



# APPLICATION FOR ICAP MEMBERS

## TO REGISTER WITH ICAEW

You must include proof of your relevant ICAP 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 ICAP 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 (CPL) on all 12 modules of the ACA Professional Stage. Currently there are no CPL fees that you have to pay.

YOUR DETAILS		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Preferred title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> other	
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	ICAEW number (if applicable) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	DD MM YYYY	
<b>Important</b>		
Please note that the names given below will be the official names used for all ICAEW records, correspondence and the ICAEW certificate of membership.		
Name (title/forename/surname)		
Designatory letters		
ICAP membership number		Date of admission <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		DD MM YY
Residential address		Business address
Postcode/zipcode Country		Postcode/zipcode Country
Telephone		Telephone
Fax		Fax
Email		Email
Preferred address for correspondence (please tick) <input type="checkbox"/> Residential address <input type="checkbox"/> Business address		
PROFESSIONAL QUALIFICATION		
Professional body	Membership status	Date admitted to membership
ICAP	Current	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		DD MM YY



## STRUCTURED TRAINING IN ETHICS (STE)

As part of the ACA training you are required to complete our structured training in ethics (STE) programme. This is an online programme that will:

- familiarise you with ICAEW's code of ethics;
- show you how to apply the fundamental principles (and ethical guidance) in your work;
- help you to recognise ethical issues, make ethical decisions and resolve dilemmas; and
- make sure you know when (and who) to ask for help with ethical matters.

Ethics are integrated throughout the exam syllabus.

## STRUCTURED TRAINING IN ETHICS (STE) DECLARATION

☐ I have read the information above and understand that I need to complete the online STE programme before I apply for ICAEW membership.

## MANDATORY DECLARATIONS

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.

At the point of initial registration with ICAEW students are required to declare any act or default likely to bring discredit on themselves, ICAEW or the profession of accountancy, however long ago the offence or circumstances occurred. Offences or circumstances occurring following initial student registration should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose this information your registration may be revoked or later membership prevented or withdrawn.

**Acts requiring disclosure would 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 above statements apply to you, or you think that there are similar matters which you should declare, please attach details with your registration.

Do any of the above circumstances (or similar) apply to you? ☐ Yes ☐ No

## CPD DECLARATION

I am compliant with ICAP 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:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> White British – English         | <input type="checkbox"/> Mixed White and Black African | <input type="checkbox"/> Black Caribbean    |
| <input type="checkbox"/> White British – Scottish        | <input type="checkbox"/> Mixed White and Asian         | <input type="checkbox"/> Black African      |
| <input type="checkbox"/> White British – Welsh           | <input type="checkbox"/> Mixed other                   | <input type="checkbox"/> Black other        |
| <input type="checkbox"/> White British – other           | <input type="checkbox"/> Asian India                   | <input type="checkbox"/> Chinese            |
| <input type="checkbox"/> White Irish                     | <input type="checkbox"/> Asian Pakistani               | <input type="checkbox"/> Malay              |
| <input type="checkbox"/> White other                     | <input type="checkbox"/> Asian Bangladeshi             | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Asian other                   | <input type="checkbox"/> Do not wish to say |

## 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.

## SIGNATURE

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 YY



## TERMS AND CONDITIONS

### ELIGIBILITY CRITERIA

You are eligible to apply for the ICAP independent route if you:

- are a member of The Institute of Chartered Accountants of Pakistan (ICAP);
- have obtained membership of your parent body by complying with its training and examinations requirements;
- can provide documentary confirmation that you are a member in good standing; and
- can provide the rest of the documentation required as part of the ICAEW registration process.

### 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](http://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:

- |  |  |
|--|--|
| <input type="checkbox"/> Completed mandatory declarations      | <input type="checkbox"/> Copy of ICAP membership certificate |
| <input type="checkbox"/> Letter of good standing from the ICAP | <input type="checkbox"/> Payment details.                    |

Failure to supply any of the information above will delay your application. If you are an ICAP 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 Stage.

## PAYMENT

The registration fee for the ICAP independent route is £165 (+VAT where applicable). Payment is accepted in UK sterling only.

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

## PAYMENT METHODS

- ☐ £165.00 (excludes VAT)
- ☐ £193.88 (includes VAT at 17.5%, 2010 rate)
- ☐ £198.00 (includes VAT at 20%, 2011 rate)

I enclose a cheque for £

made payable to CHARTAC

Send completed form and cheques to

**ICAEW Finance**

**PO Box 6173 MILTON KEYNES MK10 1TW UK**

Send completed forms and credit 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 no:**

Visa, MasterCard, Amex and Maestro accepted


Valid from      
(Maestro and Amex only)

Expiry date      
(all cards)

Issue no      
(Maestro only)

Signature

Date        
DD MM YY

 **Using your personal information.** We will treat any personal information collected on this form in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our student and district societies and with organisations that help us administer our training and exams.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection)