



APPLICATION TO CONDUCT DESIGNATED PROFESSIONAL BODY (“DPB”) ACTIVITIES

Notes on completing the application form

1. Guidance notes are given at the back of the form. General guidance throughout the form is in italics.
2. Please complete the application form in BLOCK CAPITALS.
3. If there is inadequate space for an answer, please attach additional sheets.
4. References in these notes to the “Act” are to the Financial Services & Markets Act 2000.
5. If your firm is already authorised by the Financial Services Authority, it cannot be licensed by ICAS to conduct Designated Professional Body activities.
6. If your firm includes principals (that is partners or directors) who are not members of a Designated Professional Body * or a firm licensed by one of the Institutes of Chartered Accountants you will also need to complete a separate DPB Affiliate application form for each non-member. Please contact the Regulatory Authorisations Department on +44 (0) 131 347 0282, to request a form to complete and return together with this application.
 - * (ICAS, ICAEW, The Institute of Chartered Accountants in Ireland, The Association of Chartered Certified Accountants, The Law Society, The Law Society of Scotland, The Law Society of Northern Ireland, and the Institute of Actuaries)
7. If you have any questions concerning the completion of this form, you should contact the Regulatory Authorisations Department (+44 (0) 131 347 0282) for advice. This may avoid delays in dealing with your application.

Please email completed form to regulatoryauthorisations@icas.org.uk or send to:

Regulatory Authorisations
ICAS
CA House
21 Haymarket Yards
Edinburgh, EH12 5BH

1. Firm Details (Please tick the category which best describes the firm)

Firm Name: _____

Firm Number (*if known*): _____*(Please tick one)*

Existing firm

☐

Re-application*

☐

Firm resulting from merger*

☐

Change of firm name*

☐

Firm resulting from dissolution*

☐

New firm

☐

*Please provide full details on an additional sheet. In the case of a merger, please supply the name and ICAS firm number of each firm involved in the merger.

Was your firm authorised under the Financial Services Act 1986 for Investment Business?

Yes

☐

No

☐

If "Yes", please supply the following information:

Authorising Body: _____

Period Authorised: _____

2. Type of Practice

Sole practitioner

☐

Partnership (or Limited Liability Partnership)

☐*(Please tick one)*

Corporate Practice

☐

Please give the year in which the firm was established: _____

Extensive research is not expected – insert your best estimate if the actual year is not readily available.

Latest Accounting Reference Date (dd/mm/yyyy): _____

3. Principal OfficeAddress (*including postcode*): _____

Practice Web Address: _____

Telephone Number: _____ E-mail: _____

Contact Partner Name: _____

Contact Partner E-mail Address (if different from above): _____

Does the office handle Clients' property?

Yes

☐

No

☐

4. Other Offices & Trading Names			
Trading Name (if applicable): _____			
Address (including postcode): _____			
Telephone Number: _____			
Is this a market day office?	Yes	☐	No
		☐	☐
Does the office handle Clients' property?	Yes	☐	No
		☐	☐
Trading Name (if applicable): _____			
Address (including postcode): _____			
Telephone Number: _____			
Is this a market day office?	Yes	☐	No
		☐	☐
Does the office handle Clients' property?	Yes	☐	No
		☐	☐

5. Principals – Sole Practitioner/Partners/Directors						
Member No.	Full name and designatory letters	Date of Birth	DPB Affiliate	Year Appt	Office	Flag
Number of additional sheets: _____						

6. Shareholders (corporate practices only)				
Member/Firm No.	Full Name	Post Code	% of shares	% voting rights (if applicable)

7. Associates

- (1) Associates licences to carry on DPB activities. *Use another sheet to list details if more than one associate.*

Firm Name: _____

Address (including postcode): _____

Licensed by: _____

Firm Number: _____ Office Number: _____

- (2) Associates licences to carry on regulated activities by the Financial Services Authority.

