



DESIGNATED PROFESSIONAL BODY APPLICATION FOR AFFILIATE STATUS

Notes on completing the application form

1. Guidance notes are at the end 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 Companies Act 2006.
5. If you have any questions concerning the completion of this form, please contact us at regulatoryauthorisations@icas.com

Principals who are not members of a Designated Professional Body (DPB) but are partners of ICAS members may use this form to apply to become an affiliate. All applicants need to send in a copy of their CV with this application. If the application is successful their firm could then be eligible for a DPB licence.

1. Firm Details

Firm Number (ICAS use only): _____

Name and address of Name (including postcode): _____

Telephone number: _____

2. Applicant Details

Mr/Mrs/Miss/Ms (delete as appropriate): _____

Surname: _____

Forename: _____

Date of Birth: _____

Address: _____

3. Previous Approval

Have the applicant been recognised as an Affiliate by ICAS previously?

Yes

☐

No

☐

If "Yes", please give details below of the firm in which he/she was a principal (if different from above) and the period of approval.

Firm Number (ICAS use only): _____

Name and address of Name (including postcode): _____

Affiliate Number: _____

4. Fit and Proper

Applicants for approval are required to demonstrate that they are a "fit and proper" individual.

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

(Please tick one)

FIT AND PROPER

Financial Integrity and Reliability

YES

NO

- | | | |
|--|--------------------------|--------------------------|
| (1) In the last ten years has a court, in the United Kingdom or elsewhere, given any judgement against you about a debt? | ☐ | ☐ |
| (2) In the last ten years have you made any compromise arrangement with your creditors? | ☐ | ☐ |
| (3) Have you ever been declared bankrupt or been the subject of a bankruptcy court order in the United Kingdom or elsewhere, or has a bankruptcy petition ever been served on you? | ☐ | ☐ |
| (4) Have you ever signed a trust deed for a creditor, made an assignment for the benefit of creditors, or made any arrangements for the payment of a composition to creditors? | ☐ | ☐ |

Convictions or Civil Liabilities

There is no need to mention offences committed before the age of 17 (unless committed in the last ten years) and road traffic offences that did not lead to a disqualification or prison sentence.

- | | | |
|--|--------------------------|--------------------------|
| (5) Have you at any time pleaded guilty to or been found guilty of any offence?

If so, give details of the court which convicted you, the offence, the penalty imposed and the date of conviction. | ☐ | ☐ |
| (6) In the last five years have you, in the United Kingdom or elsewhere, been the subject of any civil action relating to your professional or business activities which has resulted in a finding against you by a court, or a settlement being agreed? | ☐ | ☐ |
| (7) Have you ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company? | ☐ | ☐ |

Good Reputation and Character

- | | | |
|---|--------------------------|--------------------------|
| (8) Have you, in the United Kingdom or elsewhere, ever been: | | |
| • refused the right or been restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required? | ☐ | ☐ |
| • investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made? | ☐ | ☐ |
| • the subject of disciplinary procedures by a professional body or employer resulting in a finding against you? | ☐ | ☐ |
| • reprimanded, excluded, disciplined or publicly criticised by any professional body which you belong to or have belonged to? | | |
| • refused entry to or excluded from membership of any profession or vocation? | ☐ | ☐ |

4. Fit and Proper (continued)

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

(Please tick one)

Good Reputation and Character (continued)

YES

NO

- dismissed from any office (other than as auditor) or employment or requested to resign from any office, employment or partnership?
- reprimanded, warned about future conduct, disciplined, or publicly criticised by any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?
- the subject of a court order at instigation of any regulatory body or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?

☐☐☐☐☐☐

- (9) Are you currently undergoing any investigation or disciplinary procedures as described in 8 above?

☐☐

5. Declarations

The following Declarations should be completed by two Chartered Accountants.

We confirm that in our opinion the directors or representatives of the company are fit and proper persons to be an Affiliate.

(1) Name: _____

Date of Qualification: _____ ICAS/ICAEW/ICAI*

Signature: _____ Date: _____

(2) Name: _____

Date of Qualification: _____ ICAS/ICAEW/ICAI*

Signature: _____ Date: _____

* delete whichever is not applicable

6. Fees

Please do not make any payment until we have confirmed your application has been approved. Please tick one of the following to indicate how payment of the application fee will be made.

