

Changing your insolvency licence from a non-appointment taking licence to an appointment-taking licence



- Please read the [Insolvency Licensing Regulations and Guidance Notes](#) before completing this form.
- Fill in this form electronically, using the TAB key to move from one answer to the next. Section 5 can be signed with a digital signature. Alternatively, save your completed form to your computer, print a copy and sign section 5. Then send it to the address at the end of the form or to insolvency@icaew.com
- 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 546 262 or +44 (0)1908 546 289. This may avoid delays in processing the form.

1 YOUR DETAILS

Title (eg Mr, Mrs, Dr)

Surname

First name

Date of birth

DD MM YY

ICAEW membership number (if applicable)

Insolvency licence number

What date would you like your appointment-taking licence to start?

DD MM YY

Home address

Business address

Personal email address

Business email address

Are you happy for us to correspond with you by email?

YES NO

If yes, which email address should we use?

Please use my business email address Please use my personal email address

2 ELIGIBILITY

Appointment-taking licence holders must have professional indemnity insurance (see regulation 2.1 of the Insolvency Licensing Regulations), and must provide ICAEW with a copy of their bond (see regulation 2.4 of the Insolvency Licensing Regulations). ICAEW members must also hold a practising certificate (see regulation 2.1 of the Insolvency Licensing Regulations).

Are you covered under a professional indemnity insurance (PII) policy that is current and meets ICAEW's requirements. For more information visit [icaew.com/pii](https://www.icaew.com/pii)

YES NO

We may ask you to provide details of your PII policy.

If you are not covered please explain why not. You will not be able to change to an appointment-taking licence if you don't have appropriate PII arrangements in place.

Do you have a bond (the general penalty sum, commonly known as an enabling bond)?

YES NO

If yes, please enclose copy of your signed and witnessed bond including all its terms.

If you don't have a bond which meets the requirements of the Insolvency Licensing Regulations, please explain why not. You will not be able to change to an appointment-taking licence if you don't have a bond or arrangements in place to obtain one.

If you are an ICAEW member, do you have a current practising certificate?

YES NO

If you don't have a practising certificate, please explain why not. You will not be able to change to an appointment-taking licence if you don't have a practising certificate or arrangements in place to obtain one. Please visit [icaew.com/pc](https://www.icaew.com/pc) for further details.

If you're a member of another body, you should check whether their rules require you to hold a practising certificate if you are an appointment-taking insolvency licence holder.

3 COMPETENCE AND CONTINUING PROFESSIONAL DEVELOPMENT

An insolvency licence holder is required under regulation 3.1 of the Insolvency Licensing Regulations to maintain an appropriate level of competence in the conduct of insolvency work. Under regulation 3.3 of the Insolvency Licensing Regulations, a licence holder must develop and undertake each year a programme of continuing professional development (CPD) designed to address any specific insolvency related training and development needs identified; and keep a record of all CPD.

If your record of your CPD doesn't demonstrate that you have maintained an appropriate level of competence we may ask you to provide further information which does demonstrate this, such as records from previous years. If you wish to provide further information to support your most recent record, please include this information when submitting this form.

Please attach a copy of your most recent record of your CPD.

Attached YES NO

If you are unable to provide a copy of your records, please explain why not. If you are unable to provide a copy of your most recent record of your CPD, we may ask you to provide other evidence which demonstrates that you have an appropriate level of competence in the conduct of insolvency work.

4 INSOLVENCY FEE INCOME

The licence fee for appointment-takers is based on gross annual insolvency fee income for the forthcoming year. When returning this form you should include a payment representing the difference between the sum you paid as a non-appointment taker and the appropriate fee band based on the estimate of your personal gross insolvency fee income given below.

The current insolvency fee scale is available at [icaew.com/insolvencylicence](https://www.icaew.com/insolvencylicence)

Please provide an estimate of your personal gross insolvency fee income for the forthcoming year.

£ _____ this is for the _____ financial year _____ calendar year

I agree to pay £ _____ which is the licence fee for band _____

Either:

please contact me on this daytime phone number _____ to arrange payment by credit/debit card
or

I enclose a cheque payable to CHARTAC for £ _____

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.

Would you like us to send you a direct debit mandate? YES NO

5 UNDERTAKING AND SIGNATURE

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 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

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

Alternatively, send it by email to 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 for administration, communication, research and to monitor compliance with our regulations. To do this we will share your information with our business partners.

We will also 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.

We may transfer your information to one of our offices in countries outside the European Economic Area (EEA). These countries may not have similar data protection laws to the EEA 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)