Registered Name: _____

Address (including postcode): _____

Firm Number: _____ Office Number: _____

Authorisation Category (if any): _____ FSA Number: _____

8. Appointed Representatives

Is the firm an Appointed Representative (for example of a network)? Yes ☐ No ☐

If applicable, are any of the firm's associates an Appointed Representative? Yes ☐ No ☐

If you have answered "Yes" to either of the above questions, please supply on a separate sheet details of the name and address of the authorised person of which the firm is an appointed representative, and the services provided under the appointed representative agreement. Please also provide an explanation of the relationship with the authorised person, including details of the exercise of control and of any financial interest of or in either party.

9. Professional Indemnity Insurance (PII)

Cover arranged with (name of Participating Insurer):

Period of cover: from (dd/mm/yyyy) ____/____/20__ to ____/____/20__

Has the firm's Declaration of Compliance form been returned to ICAS? Yes ☐ No ☐

10. Eligibility

A sole practitioner or a sole director of a corporate practice should answer these questions in a personal capacity as well as on behalf of the firm. The questions relate to all principals and previous practices.

The questions should be answered "Yes" or "No", but a "Yes" answer will need further explanation.

(Please tick one)

Financial Integrity and Reliability

YES

NO

- (1) In the last ten years, has the firm or any principal of the firm or any shareholder made any compromise or arrangement with its creditors, or otherwise failed to satisfy creditors in full?

☐☐

Civil Liabilities

- (2) In the last five years has the firm or any principal of the firm or any shareholder been the subject of any civil action relating to its professional or business activities which resulted in a finding against it by a court, or a settlement being agreed?

☐☐

Good Reputation and Character

- (3) In the last ten years, has the firm or any principal of the firm or any shareholder been:

- refused/restricted from carrying on any trade, business or profession for which a specific licence, registration or other authority is required?
- refused entry to any professional body or trade association, or decided not to continue with an application?
- reprimanded, warned about conduct, disciplined, or publicly criticised by any professional or regulatory body?
- Made the subject of a court order at the instigation of any professional or regulatory body?
- investigated on allegations of misconduct or malpractice in connection with its professional or business activities which resulted in a formal complaint being proved but no disciplinary order being made?
- convicted of, or been the subject of, charges pending in relation to an indictable offence?
- convicted of, or been the subject of, charges pending in relation to any other criminal offence?
- disqualified by the court, at any time, from being a director of a company under the Company Director's Disqualification Act 1986, or given an undertaking not to be a director?

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

11. Licence Fee

Once your application has been approved, you will be informed of the DPB licence fee to pay. Details of the regulatory fees can be found [here](#).

The fee can be paid by BACS transfer directly to the following account. Please include the firm name in the transaction reference field:

Bank name: Royal Bank of Scotland Sort code: 83-51-00

Account code:10633841

Account name: The Institute of Chartered Accountants of Scotland

12. Confirmations and Undertakings

- (1) I confirm that:
- (a) the main business of the firm covered by this application is the practice of the accountancy profession;
 - (b) I shall ensure that the manner in which the firm provides any service in the course of carrying on any exempt regulated activity will be incidental to the provision of professional accountancy services; and
 - (c) in providing a particular professional accountancy service to a particular client, the firm will carry on only exempt regulated activities which arise out of, or are complementary to, our/my provision of that service to that client.
- (2) I confirm that the composition of the firm is in accordance with the DPB Handbook.
- (3) I have read the DPB Handbook and undertake that this firm will comply and/or procure compliance with its provisions and in particular with the terms and conditions set out in Part 2.
- (4) I acknowledge that none of ICAS, its officers, staff, members of its Council, Boards or Committees, any agent of ICAS or the Committees or staff of the Public Disciplinary Scheme can be held liable in damages for anything done or not done in dealing with any of the functions connected with registration under the Act or under the Audit Regulations or enforcing the terms and conditions of the regulations of the monitoring of compliance with those terms and in any respect, unless the act or omission is shown to have been in bad faith.

