

Clients' Money Regulations

NOTIFICATION OF ARRANGEMENTS UNDER REGULATION 31



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, or please email 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.

Regulation 31 of the Clients' Money Regulations requires any firm which is wholly owned and/or controlled, whether directly or indirectly, by a single member and holds clients' money to have arrangements with another person. This is to enable clients to continue to access any of their money held by the firm in the event of the member's incapacity or death.

FIRM DETAILS

Firm name

Firm number C00

I have appointed the person named below in accordance with Regulation 31 of the Clients' Money Regulations. If there's a change, I will notify ICAEW immediately.

Signature

Name

Date

DD MM YY

Please tick if you are changing an existing arrangement

DETAILS OF APPOINTEE

Name

Firm name (if applicable)

Firm number C00

Address

Telephone

I/We have agreed to assist the above named firm by dealing with any clients' money held in the event of the incapacity or death of the member and have no objection to ICAEW storing these details and providing these to clients of the above named firm.

Signature

Name

Date

DD MM YY

You should both keep a copy of this form for your records.

Please send your signed and completed application form to regulatory.support@icaew.com or post it to:

Regulatory Support, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ UK

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