

USE OF DESCRIPTION CA APPLICATION FORM

Notes on completing the application form

This form is used when a firm wishes to obtain permission to adopt the description 'CA'.

1. You are required to read the relevant *"Guidance for Firms."*
2. A Licence Agreement will be issued to you for completion once your application has been approved.
3. A form must be completed for each legal entity. If there are multiple legal entities in the firm that wish to use the description CA, then a separate application will be needed for each entity.
4. All non-CA principals who are not Affiliates require to sign the undertakings in 5.
5. Please attach additional sheets to your application if required.
6. If you have any questions concerning your application, or would like any help or support in making your application, please contact the Regulatory Authorisations Department for advice at regulatoryauthorisations@icas.com . This may help avoid delays in dealing with your application.

Please email this application form to: regulatoryauthorisations@icas.com

Alternatively, you can post it to:
Regulatory Authorisations
ICAS
CA House
21 Haymarket Yards
Edinburgh, EH12 5BH

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

1. Firm Details

Firm Name (as known to ICAS):

Legal entity name for corporate entities
(i.e. limited companies and LLPs only):

Firm Number (if known):

2. Type of Practice

(Please tick one)

Sole Practice

☐

Partnership

☐

Limited Liability Partnership (LLP)

☐

Corporate Practice (limited co.)

☐

3. Permission to use description 'CA'

a. Are you seeking permission to use the description CA in the trading name(s) of the firm?

Explain the use of the trading name i.e. as the profile name of the firm or for a specific purpose such as signing audit reports

Yes ☐ No ☐

If yes, please provide details of each trading name with CA in title and usage

Trading Name

Use by firm

b. Are you seeking permission to use CA in your website url?

Yes ☐ No ☐

If yes, please provide details of the proposed url:

c. Are you seeking permission to use CA in your firm's email addresses

Yes ☐ No ☐

If yes, please provide details of format of the email address:

d. Are you seeking permission to use CA in social media (e.g. Facebook, Twitter)

Yes ☐ No ☐

4. Principal & voting rights

	Number of principals
CA principals	
Principals who are Affiliates (i.e. Audit, Insolvency or DPB Affiliates)	
Other Principals (each of those principal needs to sign the undertaking in 5.)	
Total	
% of voting rights held by CA principals	%

5. Undertakings By Non CA Principals who are not Affiliates

Each non CA principal who is not an Affiliate must sign the undertakings below

I confirm that

- I am a fit and proper person.***
- I undertake to comply with the ICAS Royal Charters, Rules and Regulations***
- I will observe and uphold the high ethical and professional standards of ICAS.***

Name	Signature	Date

7. Declarations

I confirm that the information provided to ICAS is correct and that I will notify ICAS of any changes to the registered name, trading name, management or ownership of the entity described in Section 1 above.

Name in BLOCK CAPITALS:

Signature:

Date: