



Fit and proper declaration

The Fit and Proper Declaration will help us decide whether we are able to supervise your firm under ICAEW's Practice Assurance scheme.

You must complete the declaration yourself and sign it personally if you:

- are a sole practitioner;
- are a principal, ie, a person who directs (or will direct) the firm; for example, a partner or director (including a non-executive director);
- have a beneficial interest;
- are the nominated officer (money laundering reporting officer); or
- are the board member (or equivalent) or member of senior management who is responsible for compliance with MLR17 (MLCP).

Please answer all the questions on the Fit and Proper Declaration. Make sure you give as much information as you can. If we need more information to verify your identity or check whether we can register your firm, we may contact you directly or through your firm.

Please give your completed declaration to the person in the firm that is collating the firm's application.

How we use the information you give on your declaration

- We may verify your identity using the information you give and may share some of the information with other organisations.
- We may check the accuracy of the statements you make to consider whether we are able to register your firm.

Guidance notes on individual questions

Key words or phrase	Section reference	Definition or guidance
details of firm	Section A	Give the name of the firm that your fit and proper declaration relates to. This should be the same as the name given on your firm's Application for Supervision form.
full name	B.1	Please give your surname or family name, first name(s) and any other names by which you are known.
contact details	B.4–B.9	This information will help us verify your identity. We need to know if you have changed address in the last five years. The email address you give should be for an account you check regularly, such as your business email account or main personal account. We may contact you at this address.
position in firm	B.10	Give your role in the firm. For example, you could be a: <ul style="list-style-type: none"> • company director or company secretary • sole practitioner, partner or member • shareholder or nominated officer.
individuals with beneficial interests	B.10	This is an individual who is directly or indirectly entitled to shares, voting rights, capital, profits or property of the firm. In addition, 'beneficial owner' includes the executor or administrator of an estate.
money laundering reporting officer (MLRO)	B.11	Firms with employees must appoint a nominated officer. You can find out more about appointing a nominated officer by reading our anti-money laundering guidance which can be found at icaew.com/moneylaundering . The nominated officer will be our main point of contact on matters relating to the Money Laundering Regulations.
the board member or member of senior management who is responsible for compliance with MLR17 (MLCP)	B12	If you are a sole practitioner with no employees, you are the MLCP and do not need to answer this question. Firms with employees must appoint a board member or member of senior management who is responsible for compliance with MLR17. This person may be the same as the MLRO. You can find out more about appointing a nominated officer by reading our anti- money laundering guidance which can be found at icaew.com/moneylaundering . The MLCP will be our main point of contact on matters relating to MLR17.

nationality	C.1	Please tell us your nationality. If you hold dual nationality, please tell us the nationality that corresponds to the passport number you give in B.8.
national ID number	C.3	The UK does not have a national identity scheme. If you have an ID number from another country, please enter the number here.
criminal offences	D.1	<p>You must tell us if you have been convicted or are currently charged with any of these offences. If you are unsure whether you have a conviction that is covered by these descriptions you should contact us.</p> <p>You do not have to report 'spent' convictions. There are different time limits depending upon the length and type of sentence. Convictions incurring a sentence of more than two and a half years are never spent. Other convictions are generally spent after a maximum period of ten years from the date of conviction. There are different limits for people aged 17 and under when convicted. If you are in doubt, refer to the Rehabilitation of Offenders Act 1974.</p> <p>If you are currently charged with a relevant offence, it will not necessarily affect the outcome of your application or our decision regarding the firm's application to register but you must tell us.</p>
bankruptcy	D.1	You must tell us if you are or have been bankrupt or, in Scotland, if sequestration of your estate has been awarded. If you have been discharged from bankruptcy for more than five years, however, you can answer 'No'.
position of ownership or control	D.1	Please tell us if you have ever held a similar position (such as partner, shareholder) in a business that has been subject to the Money Laundering Regulations.
declaration	Section G	<p>You should read the caution very carefully. We will use the information you give to decide whether we can register your firm, so it is important that you give accurate answers.</p> <p>Please make sure that you sign and date the form. If you do not, we will not be able to process your application. We may contact you if we need more information.</p>