit	IES 8 competency areas you covered during this audit engagement	
			Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	a. Industry b. Year-end c. Results d. Principal activities	a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to		

Further guidance is given below on how to complete each example

Give the name of the firm where you were employed while carrying out this engagement Give the dates when the engagement was carried out Confirm the total chargeable hours you spent on this engagement	Summarise the industry/sector that the client operates in State the year-end date Provide details of turnover/results/ balance sheet totals etc. State the principal activities of the client	Confirm this example is 'audit work' as defined by the Audit Regulations (eg, were ISAs applied and is IFRS/FRS102 adopted etc.) Set out the key risk areas identified during the course of the audit. State how many staff worked on the audit assignment State your role - eg Senior Manager responsible for which elements of the assignments Confirm if you reported directly to the RI or to another senior member of the audit team	Please ensure that all of the competency areas in IES8 are covered across the examples provided. It is not expected that all competencies will be demonstrated on each example (ie for one example, you may be able to demonstrate a professional skills issue and how you challenged the client, and on another example you may be able to show an ethical issue encountered and your coaching and organisational skills). The examples should demonstrate specific examples/issues unique to each engagement, rather than the generic work that is performed on all audits (ie, stating that you 'applied the ethical principles of integrity, objectivity and due care' would be too generic. Instead you should provide details of an ethical issue relevant to each client and how you addressed this during the audit).	List the competency area(s) this narrative has demonstrated cross-referencing to the IES 8 competencies listed in section 4
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When completing each example, you must provide all the details requested under each column heading

	Your details a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	Client details a. Industry b. Year-end c. Results d. Principal activities	Scope of the audit a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to	IES 8 competency areas you covered during this audit engagement	
				Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
1					
2					

When completing each example, you must provide all the details requested under each column heading

	Your details a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	Client details a. Industry b. Year-end c. Results d. Principal activities	Scope of the audit a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to	IES 8 competency areas you covered during this audit engagement	
				Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
3					
4					

When completing each example, you must provide all the details requested under each column heading

	Your details a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	Client details a. Industry b. Year-end c. Results d. Principal activities	Scope of the audit a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to	IES 8 competency areas you covered during this audit engagement	
				Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
5					
6					

When completing each example, you must provide all the details requested under each column heading

	Your details a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	Client details a. Industry b. Year-end c. Results d. Principal activities	Scope of the audit a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to	IES 8 competency areas you covered during this audit engagement	
				Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
7					
8					

When completing each example, you must provide all the details requested under each column heading

	Your details a. Firm name b. Date range when audit work was performed c. Hours that you worked on the audit	Client details a. Industry b. Year-end c. Results d. Principal activities	Scope of the audit a. Nature of the engagement b. Key risk areas c. Size of the audit team d. Your role and responsibilities on the audit e. Who you reported to	IES 8 competency areas you covered during this audit engagement	
				Explain the key issues and challenges arising on the audit and how you addressed these (for example, explain how you exercised professional scepticism, discussions held and conclusions reached for issues encountered). The narrative should be tailored to each example.	Relevant IES8 competency area(s) covered by this example
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2 OTHER INFORMATION AND EXPERIENCE

Please provide any other information you think is relevant to your application for RI status and which can demonstrate that you have recent, relevant and sufficient audit experience to be competent to conduct audit work.

This is particularly important if you can only provide limited evidence of recent, practical audit experience in section 1 of this appendix. If you have given less than 10 examples in section 1 of this appendix, please explain why here.

3 DECLARATIONS

I certify that, to the best of my knowledge and belief, the information in or provided with this application is a true and accurate statement of the firm's and the individual's circumstances.

Signature of Audit Compliance Principal

Signature of RI applicant

Name of Audit Compliance Principal

Name of RI applicant

Date

Date

Please note that we are unable to accept 'snipped' or image signatures on application forms. Please ensure applications are signed by a verified electronic method (such as adobe electronic signatures, DocuSign etc), or by manually signing and scanning the signature page. Electronic signatures must be verifiable by email address.