☐ I will arrange BACS payment directly to the following bank account, with my name and "DPB Affiliate" 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

OR

☐ I will send a cheque made payable to ICAS.

OR

☐ I am already an Affiliate of ICAS

7. Undertakings

I, (insert full name) _____ hereby apply to ICAS to be recognised as an Affiliate under the ICAS Rules.

I certify that:

- (1) I have read and understand the list of circumstances in which an individual would be unlikely to be regarded as a fit and proper person.
- (2) The details provided in this application are correct and I know of no reasons why there should be any doubts as regards my being a fit and proper person to be an Affiliate.

I undertake that, if recognised as an Affiliate, I will comply with the Royal Charter, Rules and Regulations

which at the time of acceptance, or thereafter, are in force. In particular, I will:

- (1) observe and uphold the ethical and professional standards of ICAS;
- (2) perform faithfully and promptly any service that I am retained or employed to undertake in my professional capacity;
- (3) provide promptly and willingly all such information and assistance as I am able, if asked to do so by ICAS in pursuance of its duties.

I understand that I shall not be entitled to call myself a Chartered Accountant or to use any designatory letters to signify recognition as an Affiliate.

I understand that I will be required to pay both initial and annual Affiliate fees.

I acknowledge that, if recognised as an Affiliate, I shall be subject to the disciplinary machinery of ICAS for any failure to comply with its Royal Charter, Rules or Regulations or to fulfil the undertakings in this application.

Signature _____

Date _____

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 regulatory 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 notice for more information: <https://www.icas.com/privacy>.

Please email completed the form to regulatoryauthorisations@icas.org.uk, or you can post it to:

ICAS

Regulatory Authorisations

CA House

21 Haymarket Yards

Edinburgh

EH12 5BH



APPLICATION FOR (DESIGNATED PROFESSIONAL BODY) AFFILIATE STATUS - GUIDANCE NOTES

Introduction

A firm may only be licensed by a Designated Professional Body as eligible to use the Part XX exemption under the Financial Services and Markets Act 2000 if each principal in the licensed firm is bound by the regulations and guidance issued by the Designated Professional Body.

ICAS is able to grant a licence to a firm in which one or more principals (an individual or a body corporate) are not members of a Designated Professional Body or a body corporate which is a licensed firm if the individual or body corporate is granted Affiliate status by the licensing Institute.

Designated Professional Bodies (DPBs)

ICAS has been designated under the Financial Services and Markets Act 2000. Other bodies which are designated are:

The Institute of Chartered Accountants in England and Wales
The Institute of Chartered Accountants in Ireland
The Association of Chartered Certified Accountants
The Institute of Actuaries
The Law Society
The Law Society of Scotland
The Law Society of Northern Ireland

Fit and Proper

The applicant is unlikely to be regarded as a “fit and proper” person to be recognised as an Affiliate if he/she has:

- at any time been bankrupt or the subject of a Deed of Arrangement or a scheme or composition relating to his/her financial affairs;
- had a conviction for any offence involving fraud or dishonesty;
- had a conviction for any offences under legislation relating to banking, building societies, companies, consumer credit, credit unions, friendly societies, industrial and provident societies, insolvency, insurance and other financial services;
- been the subject of disciplinary measures or sanctions by any professional body or regulatory authority in relation to his/her professional or business activities;
- been the subject of an order by court disqualifying him/her from serving as a director of a company or from being concerned with the management of a company.

Failure to disclose any reasons, including, but not exclusively, the examples given in Section 4 of the form, which could cast doubt, on an applicant’s “fit and proper” status would in itself be grounds for refusal of an application.

Declarations

The Declarations at Part 5 should normally be signed by the two most senior Chartered Accountant principals in the firm. In certain, very limited, circumstances, one of the signatories may be a member of ICAS who is not a principal (or an employee) in the firm.

Please note that a copy of the Designated Professional Body Handbook should be held by the compliance partner in each firm.