



Continuing Professional Development (CPD): Application for On-going Exemption

Please read before completing application

Members who are fully retired from all professional or business activities with no intention to take up such activities in the future may make an application for an on-going exemption from the Continuing Professional Development requirements (CPD) for ICAS members.

The on-going exemption from CPD also exempts members from the regulatory requirement to complete an Annual Return. Ongoing-exempt members will be sent a short form Annual Return only, which only requires completion if contact details have changed or any professional or business activities are taken on.

For the purpose of making an application for an on-going exemption from CPD, **members may not be:**

- Undertaking any form of paid work or employment, including work outside accountancy
- Acting as the trustee or treasurer of a charity (including as a church elder)
- Acting as a director or non-executive director
- Performing any professional services for charities (regardless of whether this is paid or unpaid)

ICAS reserves the right to remove an on-going exemption from any member believed to be undertaking any of the above activities.

Before signing the declaration below, please read the Guidance document entitled 'Exemption from CPD for Fully Retired Members' to ensure that you are eligible to apply for the exemption. Further guidance is also available by searching on 'CPD exemptions' at [icas.com](https://www.icas.com).

Application

I confirm that I have read and understand the Guidance entitled 'Exemption from CPD for Fully Retired Members' and the guidance above.

I confirm that from the date given below I am fully retired as defined in that Guidance and wish to claim an on-going exemption from the ICAS CPD requirements.

I confirm that I will inform ICAS as soon as practicable should my retirement status change.



Full name

Member Number

Fully retired Date

Signed

Date

Completed forms should be returned to the ICAS CPD department at cpd@icas.com