



Audit application forms

WHICH FORM DO I NEED TO COMPLETE AND WHEN?

ICAEW has to approve all applications in advance. In particular:

- applications for audit registration have to be approved **before** the firm can take responsibility for audit work and sign any reports;
- applications for audit affiliate status have to be approved **before** the applicant (individual or corporate body) is appointed as a principal in the firm; and
- applications for responsible individual (RI) status have to be approved **before** an individual can take responsibility for an audit and act in the capacity as an RI.

When applying for audit registration, RI status or audit affiliate status, please download and complete the current version of our [application forms](#). You should email the completed forms to regulatorysupport@icaew.com together with all supporting documentation.

If you are making other changes to your firm, such as adding or removing principals, offices or trading names, you will also need to complete our [standing data change](#) forms.

If you are making changes following a merger or acquisition, then please also complete our [mergers, acquisitions and business changes](#) form.

You should submit all completed forms to us at the same time as this will help us to fully understand the changes you are making.

The table below provides examples of the typical changes that happen to audit firms and guidance on whether an audit firm, RI or affiliate application form is required. This is not an exhaustive list and if your firm's circumstances do not match any of the scenarios, please contact our regulatory support team on +44 (0)1908 546 302 or email regulatorysupport@icaew.com for guidance.

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
A firm wishes to be an ICAEW registered auditor	Yes, RI applications will be required for every RI in the firm.	Yes, affiliate applications will be required for any principals of the firm (including corporate entities) who are not members of ICAEW, ICAS, CAI or ACCA.	Yes
An ICAEW registered audit firm wants to appoint a new RI (who is a member of ICAEW, ICAS, CAI or ACCA)	Yes, an RI application will be required for the new RI (even if the individual is already an RI in another registered audit firm).	No	No
An employee-RI at an ICAEW audit-registered firm is promoted to a principal of the firm and wishes to remain an RI	No	No	No
An existing ICAEW registered audit firm changes its legal status (example 1) Eg, a sole practitioner becomes a partnership with another individual; or a partnership becomes an LLP and, in both cases, both firms continue to hold audit registration at the same time.	Yes, RI applications will be required for every RI in the new entity.	Yes, audit affiliate applications will be required for any new principals (including corporate entities) joining the new firm who are not members of ICAEW, ICAS, CAI or ACCA. Audit affiliates in the existing firm will need to re-apply for audit affiliate status in the new firm.	Yes, there has been a change of legal status and an application form is needed for the new firm.

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
<p>An existing ICAEW registered audit firm changes its legal status (example 2)</p> <p>Eg, a sole practitioner becomes a partnership with another individual; or a partnership becomes an LLP and, in both cases, the audit registration of the existing firm ceases on approval of the new firm.</p>	<p>Yes, RI applications will be required for every RI in the new firm, who is not an RI in the existing firm.</p> <p>RIs in the existing firm can transfer their RI status to the new entity. However, the firm will need to send us details of their past and future CPD to assess before the RI status can be transferred.</p> <p>Transferring RIs cannot undertake audit work in the new firm until ICAEW has approved their appointment.</p>	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) joining the new firm who are not members of ICAEW, ICAS, CAI or ACCA.</p> <p>Audit affiliates in the existing firm will need to re-apply for affiliate status in the new firm.</p>	<p>Yes, there has been a change of legal status and an application form is needed for the new firm.</p>
<p>Share acquisition (example 1)</p> <p>Firm A purchases 100% of the shares in Firm B.</p> <p>Both Firm A and Firm B are ICAEW audit registered firms.</p> <p>Firm A and Firm B continue to hold audit registration after the acquisition.</p>	<p>Yes, RI application forms will be required for:</p> <ul style="list-style-type: none"> • RIs in Firm A who also want to be RIs in Firm B; • RIs in Firm B who also want to be RIs in Firm A; and • any individuals wishing to become new RIs in either Firm A or Firm B. 	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) who join Firm A or Firm B (including audit affiliates who wish to transfer from Firm A or Firm B) who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>No, but Firm A is required to complete the Mergers, Acquisitions and Business Changes form.</p>

