REGISTERED ATOL REPORTING ACCOUNTANT FIRM APPLICATION FORM

Notes on completing the application form

This form is used when a firm wishes to apply for ATOL Reporting Accountant registration:

1. Guidance notes are given at the back of the form. General guidance throughout the form is in italics.

2. If there is inadequate space for an answer, please attach additional sheets to your application either via email or by post.

3. References made to the "regulations" refer to the ICAS ATOL Reporting Accountant Regulations.

4. If you have any questions concerning your application please contact us at regulatoryauthorisations@icas.com.

5. The following forms need to be completed:
- This application form; and
- An ATOL Reporting Accountants (ARA) Application Form (Section 1 to be completed by the firm, Section 2 by each ARA applicant).

6. If your firm:
- has principals who are not:
  - members of one of the three Institutes of Chartered Accountants;
  - members of the Association of Chartered Certified Accountants;
  - members of the Association of Accounting Technicians;

  these principals will require to become ICAS Affiliates.
- has ARA applicants (whether principals or employees) who are not members of an Approved Professional Body signed up to the ATOL Licensing scheme (i.e. ICAS, ICAEW, ACCA or AAT) these persons will require to become ICAS Affiliates.

You will also need to complete an Affiliate application for each Affiliate applicant.

Please email the completed form, and any attachments, to regulatoryauthorisations@icas.com or post 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 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

1. Firm Details

Firm Name:	
Firm Number (*if known*):	

(*Please tick the category which best describes the firm*)

New firm	☐	Firm change in legal status*	☐
Firm resulting from merger*	☐	Existing firm	☐
Firm resulting from dissolution*	☐	Change of firm name	☐
Re-application*	☐		

** Please provide full details below or 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. Please explain any change in legal status (e.g. partnership to ltd company).*

2. Type of Practice

(*Please tick one*)

Sole Practice	☐	Partnership	☐
Limited Liability Partnership (LLP)	☐	Corporate Practice (ltd company)	☐

3. Details of ATOL Contact Principal

ATOL Contact Principal:			
Address (*including postcode*):			
Telephone No.		E-mail address:	

4. Principal Office

The office to which all communications related to ATOL registration will be sent by ICAS and ICAS Monitoring.

Key contact:			
Address:			
Telephone:		Email address:	
Website:		Company Number (if applicable)	

Have you provided a copy of the firm's proposed letterhead? (Please tick) ☐

5. Offices

All offices should be listed. "Market day offices" are offices which are used only for meetings, at which no staff are located and no records are maintained. For billing purposes, ICAS will disregard "market day offices". Please use additional sheets if the firm has more than five additional offices. Number of additional sheets ______

Office Number	Office Address	Telephone No.	Authorised training office?	Market day office?
			☐	☐
			☐	☐
			☐	☐
			☐	☐

6. Regulation and Supervision

ATOL Registration

Has the firm ever applied to an Approved Professional Body to be an ATOL Reporting Accountant or designated as an ATOL Reporting Accountant by another Approved Professional Body? Yes ☐ No ☐

If Yes", please provide the following details:

Name of Approved Professional Body:					
Registration number (if any):		Current registration: Yes ☐ No ☐			
Period of registration	From:		To:		

Audit

Is the firm audit registered?

Yes ☐ No ☐ If "Yes", which body: ICAS ☐ ICAEW ☐

ACCA ☐ ICAI ☐

Other (please specify)

Investment Business

Is the firm licensed to carry on investment business under the Designated Professional Body arrangements?

Yes ☐ No ☐ If "Yes", which body: ICAS ☐ ICAEW ☐

ACCA ☐ ICAI ☐

Other (please specify)

Is the firm authorised to carry on investment business by the Financial Conduct Authority?

Yes ☐ No ☐

7. Principals – Sole Practitioner/Partner/Director of Limited Company/LLP Member

Please use additional sheets if necessary. Number of additional sheets ______.

Member No. (*if known*) & Membership Body	Full Name	Office	Date of birth (dd/mm/yyyy)	RI Yes /No	PC Held Yes /No	ATOL Reporting Accountant Yes/No

8. Employee ATOL Reporting Accountants

Please use additional sheets if necessary. Number of additional sheets ______.

Member No (*if known*) & Membership Body	Full Name	Office	Date of birth (dd/mm/yyyy)	RI Yes/ No	PC Held Yes/ No

9. Practice Income

Fee income for this purpose excludes the re-charge of out of pocket expenses and Value Added Tax. If the firm has not started trading, please give a forecast of the first year's trading figures. Otherwise, please provide: (If not GBP, please specify currency)

Your firm's financial year end (mm/yy)	
Your firm's total fee income from all sources, including ATOL work	£
Your firm's fee income from ATOL work – where this figure is not readily available, please provide your best estimate	£

10. Professional Indemnity Insurance

To be eligible for registration a firm must have in place professional indemnity insurance or other appropriate arrangements as required to cover the Liability Cap in the CAA Guidance Note 10.

Have you enclosed a copy of your firm's Professional Indemnity Insurance policy schedule with this application? Yes ☐

Cover arranged with (name of insurer):

Period of cover:	From (dd/mm/yy)		to (dd/mm/yy)	

Does the firm have appropriate insurance in place that is in excess of the liability cap requirements?
Yes ☐ No ☐ (Please tick one)

Please detail for each ATOL client, the following:

Client Details *(can be anonymised)*	15% of Public Revenue Licence Limit	Value of ATOL Bond

You can alternatively provide this information as an additional sheet with your application.

