

Guidance: Information to help you complete Admission to ACCA membership under the European Communities (Recognition of Professional Qualifications) Regulations (Directive 2013/55/EU) application form

This factsheet is intended to provide information about how to become an ACCA member (and, where appropriate, a UK registered auditor or insolvency practitioner) under the terms of the European Communities (Recognition of Professional Qualifications) Regulations 2015.

These regulations constitute the UK domestic legislation which implements Directive 2013/55/EU (Recognition of Professional Qualifications).

The Directive provides for a General System for recognition of professional qualifications. The General System has been established with the purpose of enabling individuals to transfer their qualifications and skills between Member States.

The General System is founded on the premise that an individual qualified in one Member State to exercise a given profession should be treated, in principle, as qualified to exercise that same profession or occupation in another Member State, without having to re-qualify from the beginning. Where there are substantial differences between the education and training, the migrant is asked to compensate for these differences.

The principle behind the system is that of accredited prior learning – but with the important proviso that the applicant for recognition must be treated as a qualified professional with some gaps in his or her training, not as a student.

RECOGNITION IN THE UK

The Recognition of Professional Qualifications Directive controls access by individuals who hold certain qualifications obtained in Member States to professional activities in the UK governed by a number of professional bodies including those incorporated by Royal Charter, such as ACCA.

ACCA is a designated authority under the implementing rules of Directives 2013/55/EU; as such it must ensure that its rules to access the profession of accountancy as a Chartered Certified Accountant meet the criteria set out by the instruments implementing the Recognition of Professional Qualifications Directive.

KEY POINTS OF THE 2013/55/EU DIRECTIVE

In order to be covered by the General System you must be:

- an EU (European Union) national/EEA (European Economic Area) national/Swiss national or have enforceable Community rights.
- fully qualified to practise the profession of accountancy in one of these states
- wishing to practise that profession in the UK or Ireland.

The 2013/55/EU Directive applies to qualifications that an individual is required to possess in an EU/EEA state or Switzerland in order to practice a profession outlined in the directive.

If you received part of your professional education and training in a non-EU country you will still be covered by the General System provided that the following two requirements are both met:

- your profession must be regulated in the home Member State (the term 'home Member State' means that in which you obtained your professional qualifications)
- your professional education and training has to have been received mainly in the home Member State, ie the proportion received there must be greater than that received in the non-EU country.

You can also still be covered by the General System if you received your education and training outside the EU, provided that the following four requirements are all met:

- your professional qualifications have already been recognised in a Member State
- those qualifications permit you to practise a regulated profession in that Member State
- you have actually practised that profession there for three (or, in some cases, two) years
- you have a certificate, issued by that Member State, attesting to that period of practice.

ACCA IN THE UK

ACCA is a member of the Consultative Committee of Accountancy Bodies (CCAB). The other members are: the Institute of Chartered Accountants in England and Wales (ICAEW); the Institute of Chartered Accountants in Ireland (ICAI); the Institute of Chartered Accountants of Scotland (ICAS) and the Chartered Institute of Public Finance Accountants (CIPFA). Only ACCA, ICAEW, ICAI and ICAS are able to authorise appropriately qualified individuals to conduct both audit and insolvency work.

Only individuals authorised by recognised supervisory bodies can call themselves registered auditors and conduct audits of limited liability companies under the terms of the UK Companies Act 2006, as well as other entities required by Statute to be audited by a registered auditor. Similarly, you also need to be appropriately authorised by a recognised professional body to accept insolvency appointments in compliance with the UK Insolvency Act 1986 and the Insolvency (Northern Ireland) Order 1989.

In the UK, anybody can call themselves an accountant. The title 'accountant' is not protected. However, employers will generally expect applicants for professional posts to hold a CCAB qualification – advertisements for jobs often state that an organisation is looking for a CCAB-qualified individual.

ABOUT ACCA

ACCA was founded in 1904. It is the governing body for Chartered Certified Accountants and operates under Royal Charter. The mission of ACCA is to:

- provide professional opportunities and access to people of ability around the world and to support them throughout their working careers in accounting, business and finance
- achieve and promote the highest professional, ethical and governance standards
- advance the public interest
- be a global leader in the profession.

The ACCA Qualification is recognised by statute and ACCA is a Recognised Supervisory Body under the UK Companies Act 2006, and a Designated Professional Body under the Financial Services and Markets Act 2000 and a Recognised Professional Body under the UK Insolvency Act 1986 and the Insolvency (Northern Ireland) Order 1989. ACCA also holds similar recognitions under Irish legislation. ACCA is committed to achieving high professional standards in the public interest through a system of self-regulation coupled with independent oversight.