13. Completion Checklist

Before returning the completed application form, please go through this checklist:

- (1) check that you have completed **all** questions (or explain the reasons for not responding)
- (2) keep a copy of this form for your records
- (3) you have enclosed details of your PII
- (4) any additional sheets are included with the form
- (5) any additional affiliate forms are included with the application
- (6) the form is signed. Return it to the address below. Your application will be acknowledged on receipt at ICAS.

14. Signature

I certify that, to the best of my knowledge and belief, the information in, or provided with, this application is a true and accurate statement of the firm's circumstances.

Signed: _____ Date: _____

(Contact Principal)

Name (in capitals): _____

Number of additional sheets attached: _____

Data Protection

The personal data requested in this form is being collected to allow ICAS to fulfil its legitimate interests as a professional body and regulator of accountants. It is also required for the performance of tasks which are carried out in the public interest. It will be shared only so far as required to meet these purposes. ICAS is fully committed to handling personal data in accordance with data protection legislation and best data protection practices. Please review our privacy policy for more information: <https://www.icas.com/privacy>



GUIDANCE FOR THE DESIGNATED PROFESSIONAL BODY (DPB) LICENCE APPLICATION

Section 3 – Principal Office

The principal office is the office to which all communications on DPB matters will be sent.

For the clients' property question, you should note that this includes any office that handles assets belonging to a client, including share certificates or clients' money.

Section 4 – Other Offices and Trading Names

In this section, details should be inserted of all offices and trading names of the firm, including the so called "market day" offices used solely for interviewing purposes.

The trading name question refers to situations where a firm trades under more than one name but with the same owners. Please note, this does not include instances where, for example, the partnership structure is different from that of the applicant firm.

Section 5 – Principals

For the DPB/affiliate question, please use the following abbreviations: ICAEW, ICAS, ICAI or ACCA for accountancy bodies; LS (Law Society of England and Wales); LSS (Law Society of Scotland); LSNI (Law Society of Northern Ireland); IA (Institute of Actuaries), to indicate the DPB of which the principal is a member.

If a principal is not a member of a DPB you will also need to complete an Affiliate form for each non-member principal. Please contact the Professional Services Department on +44 (0) 131 347 0282 to obtain a form prior to submitting this application. Please submit **all forms together**. If the principal concerned is not eligible for Affiliate status, a DPB licence cannot be granted by ICAS.

The year appointed should refer to the year you became a principal in the firm or its predecessor. If you are a sole practitioner give the year in which you began to practice as such.

Office information should include the location of the office from which the principal normally practices. If more than one office is used, please indicate the office which is regarded as the main office.

The flag section should only be complied by partnerships and corporate practices. Please indicate with "C" the principal who is to be appointed as contact principal who will ensure compliance with the DPB Handbook. The contact principal is also the person at the licenced firm to whom all correspondence will be sent. Please indicate with "S" the Senior/Managing Partner or Director.

Section 7 – Associate

An associate is a firm or company in which the firm, one or more of its principals or any closely-connected person has significant influence over the management and control. A person who is "closely-connected" to an individual is:

- the individual's spouse or cohabitee unless he or she is separate or the individual has no knowledge of the financial affairs of the person;
- the individual's children or stepchildren, under the age of 18; and
- a company in which the individual has a 20% or more interest.

Section 9 – PII

To be granted a DPB licence a firm must have in place professional indemnity insurance or other appropriate arrangements as required by the PII Regulations. If you have not already notified ICAS of your insurance details please enclose a copy of your cover note or schedule with the application. **Please note that this application cannot be processed until these conditions are satisfied.**

Section 10 - Eligibility

Where a firm has merged in the last 10 years, the questions relate to every constituent part of the merged firm.

A "Yes" answer to any of the questions on this part of the application form will not automatically result in a firm being refused a licence. ICAS may, however, wish to make further enquiries before reaching a decision. If you have any doubts about the eligibility of any of the firm's principals or employees, contact the Professional Services Department on +44 (0) 131 347 0282 for advice.

If ICAS uncovers any matters which a firm did not disclose, this will be viewed very seriously and may jeopardise the firm's application or continuing licence.