

# Application for (full/partial) insolvency licence

(AND FOR A NON-MEMBER TO BECOME AN INSOLVENCY AFFILIATE)



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](http://icaew.com/regulatoryapplications), or please email [regulatorysupport@icaew.com](mailto: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.

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.

**If you supply all the information we need with your form, we aim to process your application within six weeks.**

- Please read the *Insolvency Licensing Regulations and Guidance Notes* before you complete each question.
- 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 [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com) (and we will contact you by phone to take your payment).
- If you need more space for an answer, please attach additional sheets.
- 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

DD MM YY

Home address

Postcode/zipcode

Professional qualifications

Personal email address

Business email address

ICAEW membership number (if applicable)

If you are not an ICAEW member, you will need to apply to become an insolvency affiliate when you apply for an insolvency licence.

Are you also applying for insolvency affiliate status?

YES

NO



## 2 CURRENT OR PREVIOUS AUTHORISATION

You need only complete this section if you are currently or have previously been licensed by another authorising body.

Which authorising body do/did you hold your authorisation with?

ICAEW

ICAS

ICAI

ACCA

IPA

Law Society

Law Society Scotland

Insolvency Service

DETINI

N/A

When was your licence issued?

DD MM YY

When does/did your licence expire?

DD MM YY

Was/is your licence

Full licence?

Partial licence (companies)?

Partial licence (individuals)?

Are/were you an appointment-taker?

YES

NO

Has your licence expired or been surrendered or withdrawn at any time?

YES

NO

(If 'Yes', please explain circumstances in writing on a separate sheet)

Has any authorising body refused to renew your insolvency licence?

YES

NO

(If 'Yes', please give details in writing on a separate sheet)

Are there any matters concerning your current/previous authorisation that should be brought to the attention of the Insolvency Licensing Committee.

YES

NO

(If 'Yes', please give details in writing on a separate sheet)

Date of last monitoring visit (if applicable)

DD MM YY

(Please provide a copy of your monitoring report.)

If you hold a current insolvency licence, please complete section 3.2 onwards. If you do not hold a current insolvency licence, please complete all of section 3.

### 3 ELIGIBILITY

#### 3.1 Insolvency experience in the last three years

If you aren't currently licensed by another authorising body you must have a minimum of 600 hours' insolvency experience over three years. You must have at least 150 hours' experience in each year. These hours can be made up of category (a) and (b) experience as long as your experience in category (a) accounts for at least 300 hours over the three-year period. There is no requirement to complete a certain number of hours in either category (a) or (b) in a particular year, as long as you complete at least 150 hours each year all together.

Please refer to the *Insolvency Licensing Regulations and Guidance Notes* for further details of qualifying experience and more information about what is included in category (a) and (b) experience.

12 months/period to end of (month or year)	Category (a) (work on Insolvency Act appointments)	Category (b1) (insolvency advice and non-IA86 assignments)	Category (b2) (rescue work and work for lenders)	Total
	hours	hours	hours	hours
	hours	hours	hours	hours
	hours	hours	hours	hours
<b>Total in last three years</b>	hours	hours	hours	hours

If you are not fully eligible on the basis of experience, please explain below the circumstances which you consider compensate for the shortfall

#### 3.2 Practical insolvency experience in the last two years

Please complete Appendix A.

#### 3.3 Current and previous employment history for the last three years

Dates	Firm	Work personally undertaken	Position held	Name of IP work/worked for (if applicable)
from DD MM YY to DD MM YY				
from DD MM YY to DD MM YY				
from DD MM YY to DD MM YY				

### 3.4 Other criteria

If you are applying for a full licence you will need to have passed all three Joint Insolvency Examination Board (JIEB) papers. If you are applying for a partial licence in relation to companies you will need to have passed the JIEB liquidations paper and the administrations, company voluntary arrangements and receiverships paper (ACVAR). If you are applying for a partial licence in relation to individuals you will need to have passed the JIEB personal paper. If you have passed all three JIEB papers, you may also apply for a partial licence in relation to companies or individuals.

Which JIEB papers have you passed?

All three papers (full or partial licence)	YES	NO	If 'Yes', please give the year in which you passed the final paper(s);	DD MM YY
Liquidations and ACVAR (partial licence - companies)	YES	NO	If 'Yes', please give the year in which you passed the final paper(s);	DD MM YY
Personal paper (partial licence - individuals)	YES	NO	If 'Yes', please give the year in which you passed the final paper(s);	DD MM YY

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](#) 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](#) for further details.

### 3.5 Fit and proper

You must be able to demonstrate to the Insolvency Licensing Committee that you are 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                      sequestration 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

## 4 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.

### 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.

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

DD MM YY

### 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.

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

DD MM YY

## 5 PAYMENT

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

- the insolvency licence fee;
- 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 £ \_\_\_\_\_

Please contact me on this daytime phone number \_\_\_\_\_ to arrange payment by credit/debit card.

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.



## 6 APPLICATION AND UNDERTAKINGS (ICAEW MEMBERS)

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

DD MM YY

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.

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.

Signature

Date

DD MM YY

## 7 APPLICATION AND UNDERTAKINGS (APPLICANTS FOR AFFILIATE STATUS)

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

DD MM YY

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

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.

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

DD MM YY

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

## 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 for an insolvency licence, you must provide evidence to demonstrate that you have recent, relevant and sufficient insolvency experience.

Please give details of no more than 10 cases across a selection of case types that best demonstrate your insolvency experience in the last 24 months. An example is provided.

Your information should be in date order (most recent first). Continue on a separate sheet if necessary.

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 2012 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: <ul style="list-style-type: none"> <li>ensuring all liabilities were included;</li> <li>reaching an agreement with the debtor based on income and expenditure as to what monthly contributions could be made into the arrangement; and</li> <li>obtaining creditor's approval.</li> </ul> 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					

## 8 CHECKLIST

I have signed the application form.

My referees have signed the application form.

I have enclosed a copy of my most recent monitoring report (if applicable).

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 [regulatorysupport@icaew.com](mailto:regulatorysupport@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.

Send your completed form to:  
Regulatory Support  
ICAEW  
Metropolitan House  
321 Avebury Boulevard  
Milton Keynes  
MK9 2FZ  
UK

T +44 (0)1908 546 262 or +44 (0)1908 546 289  
E [insolvency@icaew.com](mailto:insolvency@icaew.com)

Alternatively, send it by email to [insolvency@icaew.com](mailto:insolvency@icaew.com) and we will contact you by phone to take your payment.

### 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://www.icaew.com/dataprotection)