In Europe, ACCA is active as a founder member of the Federation des Expert Comptables Europeens (FEE).

ACCA offers considerable professional support to members to enable them to meet the high standards that are required of them. This is achieved through an extensive range of services including a wide programme of continuing professional development courses; newsletters, factsheets and technical updates; the opportunity for members to share experience and expertise through a network of local societies and sector-specific members' networks; ethical and technical advisory help lines; and a practice advisory service.

ACCA is the global body for professional accountants. We support our 204,000 members and 514,000 students throughout their careers, providing services through a network of 100 offices and centres. ACCA plays an influential role in the accountancy profession in the UK and internationally.

Further information about ACCA is available on ACCA's website at www.accaglobal.com

HOW ACCA MEMBERS ARE REGULATED

ACCA insists on the highest standard of ethical and professional conduct from all members and will investigate and deal with complaints about members. It is required to supply details of its regulatory processes to the Financial Reporting Council – Professional Oversight Team and Insolvency Service.

Members who engage in public practice work in a designated territory or in a country or jurisdiction that, according to local legislative and/or regulatory requirements, requires a practising certificate from ACCA, must obtain an annual certificate to practise from ACCA. Members who wish to perform audits or carry out insolvency work require additional licences. All such members are regularly monitored by ACCA*. ACCA's disciplinary systems are fast, firm, fair and effective. Disciplinary hearings are conducted in public.

ACCA is committed to the principle of self-regulation coupled with independent oversight and has played an influential role in moves to establish the Financial Reporting Council – Professional Oversight Team which is responsible for overseeing the manner in which all the professional accountancy bodies in the UK regulate their members.

* Members who engage in public practice in a country or jurisdiction other than where they are required to hold a practising certificate issued by ACCA, are required to notify ACCA that, having complied with any local legislative and/or regulatory requirements, they are eligible to carry on public practice.

ELIGIBILITY TO APPLY FOR ACCA MEMBERSHIP THROUGH DIRECTIVE 2013/55/EU OR DIRECTIVE 2014/56/EU ON STATUTORY AUDITS OF ANNUAL ACCOUNTS AND CONSOLIDATED ACCOUNTS

Under the revised provisions of the Directive 2014/56/EU, only the general accountancy profession falls under the General System 2013/55/EU, mentioned above, whereas the training and recognition of individuals to undertake statutory audit is regulated by Directive 2014/56/EU.

Holders of the accountancy qualifications recognised under these Directives and who are fully-registered members of the following professional bodies, may be eligible to apply for ACCA membership (if you hold a European accountancy qualification, which meets the terms of these Directives, but is excluded from this list, please contact the Members Support Department at ACCA to confirm your eligibility):

Belgium	Institut des Réviseurs d'Entreprises, Institut des Experts-Comptables*
Denmark	Foreningen af Statsautoriserede Revisorer (FSR)
Finland	KHT – Yhdistys Foreningen CGR
France	Ordre des Experts-Comptables, Compagnie Nationale des Commissaires aux Comptes
Germany	Wirtschaftsprüferkammer, Steuerberaterkammer*
Greece	Soma Orkoton Elencton (SOE)
Iceland	Félag Loggiltrá endurskooenda
Ireland	The Institute of Certified Public Accountants in Ireland
Italy	Consiglio Nazionale dei Dottori Commercialisti ed Esperti Contabili
Luxembourg	Ordre des Experts-Comptables*, Institut des Réviseurs d'Entreprises
Netherlands	Koninklijk Nederlands Instituut van Registeraccountants (NivRA), Nederlandse Ordre van Administratieconsulenten (NOvAA)

Norway	Der Norske Revisorforening
Portugal	Ordem dos Revisores Oficiais de Contas
Romania	Body of Expert and Licensed Accountants of Romania, The Chamber of Financial Auditors of Romania (CAFR)
Spain	Institut de Contabilidad y Auditoria de Cuentas (ICAC)
Sweden	Foreningen Auktoriserade Revisorer
Switzerland	Treuhandkammer

* Members of these bodies are entitled to seek ACCA membership and to enter into practice but are not entitled to UK registered auditor status under PQD. Members of these bodies seeking to become UK registered auditors must comply with the procedures applicable to ACCA members under the terms of the Companies Act 2006. Further details are available from customer services at ACCA.

