

Application for ICAEW Business and Finance Professional



FOR ICAEW MEMBERS

Please complete all boxes in full and return this form by email to records@icaew.com
Please remember to sign the declaration on page 3.

YOUR DETAILS

Membership number Date of birth **DD MM YY**

Title (eg Mr, Mrs, Ms, Dr) Name

Registered address

Secondary address

Telephone Mobile

Email

SERVICE CONFIGURATION

We offer an optional opt-in zone where BFP holders can personalise the technical content they have access to. These provide generalised technical content to support BFPs in their current job or area of interest. ICAEW members taking up the BFP designation can also choose one of these opt-in zones:

Opt-in Zone (Tick ONE only)

Assurance and risk

Corporate finance and deals

Tax

No opt-in zone

REGISTRATION AND SUBSCRIPTION FEES

There is a one-off registration fee and an annual subscription to pay with this application. All subscriptions are renewable on 1 January each year. **Members should note that the first renewal for your BFP designation will be due on 1 January 2021.**

REGISTRATION DATE	REGISTRATION FEE	ANNUAL SUBSCRIPTION FEE	TOTAL
1 January 2020 to 30 June 2020	£25	£125	£150
1 July 2020 to 31 December 2020	£25	£62.50	£87.50

A concessionary annual subscription of £50 per year (£25 for applications between 1 July 2020 and 31 December 2020) is available if your annual income is below £29,588. If your annual income is below £29,588 please tick this box and use the rates table below to see how much to pay.

Rates table for concessionary rate applicants only

REGISTRATION DATE	REGISTRATION FEE	ANNUAL SUBSCRIPTION FEE	TOTAL
1 January 2020 to 30 June 2020	£25	£50	£75
1 July 2020 to 31 December 2020	£25	£25	£50

YOUR PAYMENT OPTIONS

These fees may be paid using the following options. Please ensure your ICAEW registration number is included in all transactions/ references.

ELECTRONIC TRANSFER

Please credit our bank account using the details below. All invoices must be paid in sterling. You will be liable for any bank charges incurred either by our bank or your own.

Bank account details: National Westminster Bank Plc, Milton Keynes
Sort code: 60 14 55
Account name: ICAEW Treasury Account
Account number: 82278237
Swift code: NWBKGB2L
International banking number: GB46 NWBK 6014 5582 2782 37

Please fax +44 (0)1908 248 250 or email bacs@icaew.com your details, clearly showing the payment reference used and full details of items paid (quote 'BFP' and include membership number) before making payment, otherwise your payment could be returned as we may be unable to allocate it.

CREDIT OR DEBIT CARD

Pay securely by Maestro, Visa, Mastercard or Amex by calling +44 (0)1908 248 250 or send your credit card details and this form to pay@icaew.com

BY CHEQUE

Cheques or drafts, drawn in sterling only and payable on a UK clearing bank, should be made payable to CHARTAC.

Please write your membership number on the back of the cheque and post it to:

ICAEW Records/Members Dept Metropolitan House 321 Avebury Boulevard Milton Keynes MK9 2FZ UK

YOUR DECLARATION

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring after registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration application may be revoked or BFP status prevented or withdrawn. In addition, disciplinary action may be taken against you.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service and Nacro websites.

Do you have any unspent convictions, cautions, reprimands or final warnings? YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, enter YES in the box above and include details on a separate sheet with this application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I understand that upon successful registration I will be bound by ICAEW's Foundation Qualification Holder Regulations. For more information on the regulations visit [icaew.com/becomeabfp](https://www.icaew.com/becomeabfp) I also understand that if I cease to be an ICAEW member for any reason my BFP status will automatically cease at the same time.

Your signature

Date DD MM YY



USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive Business Finance Professional designation services including advice, awareness communications, research, networking, products, services and training, and to administer your designation account. In order to meet our obligations to you we may share relevant personal data with special interest groups, faculties, local groups, and external provider/delivery partners. For more information about our data protection policy, please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)