4 IES 8 EXTRACT

Table A - Learning outcomes for the professional competence of an engagement partner

Competence areas	Learning outcomes
a. Audit	i. Lead the audit through active involvement during all phases of the audit engagement.
	ii. Lead the identification and assessment of the risks of material misstatement.
	iii. Develop an audit plan that responds to the risks of material misstatement identified.
	iv. Evaluate responses to the risks of material misstatement.
	v. Conclude on the appropriateness and sufficiency of all relevant audit evidence, including contradictory evidence, to support the audit opinion.
	vi. Evaluate whether the audit was performed in accordance with International Standards on Auditing or other relevant auditing standards, laws, and regulations applicable to an audit of the financial statements.
	vii. Develop an appropriate audit opinion and related auditor's report, including a description of key audit matters as applicable.
b. Financial accounting and reporting	i. Evaluate whether an entity has prepared, in all material respects, financial statements in accordance with the applicable financial reporting framework and regulatory requirements.
	ii. Evaluate the recognition, measurement, presentation, and disclosure of transactions and events within the financial statements in accordance with the applicable financial reporting framework and regulatory requirements.
	iii. Evaluate accounting judgments and estimates, including fair value estimates, made by management.
	iv. Evaluate the fair presentation of financial statements relative to the nature of the business, the operating environment, and the entity's ability to continue as a going concern.
c. Governance and risk management	i. Evaluate corporate governance structures and risk assessment processes affecting the financial statements of an entity as part of the overall audit strategy
d. Business environment	i. Analyse relevant industry, regulatory, and other external factors that are used to inform audit risk assessments including, but not limited to, market, competition, product technology, and environmental requirements.
e. Taxation	i. Evaluate procedures performed to address the risks of material misstatement in the financial statements in respect of taxation, and the effect of the results of these procedures on the overall audit strategy.
f. Information and communication technologies	i. Evaluate the information and communication technology (ICT) environment to identify controls that relate to the financial statements to determine the impact on the overall audit strategy.
g. Business laws and regulations	i. Evaluate identified or suspected non-compliance with laws and regulations to determine the effect on the overall audit strategy and audit opinion.
h. Finance and financial management	i. Evaluate the various sources of financing available to, and financial instruments used by, an entity to determine the impact on the overall audit strategy.
	ii. Evaluate an entity's cash flow, budgets, and forecasts, as well as working capital requirements to determine the impact on the overall audit strategy.
i. Interpersonal and communication	i. Communicate effectively and appropriately with the engagement team, management, and those charged with governance of the entity.
	ii. Evaluate the potential impact of cultural and language differences on the performance of the audit.
	iii. Resolve audit issues through effective consultation when necessary.

Competence areas	Learning outcomes
j. Personal	i. Promote lifelong learning.
	ii. Act as a role model to the engagement team.
	iii. Act in a mentoring or coaching capacity to the engagement team.
	iv. Promote reflective activity.
k. Organizational	i. Evaluate whether the engagement team, including auditor's experts, collectively has the appropriate objectivity and competence to perform the audit.
	ii. Manage audit engagements by providing leadership and project management of engagement teams.
l. Commitment to the public interest	i. Promote audit quality and compliance with professional standards and regulatory requirements with a focus on protecting the public interest.
m. Professional scepticism and professional judgment	i. Apply a professional judgment in planning and performing an audit and reaching conclusions on which to base an audit opinion.
	ii. Promote the importance of the application of professional scepticism during all phases of the audit engagement.
	iii. Apply professional scepticism to critically assess audit evidence obtained during the course of an audit and reach well-reasoned conclusions.
	iv. Evaluate the impact of individual and organisation bias on the ability to apply professional scepticism.
	v. Apply professional judgment to evaluate management's assertions and representations.
	vi. Resolve audit issues using critical thinking to consider alternatives and analyse outcomes.
n. Ethical principles	i. Promote the importance of compliance with the fundamental principles of ethics. ¹
	ii. Evaluate and respond to threats to objectivity and independence that can occur during an audit.

¹ The Fundamental Principles, IESBA Handbook of the International Code of Ethics for Professional Accountants (including International Independence Standards) – 2018 Edition, Section 110