HOW TO REGISTER AS AN APPLICANT UNDER THE RECOGNITION OF PROFESSIONAL QUALIFICATIONS OR STATUTORY AUDIT DIRECTIVES

Applicants may either apply for ACCA membership only or, if they intend to undertake work reserved for registered auditors, insolvency practitioners or otherwise covered under ACCA's definition of public practice, they should apply for ACCA membership and to obtain a practising certificate. Applicants who do not currently perform work under ACCA's definition of public practice, but who may do so in the future, are strongly recommended to apply for a practising certificate at the initial application stage.

The Chartered Certified Accountants' Global Practising Regulation 4(1) defines the circumstances in which a member will be regarded as being in public practice, and therefore required to hold a practising certificate or practising certificate and audit qualification issued by ACCA, as follows: (further information on the practising certificates available from ACCA can be found later in this factsheet).

- a accepting an appointment as an auditor; and/or
- b signing or producing any accounts or report or certificate or tax return concerning any person's financial affairs, whether an individual sole-trader, an unincorporated body or a firm, in circumstances where reliance is likely to be placed on such accounts or report or certificate or tax return by any other person (the 'third party'), or doing any other thing which may lead the third party to believe that the accounts or report or certificate or tax return concerning the financial affairs of such a person have been prepared, approved or reviewed by the practitioner; and/or
- c holding oneself or itself out, or allowing oneself or itself to be held out, as being available to undertake the activities referred to in (a) and (b) above (and allowing oneself to be known as a, or a firm of 'Chartered Certified Accountant(s)', 'Certified Accountant(s)', 'Chartered Accountant(s)', or 'Accountant(s)' or any similar description or designation standing for any such description in the context of the practitioner's business shall be regarded as an example of such a holding out); and/or
- d holding oneself out, or allowing oneself to be held out, as a sole proprietor, partner or director of a firm where public practice is carried on.

Basic book-keeping services, as defined in paragraphs 8(2)(b)(i) of the Membership Regulations 1996, do not constitute public practice.

Public practice shall be taken to be carried on in the country whose laws apply to the activity carried on by the practitioner, or where the said laws are unclear, in the country in which the practitioner is resident.

Applicants who are partners/directors of firms engaged in public practice will also be required to hold a practising certificate even if they themselves are not undertaking public practice work.

Applicants are required to complete form 'PQD 2019 form' and return it to: Members Support Department, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom with the Stage One Aptitude Test fee of £180. The Stage Two Aptitude Test fee (£440) becomes payable on successful completion of Stage One.

Stage One of ACCA's Aptitude Test comprises examinations in Corporate and Business Law and Taxation. (Irish CPAs are exempt from Stage One of the Aptitude Test). The examinations are held in June and December each year.

On successful completion of Stage One, an applicant is then scheduled to sit Stage Two. Stage Two takes the form of an oral interview, lasting between one and three hours. The Stage Two interview will be more extensive where an applicant wishes to enter into practice.

An applicant for membership is only admitted on successful completion of both stages.

The two stage Aptitude Test is designed to examine European accountants and auditors on areas permitted under the PQD directive. The test takes into account the fact that candidates are already professionally-qualified accountants and/or auditors in their Member State of origin. Accordingly, the Aptitude Test aims to test areas of knowledge which are covered in the ACCA qualification and post-admission to membership testing to obtain a practising certificate, but not the applicant's own qualification or proven professional experience. The Aptitude Test covers subjects where such knowledge is essential for pursuit of the profession in the UK.

On admission to ACCA membership an individual is able to use the designatory letters 'ACCA'. On admission to membership an individual will be invoiced for the admission to membership fee (246GBP in 2019) and, if applicable, the practising certificate fee (490GBP or 99GBP in 2018). (The 99GBP rate applies only where fee income will be under 5,000GBP per calendar year and is not available to an applicant for the practising certificate and audit qualification).

SUPPORTING DOCUMENTATION REQUIRED

When applying for admission to ACCA membership an applicant is asked to supply the following supporting documentation:

- Proof of nationality (ie a copy of a passport or identity card)
- All educational and professional certificates in support of this application. Please include exam transcripts, confirming all subjects passed, relevant to your admission to your professional institute. These must be certified as true copies of the originals
- A copy of the syllabus for the exams taken to gain the professional qualification(s). Translations must be provided where the syllabus is not in English
- Where applicable, a letter from the professional institute(s) of which you are a member, confirming that you are a member in good standing (eg that there are no disciplinary actions pending or on file) and stating the date of admission to membership

- Two identical passport-sized photographs – maximum size: 60mm x 50mm, both of which must have your full name and signature on the reverse
- Detailed job descriptions for all relevant positions held in the last 10 years
- Confirmation from relevant employers of the type and level of work undertaken.