The ATOL Reporting Accountant is required to have professional indemnity insurance (PII) cover in excess of the liability cap calculated by reference to the ATOL holder's licensable revenue limit or bond.
The level of cap will generally be calculated based on 15% of the Public Revenue Licence Limit permitted under the ATOL, or the value of actual ATOL bond, whichever is the greater. The liability capping scale is set out (and summarised in the table) in Annex 5 of Guidance Note 10.
The Reporting Accountant is required to have this in place prior to reporting on an ATOL holder.

11. NUMBER OF ATOL CLIENTS (or best estimates thereof)

1	Standard ATOL ≥ £5m revenue	
2	Standard ATOL ≤ £5m revenue	
3	Small Business ATOL < 500 passengers ≤ £1m revenue	
4	ATOL to ATOL sales only	
5	Franchise member ATOL holder > 1000 passengers	
6	Franchise member ATOL holder < 1000 passengers	

12. Fit and Proper

A sole practitioner or a sole director or a sole shareholder of a corporate practice should answer these questions in a personal capacity as well as for the firm. Where the word "firm" is used below it refers 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**
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		
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 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?	☐	☐

13. Control of ATOL Work

Registered Firms and ATOL Reporting Accountants shall ensure that the Registered Firm maintains appropriate firm-wide policies and procedures.

Please confirm that the firm will ensure that it has appropriate policies and procedures to deal with (please tick each):

	Yes		Yes
Fit and proper, independence and confidentiality & ethical compliance, including annual declarations	☐	Ensuring ARAs and ATOL staff maintain ATOL competence & maintain CPD records	☐
Compliance with legislation, Guidance Note 10, code of practice or guidance, whether ethical or technical, including appropriate ATOL ARA work programmes	☐	Annual Compliance Reviews: including cold file reviews and whole firm review. At least once every three years, a Registered Firm should use an Independent Reviewer to conduct a sample of Cold File Reviews	☐
Client acceptance, continuance, anti- money laundering & bribery act compliance	☐	Complaints handling and PII compliance including ensuring PII cover is in excess of the liability cap	☐
ARA review & control of all engagements	☐	Consultation arrangements and hot file review arrangements where necessary	☐
Whistleblowing arrangements	☐	Annual returns to ICAS and notification of changes	☐

14. Confirmations & Declarations

I confirm that this firm has professional indemnity insurance or other appropriate arrangements, as required by Guidance Note 10, which are in excess of the Liability Cap requirements for our ATOL clients ☐

I confirm the firm meets the eligibility requirements set out in the ATOL Reporting Accountant Regulations. I confirm that we/I have taken steps to ensure that all principals and employees involved in ATOL work are fit and proper and competent persons ☐

Should this application be approved:

(1) I undertake that this firm agrees to be bound by the ICAS ATOL Reporting Accountant Regulations and will at all times comply with the ICAS ATOL Reporting Accountant Regulations; and

(2) I undertake that the firm will deal with ICAS in an open and cooperative manner, will comply with annual declaration/return requirements, and will inform ICAS promptly about anything concerning the firm that the ICAS ATOL Reporting Accountant Regulations require; and

(3) I undertake that none of ICAS, its officers, staff, members of its Council, Regulation Board or 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 the granting of registration or enforcing the terms and conditions of ATOL registration or the monitoring of compliance with those terms and in any respect, unless the act or omission is shown to have been in bad faith; and

(4) I acknowledge that this firm is not able to sign ATOL reports until formal notification of registration is received from ICAS.

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 my circumstances (*to be signed by Sole Practitioner/ATOL Contact Principal with overall responsibility for making sure the firm complies with the ICAS ATOL Regulations*).

Name in BLOCK CAPITALS:

Signature: Date:

15. Licence Fee

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 “ATOL Firm” 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.

16. Completion Checklist

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

(1) check that you have completed **all** questions (or explained the reasons for not responding)
(2) keep a copy of this form for your records
(3) ensure that you have given details of your professional indemnity insurance
(4) make sure any additional sheets are included with your application
(5) make sure the form is signed

Your application will be acknowledged on receipt at ICAS

APPLICATION TO BECOME AN ATOL REPORTING ACCOUNTANT - GUIDANCE NOTES

Section 7 - Principals
All principals in a firm registered for ATOL work with the ICAS must be either be:

1. members of one of the three Institutes of Chartered Accountants;
2. members of the Association of Chartered Certified Accountants;
3. members of the Association of Accounting Technicians;

or

4. Affiliates of ICAS.

In addition, any ATOL Reporting Accountant (ARA) applicants (whether principals or employees) who are not members or affiliates of an Approved Professional Body (a body signed up to the ATOL Licensing scheme) must also apply to become ICAS Affiliates.

The firm is required to submit an Affiliate application for each applicant.

Please note that individuals to be designated as ATOL ARAs must have completed a separate ATOL Reporting Accountant application form and have been approved by ICAS.

Section 7 and 8 - Principals and ATOL Reporting Accountants
Section 7 is for listing all the principals of the firm and Section 8 for employees who are to be (subject to approval) designated as ATOL reporting accountants.

Section 12 – Fit and Proper
Under the ICAS ATOL Reporting Accountant Regulations, any firm seeking registration must satisfy ICAS that it is fit and proper. It is for each firm to ensure that all of its principals and those employees involved directly or indirectly with ATOL work are fit and proper. The fit and proper requirement would not normally extend to administrative/secretarial staff but would cover practice support staff such as computer specialists.

A “Yes” answer to any of the questions on this part of the application form will not automatically result in a firm being refused registration. The Committee may, however, wish to make further enquiries before reaching a decision.

If the Committee finds out about any matters which a firm did not disclose this will be viewed very seriously. It could jeopardise the firm’s application or continuing registration.