

Application for ICAN members



TO REGISTER WITH ICAEW

You must include proof of your relevant ICAN membership and good standing.

Registration allows you to sit ACA assessments. Please see the ACA assessment regulations for eligibility criteria.

Please note: if you are an ICAN member, by completing this registration form and sending in support documents (certificate and letter of good standing) will automatically give you credit for prior learning against the relevant ACA modules.

YOUR DETAILS

Gender	Male	Female				
Preferred title	Mr	Mrs	Miss	Dr	Prof	Other
Date of birth					ICAEW number (if applicable)	
	DD	MM	YYYY			

Important Please note that the names given below will be the official names used for all ICAEW records, correspondence and the ICAEW certificate of membership.

Forename

Surname

Designatory letters

ICAN membership number

Date of admission

DD MM YYYY

Residential address

Business address

Postcode/
zipcode

Postcode/
zipcode

Country

Country

Telephone

Telephone

Fax

Fax

Email

Email

Preferred address for correspondence (please tick)

Residential address

Business address

PROFESSIONAL QUALIFICATION

Professional body

ICAN

Membership status

Current

Date admitted to membership

DD

MM

YYYY

ETHICS AND PROFESSIONAL SCEPTICISM

As part of the ACA qualification, you are required to complete ethical training. We have developed an online Ethics Learning Programme based on the ICAEW Code of Ethics, to help you to understand our ethical framework and practise how you would respond to an ethical situation. The programme includes the following six modules:

- Introduction to the ICAEW Code of Ethics
- The fundamental ethical principles
- Threats and safeguards to the fundamental ethical principles
- Conflicts of interest
- Considerations for professional accountants in practice
- Considerations for professional accountants in business.

Once you have worked your way through each of the six modules, you will need to complete a devolved assessment. This is a test to assess your knowledge of ethics and your progress through the programme. Here are the key things you need to know about the assessment:

- you will need to complete it online;
- it is 60 minutes long and includes 30 multiple choice questions;
- the target score is 70%;
- you will have an unlimited number of attempts; and
- each of your attempts will be recorded within the ethics and professional scepticism tab on your online training file.

Ethics is integrated throughout the ACA qualification.

I have read the information above and understand that I need to complete the online Ethics Learning Programme and achieve a mark of 70% or more within the devolved assessment before I apply for ICAEW membership.

When your registration is complete and you are registered as an ACA student, you will be able to access the Ethics Learning Programme via your online training file at [icaew.com/trainingfile](https://www.icaew.com/trainingfile)

MANDATORY DECLARATIONS

At the point of registration with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts and defaults requiring disclosure include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

Do any of the above circumstances (or similar) apply to you?

YES

NO

CPD DECLARATION

I am compliant with ICAN CPD regulations YES NO

ETHNIC ORIGIN

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

White English	Mixed White and Black African	Black Caribbean
White Scottish	Mixed White and Asian	Black African
White Welsh	Mixed other	Black other
White British	Asian India	Chinese
White Irish	Asian Pakistani	Malay
White Northern Irish	Asian Bangladeshi	Other
White other	Asian other	Do not wish to say
Mixed White and Black Caribbean	Arab	

DISABILITY INFORMATION

Do you have a short-term or long-term impairment, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect any examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

Do you wish to notify ICAEW of any condition that may fall under the above? YES
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on +44(0)1908 248 250.

If your condition means you will need alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence.

TERMS AND CONDITIONS

Eligibility criteria

You are eligible to apply for membership of ICAEW if you:

- are a member of the Institute of Chartered Accountants Nepal (ICA Nepal);
- have obtained membership of your parent body by complying with its training and examinations requirements;
 - have completed two years' post qualification work experience at an ICA Nepal member firm, or ICAEW ATE, or a combination of both;
 - have completed the ICAEW Ethics Learning Programme (ELP);
- can provide documentary confirmation that you are a member in good standing;
- can provide the rest of the documentation required as part of the ICAEW registration process; and
- have sat and passed any examinations and/or periods of work experience as set out in the Memorandum of understanding between ICA Nepal and ICAEW.

Practising certificates

Membership of ICAEW does not confer the right to practice accountancy or undertake work in the regulated areas of audit, insolvency or investment business. Members wishing to practise in the UK will be required to obtain an ICAEW practising certificate.

To obtain an ICAEW practising certificate, members must satisfy the normal ICAEW requirements. For more information on practising certificates please call +44 (0)1908 248 250.

Working in the regulated areas

The UK government regulates who may practise audit, insolvency and investment business. Individuals and firms working in these areas must be appropriately authorised. For more information please call +44 (0)1908 248 250.

Designatory letters

ICAEW members may use the designatory letters ACA and title 'chartered accountant', subject to the regulations which apply to all ICAEW members.

Continuing professional development

Members joining ICAEW under these arrangements will be expected to comply with ICAEW CPD requirements and make an annual declaration that they have done so.

Code of ethics

Members joining under these arrangements will be expected to comply with ICAEW Code of Ethics. For more information visit icaew.com/ethics

Fellowship

Fellowship of ICAEW, irrespective of entry route or age, requires 10 years membership of ICAEW and satisfactory evidence of CPD and good standing.

REGISTRATION CHECKLIST

Prior to returning your application to register with ICAEW, please ensure you have completed the form fully, and have included the following with your application:

- Completed mandatory declarations
- Copy of ICAN membership certificate
- Letter of good standing from the ICAN
- Payment details

Failure to supply any of the information above will delay your application. If you are an ICAN member, by completing this registration form and sending in supporting documents, this will automatically give you credit for prior learning (CPL) on all 12 modules of the ACA Professional Level.

DECLARATION

Please note the following carefully and sign and date here in order to validate your application form.

I hereby undertake that, if registered as a provisional member of ICAEW, I will be bound by Royal Charter and the bye-laws and regulations that are now in force and may hereafter from time to time be made.

I declare that all the particulars relate to me and are correct.

Signature

Date

DD

MM

YYYY

PAYMENT METHODS

Payment is accepted in UK sterling only.

This payment does not include examination fees which will be due when booking your examination sessions.

£165.00 (excludes VAT)

£198.00 (includes VAT)

I enclose a cheque for £ _____ made payable to CHARTAC

Please quote student registration number on reverse of the cheque.

Send your completed form to: ICAEW Finance, PO Box 6173, Milton Keynes, MK10 1TW

If you are located outside of the UK or you would like to send your form by recorded delivery, please send your form to:
Income and Credit Manager, Room 29, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ, UK

Send completed form and card details to the above address or to our secure fax +44 (0)1908 248 064

Please charge my credit /debit card with the amount £ _____

Card number

Visa, MasterCard, Amex and Maestro only

Valid from

(Maestro and Amex only)

Expiry date

(all cards)

Issue no

(Maestro only)

Signature

Date

PRIVACY POLICY

The protection of personal privacy is an important concern to the ICAEW and any personal data collected will be treated in accordance with current data protection legislation. [icaew.com/en/icaew-policies/website-and-email-privacy-policy](https://www.icaew.com/en/icaew-policies/website-and-email-privacy-policy)