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
<p>Share acquisition (example 2)</p> <p>Firm A purchases 100% of the shares in Firm B.</p> <p>Both Firm A and Firm B are ICAEW audit registered firms.</p> <p>Firm A continues to hold audit registration after the acquisition, but Firm B's audit registration ceases.</p>	<p>Yes, RI application forms will be required for any individuals wishing to become new RIs in Firm A.</p> <p>RIs in Firm B can transfer their RI status to Firm A. However, the firm will need to send us details of their past and future CPD to assess before the RI status can be transferred.</p> <p>Transferring RIs cannot undertake audit work in Firm A until ICAEW has approved their appointment.</p>	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) in Firm A who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>No, but Firm A is required to complete the Mergers, Acquisitions and Business Changes form.</p>
<p>Share acquisition (example 3)</p> <p>Firm A purchases 100% of the shares in Firm B.</p> <p>Firm A is an ICAEW audit registered firm.</p> <p>Firm B is registered with another RSB.</p> <p>Firm A continues to hold audit registration after the acquisition, but Firm B's audit registration ceases.</p>	<p>Yes, RI application forms will be required for any individuals wishing to become an RI of Firm A but who do not currently hold RI status in Firm A.</p> <p>RIs in Firm B cannot transfer their RI status to Firm A.</p>	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) in Firm A who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>No, but Firm A is required to complete the Mergers, Acquisitions and Business Changes form.</p>

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
<p>Acquisition of business assets and goodwill (example 1)</p> <p>Firm A acquires the audit practice of Firm B.</p> <p>Firm B continues to trade as an accountancy (non-audit) practice ie its audit registration ceases.</p> <p>Prior to the acquisition, both Firm A and Firm B are ICAEW audit registered firms</p>	<p>Yes, RI application forms will be required for any individuals wishing to become an RI in Firm A but who do not currently hold RI status in Firm A or Firm B.</p> <p>RIs in Firm B can transfer their RI status to Firm A. However, the firm will need to send us details of their past and future CPD to assess before their RI status can be transferred.</p> <p>Transferring RIs cannot undertake audit work in Firm A until ICAEW has approved their appointment.</p>	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) who join Firm A (including audit affiliates who wish to transfer from Firm B) who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>No, but Firm A is required to complete the Mergers, Acquisitions and Business Changes form.</p>
<p>Acquisition of business assets and goodwill (example 2)</p> <p>Firm A acquires the audit practice of Firm B.</p> <p>Firm B continues to trade as an accountancy (non-audit) practice ie audit registration ceases.</p> <p>Firm A is an ICAEW audit registered firm.</p> <p>Firm B is registered with another RSB.</p>	<p>Yes, RI application forms will be required for any individuals wishing to become an RI in Firm A but who do not currently hold RI status in Firm A.</p> <p>RIs in Firm B cannot transfer their RI status to Firm A.</p>	<p>Yes, audit affiliate applications will be required for any new principals (including corporate entities) who join Firm A who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>No, but Firm A is required to complete the Mergers, Acquisitions and Business Changes form.</p>

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
<p>A multi-firm merger (example 1)</p> <p>A merger involving two or more existing ICAEW audit registered firms where a brand-new firm is created.</p> <p>Eg, Firm A and Firm B merge to form Firm C and where the audit registrations of Firm A and/or Firm B are continuing.</p>	<p>Yes, RI application forms will be required for any individuals wishing to become an RI in Firms A, B and/or C</p>	<p>Yes, audit affiliate applications will be required for any principals (including corporate entities) in Firm C who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>Yes, Firm C will need to complete an audit application form.</p> <p>A completed Mergers, Acquisitions and Business Changes form will also be required.</p>
<p>A multi-firm merger (example 2)</p> <p>A merger involving two or more existing ICAEW audit registered firms where a brand-new firm is created.</p> <p>Eg, Firm A and Firm B merge to form Firm C and where the audit registrations of Firm A and Firm B are ceasing.</p>	<p>Yes, RI application forms will be required for any individual wishing to become an RI in Firm C but who does not currently hold RI status in Firm A and/or Firm B.</p> <p>Existing RIs in Firms A and B can transfer their RI status to Firm C. However, the firm will need to send us details of their past and future CPD to assess before the RI status can be transferred.</p> <p>Transferring RIs cannot undertake audit work in Firm C until ICAEW has approved their appointment.</p>	<p>Yes, audit affiliate applications will be required for any principals (including corporate entities) in Firm C who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>Yes, Firm C will need to complete an audit application form.</p> <p>A completed Mergers, Acquisitions and Business Changes form will also be required.</p>