APTITUDE TEST – STAGE ONE

Stage One of the Aptitude Test consists of ACCA Papers LW, Corporate and Business Law (English) and TX, Taxation (UK or Irish variant). Corporate and Business Law is a two-hour written or Computer Based Exam and Taxation is three-hour 15 minute written examination which is based on the country in which you intend to practice. The Corporate and Business Law examination is a Computer based exam and can be entered for at any time and arranged for a suitable date.

Applicants may sit Stage One examinations at one of ACCA's designated global examination centre or, by prior arrangement, at a special ACCA examination centre. <http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/exam-centres.html> contains a list of special centre deadlines, etc. Applicants may be asked to contribute to costs incurred locally in the organisation of a special examination centre.

Stage One and Stage Two are in English. Weaknesses in spelling or grammatical construction will not be penalised, as long as the examiners are satisfied that an applicant's intention and meaning are clear beyond ambiguity. The amount of time needed to prepare for the Stage One Tests will depend on personal circumstances, such as work experience etc.

Information on the relevant syllabi and specimen exam papers for Corporate and Business Law (LW) and Taxation (TX) can be found on the ACCA website:

Corporate and Business Law (LW)

<https://www.accaglobal.com/uk/en/student/exam-support-resources/fundamentals-exams-study-resources/f4.html>

Taxation (TX)

<https://www.accaglobal.com/uk/en/student/exam-support-resources/fundamentals-exams-study-resources/f6.html>

Candidates sitting Stage One will be permitted to take into the examination room their own rulers, pencils, pens, erasers and/or correcting fluid. Candidates will be permitted to take into the examination noiseless, cordless calculators WITHOUT printout or graphic/word display facilities.

An application to sit Stage One cannot be withdrawn once it has been submitted. If the applicant decides not to attend or is unable to attend for any reason, the fee paid for the Aptitude Test will not be returned or transferred to a subsequent sitting.

In the event of the applicant being unsuccessful, he or she will be eligible to re-sit one or both of the papers on any number of subsequent occasions. Each application must be accompanied by the appropriate fee.

APTITUDE TEST – STAGE TWO

Stage Two consists of an oral examination. The content is determined individually on the basis of the applicant's existing professional qualification(s) and experience and consequent 'knowledge gap'.

Applicants are contacted to arrange a mutually convenient date for the oral examination (ie there are no set dates). The oral examination is usually held at ACCA's headquarters in central London or at our offices in Dublin. The examination is conducted in English.

For those applicants requiring registered auditor status, the oral examination will examine the ability to apply in practice knowledge of the conduct of an audit. ACCA's examinations Audit and Assurance and Advanced Audit and Assurance cover this area specifically.

The UK Companies Act 2006 dictates that UK practising certificate holders should be aware of the following subjects:

- auditing
- analysis and critical assessment of annual accounts
- general accounting
- cost and management accounting
- consolidated accounts
- internal control
- standards relating to the preparation of annual and consolidated accounts and to methods of valuing balance sheet items and of computing profits and losses
- legal and professional standards and professional guidance relating to the statutory auditing of accounting documents and to those carrying out such audits
- those aspects of the following which are relevant to auditing:
 - a company law
 - b the law of insolvency and similar procedures
 - c tax law
 - d civil and commercial law
 - e social security law and law of employment
 - f information and computer systems
 - g business, general and financial economics
 - h mathematics and statistics and
 - i basic principles of financial management of undertakings
- Anti-money laundering and other reporting requirements

Applicants may therefore wish to revise their knowledge of these subjects in the UK context. ACCA's examination syllabus covers these subjects. A copy of the complete syllabus can be found on ACCA's website at <http://www.accaglobal.com/uk/en/student/exam-support-resources.html>

For those applicants who are not eligible to become registered auditors but who wish to enter into public practice, the oral examination will cover the ethical framework of practice in the UK.

For those applying for ACCA membership only, the oral examination covers those subjects in which ACCA members outside public practice would be expected to demonstrate competence: management accounting, financial management and financial accounting. Applicants may wish to revise areas covered in the ACCA papers: Financial Reporting (FR), Financial Management (FM), Strategic Business Leader (SBL) and Strategic Business Reporting (SBR).

Applicants should remember that the oral test will be practically-orientated and will draw on professional experience.

An audio recording will be taken of Stage Two. ACCA regards audio recordings and the names of examiners as confidential information, which will not, therefore, be released to candidates.

An application to sit Stage Two cannot be withdrawn once it has been submitted. If the applicant decides not to attend or is unable to attend for any reason, the fee paid will not be returned or transferred to a subsequent examination sitting.

