



APPLICATION FOR ICPAK MEMBERS WITH A TRAINING AGREEMENT

You must include proof of your relevant ICPAK membership or associate membership, a letter of good standing from ICPAK and an ICPAK Practising Certificate (PC) if you hold one. As an ICPAK member, you will automatically get credit for prior learning (CPL) on all 12 modules of the ACA Professional Stage and 150 days credit for technical work experience if you hold an ICPAK Practising Certificate (PC). Currently there are no CPL fees for you to pay.

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.

Name (title/forename/surname)

Designatory letters

ICPAK membership number Date of admission

Residential address Business address

Postcode/zipcode Country Postcode/zipcode Country

Telephone Telephone

Fax Fax

Email Email

Preferred address for correspondence (please tick) Residential address Business address

PROFESSIONAL QUALIFICATION

Professional body Membership status Date admitted to membership

ICPAK Current DD MM YY

Practising Certificate Yes No Date issued

DD MM YY

THE TRAINING ORGANISATION (YOUR QUALIFIED PERSON RESPONSIBLE FOR TRAINING (QPRT) MUST COMPLETE THIS SECTION)

As part of the ACA programme you are required to complete a three year training agreement with an authorised training employer. If you hold an ICPAK PC then you will only be required to complete a two year training agreement.

Name of organisation		Training Office number	
Office address (where student is based)			
Postcode/zipcode		Country	
In case of queries, please contact (name)			
Telephone		Email	
(a) I apply to register the chartered accountant student named above and I confirm that the student has been provided with an employment contract and an ICAEW training agreement.			
(b) the training agreement began on <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> and is for <input type="text"/> <input type="text"/> months of approved training.			
(c) the student's starting salary is <input type="text"/>			
(d) I confirm that the above details are correct and that the student's details have been verified, or will be verified very shortly by reference to documentary evidence of the qualifications claimed. I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.			
Signature <input type="text"/>		Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
(Qualified person responsible for training (QPRT) or authorised signatory)		DD MM YY	
Full name of QPRT <input type="text"/>			

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 a web based 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
- 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 web-based STE programme before I apply for ICAEW membership.

MANDATORY DECLARATIONS

At the point of registration with ICAEW, students 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 student registration should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration may be revoked or membership prevented or withdrawn.

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.

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

- having been charged with or found guilty of (or having pleaded guilty to) any criminal offence (this includes receiving a caution, conditional caution, reprimand or final warning). You do not need to mention road traffic offences that did not lead to a disqualification;
- having at any time been declared bankrupt or having entered into an Individual Voluntary Arrangement or any composition with creditors;
- having failed to satisfy a judgement debt;
- having been the subject of an investigation by or an adverse finding by a professional or regulatory body; or
- having had a Disqualification Order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation.

If any of the acts or defaults listed above apply to you, or you think that there are similar matters which you should declare, please attach details with your registration. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK.

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

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.

CPD DECLARATION

I am compliant with ICPAK CPD regulations Yes No

ETHNIC ORIGIN

ICAEW is committed to encouraging talented people into the profession from the broadest possible range of backgrounds. In order to help us understand the progress we are making we would like to invite you to indicate your ethnicity.

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

DISABILITY INFORMATION

Do you have a long term or permanent disability, health problem, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect you 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 inclose 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 express 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.

SIGNATURE

I agree that during the existence of this training agreement and for any period up until I am admitted as a member of ICAEW, I will:

- comply in all respects with the provisions of the Royal and Supplemental Charters, the Bye-laws and Regulations of ICAEW which are applicable to students;
- use every effort to further the objects of ICAEW;
- observe and uphold the ethical and professional standards of ICAEW;
- provide copies of my training records to ICAEW on request; and
- provide promptly and willingly all possible information and assistance if asked to do so by ICAEW in accordance with its duties.

I confirm that:

- the given details are correct;
- I have been provided with an employment contract and ICAEW training agreement; and
- I have not previously completed any period of approved training under a training agreement.

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YY	

TERMS AND CONDITIONS

ELIGIBILITY CRITERIA

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

- are a member or associate member of the Institute of Certified Public Accountants of Kenya (ICPAK)
- 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
- 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

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
- Letter of good standing from the ICPAK
- ICPAK Practising Certificate (if held)
- Copy of ICPAK membership certificate or letter confirming ICPAK associate membership.

Failure to supply any of the information above will delay your application. If you are an ICPAK 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 and 150 days credit for technical work experience if you hold an ICPAK Practising Certificate (PC).

Please return this form to:

Applications, Learning & Professional Development
ICAEW
Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ UK

T +44 (0)1908 248 250 E studentsupport@icaew.com