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
<p>A multi-firm merger (example 3)</p> <p>A merger where a brand-new firm is created.</p> <p>Eg, Firms A and B merge to form Firm C.</p> <p>Firm A is ICAEW audit registered firm and its audit registration is continuing.</p> <p>Firm B is registered with another RSB.</p> <p>Firm C will be a new ICAEW audit registered firm.</p>	<p>Yes, RI applications will be required for:</p> <ul style="list-style-type: none"> • all individuals wishing to become an RI in Firm C; and • anyone wishing to become an RI in Firm A and/or Firm B. 	<p>Yes, audit affiliate applications will be required for any principals (including corporate entities) in Firm C who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>Yes, Firm C will need to complete an audit application form.</p> <p>A completed Mergers, Acquisitions and Business Changes form will also be required.</p>
<p>A multi-firm merger (example 4)</p> <p>A merger where a brand-new firm is created.</p> <p>Eg, Firms A and B merge to form Firm C.</p> <p>Firm A is ICAEW audit registered firm and its audit registration is ceasing.</p> <p>Firm B is registered with another RSB.</p> <p>Firm C will be a new ICAEW audit registered firm.</p>	<p>Yes, RI applications will be required for:</p> <ul style="list-style-type: none"> • Any existing RIs in Firm B who wish to become an RI in Firm C; and • Any individual wishing to become an RI in Firm C but who does not currently hold RI status in Firm A. <p>Existing RIs in Firm A can transfer their RI status to Firm C. However, the firm will need to send us details of their past and future CPD to assess before the RI status can be transferred.</p>	<p>Yes, audit affiliate applications will be required for any principals (including corporate entities) in Firm C who are not members of ICAEW, ICAS, CAI or ACCA.</p>	<p>Yes, Firm C will need to complete an audit application form.</p> <p>A completed Mergers, Acquisitions and Business Changes form will also be required.</p>

Example	Is an RI form needed?	Is an affiliate form needed?	Is a firm audit application needed?
	Transferring RIs cannot undertake audit work in Firm C until ICAEW has approved their appointment.		
<p>New holding company</p> <p>A dormant holding entity is created to acquire a majority interest in an audit practice.</p> <p>Eg, Firm D acquires 100% of shares in Firm A, where Firm A is an ICAEW audit registered firm.</p>	Yes, RI applications will be required for any individual who wishes to become an RI in Firm D.	Yes, audit affiliate applications will be required for any principals (including corporate entities) of Firm D who are not members of ICAEW, ICAS, CAI or ACCA.	Yes, Firm D will need to complete an audit application form.

OTHER CONSIDERATIONS

Use of description 'Chartered Accountants'

If your firm is applying for audit registration, or adding/removing principals, and describes itself as 'Chartered Accountants' then you will need to ensure your firm complies with the [regulations governing the use the description 'Chartered Accountants'](#).

In particular, if an audit-registered firm that describes itself as 'Chartered Accountants' has principals who are members of the ACCA, while those individuals do not need audit affiliate status under the [Audit Regulations and Guidance](#), they will need general affiliate status under the use of description regulations.

There are also specific requirements if your firm is a parent or subsidiary and wishes to describe itself as a firm of 'Chartered Accountants'.

Please review our guidance or the use of description regulations for further information.

Anti-money laundering supervision

If your firm is applying for audit registration following a change in its structure, then you need to carefully assess whether your firm meets the definition of an ICAEW member firm set out in the [Principal Bye-laws](#) to ensure your firm is supervised by ICAEW for money laundering purposes.

Please review our [guidance](#) for more information on whether ICAEW is your firm's anti-money laundering supervisor.

Further guidance

If you are still unclear, please call regulatory support on +44 (0)1908 546 302 or email regulatorysupport@icaew.com.