In the event of the applicant being unsuccessful, he or she will be eligible to re-sit on any number of subsequent occasions. Each application must be accompanied by the appropriate fee.

CONTINUING PROFESSIONAL DEVELOPMENT

All members are required to undertake relevant CPD to ensure that they maintain and develop the knowledge and skills needed to succeed in today's dynamic and demanding business environment. ACCA's CPD scheme has been designed to offer four different CPD routes as set out below.

UNIT ROUTE

The unit route requires members to complete 40 relevant units of CPD each year, where one unit is equal to one hour of development. Twenty-one units must be verifiable; the other 19 can be non-verifiable.

UNIT ROUTE – PART-TIME OR SEMI-RETIRED

This route is for members who are employed for 770 hours or less over the course of a CPD year. In order to safeguard the reputation of ACCA, there are conditions which apply to following this route and individuals must check they are eligible.

Members following this route may complete 19 units of non-verifiable CPD and set their own level of verifiable CPD. They will need to ensure that they have completed an appropriate level of CPD for their role.

Verifiable CPD

If the answer is 'yes' to the three questions below, learning activity is verifiable CPD:

- 1 was the learning activity relevant to your career?
- 2 can you explain how you will apply the learning in the workplace?
- 3 can you provide evidence that you undertook the learning activity?

Non-verifiable CPD

Non-verifiable CPD is general learning which is not related to a specific outcome. This includes general reading and research.

ACCA APPROVED EMPLOYER ROUTE

ACCA recognises that some employers provide excellent learning and development programmes for their employees. If a member works for an organisation which is an ACCA Approved Employer – professional development, they may achieve their CPD by participating in their organisation's employee development programme and are not required to follow the unit route.

IFAC BODY ROUTE

Members who are also members of another IFAC accounting body which is compliant with IFAC's International Education Standard (IES) 7 can choose to follow that body's CPD requirement.

ANNUAL CPD DECLARATION

All members are required to submit an annual CPD declaration. Members can submit this online or by completing a paper form which is sent with the annual renewal pack.

EVIDENCE

Members following the unit route are required to maintain evidence for three years of verifiable CPD units, as well as a record of non-verifiable CPD. To help ACCA has developed an online evidence tool which can be accessed by logging into myACCA.

Members following the unit route – part-time or semi-retired are required to keep a summary of non-verifiable CPD and evidence of any verifiable CPD undertaken, with an explanation as to why it is a relevant and appropriate amount, for three years. ACCA will expect evidence of the number of hours worked, and confirmation that members are not working in a role that requires them to follow the full unit route.

Members following the employer route should keep evidence of their employment for three years.

Members following the IFAC body route should keep evidence of membership with the other accountancy body and evidence of participation with their CPD requirements for three years.

CPD ACTIVITY REVIEWS

Promoting public confidence in professional accountants is vital. ACCA safeguards its reputation and that of its members by requiring that the highest professional and ethical standards are adhered to. In order to ensure that members maintain their knowledge and skills, ACCA conducts reviews of members' CPD activity, selecting a proportion of members annually.

PRACTISING CERTIFICATES, FIRMS' AUDITING CERTIFICATES AND INSOLVENCY LICENCES

As outlined previously, any ACCA member carrying out work in a designated territory or in a country or jurisdiction that, according to local legislative and/or regulatory requirements, requires a practising certificate from ACCA, must hold a practising certificate. There are two types of certificate: a practising certificate or a practising certificate and audit qualification.

The practising certificate is for applicants who have predominantly public practice backgrounds but do not hold registered auditor status in their home Member State. The practising certificate confers the right to undertake general practising work but not work reserved for registered auditors.

The practising certificate and audit qualification enables the holder to undertake the widest range of work (ie it includes work reserved for registered auditors). Applicants wishing to conduct audit work will need to hold this certificate and a firm's auditing certificate. There is no additional fee for a sole practitioner's auditing certificate.

No person in the UK may accept any of the insolvency appointments listed in the Insolvency Act 1986 without first having obtained a licence to do so, either from one of the Recognised Professional Bodies (such as ACCA) or from the government, in the form of the Insolvency Service (an agency of the Department for Business, Enterprise and regulatory reform). Rights for appropriately qualified EU citizens to obtain such licenses, without first seeking membership of a body such as ACCA, are also covered by Directive 2013/55/EU. EU applicants seeking authorisation to conduct insolvency work under the Insolvency Act 1986 should contact the Insolvency Service directly <https://www.gov.uk/government/organisations/insolvency-service>.

An applicant for an ACCA practising certificate or insolvency licence must comply with the following conditions:

1 Fit and proper

In determining whether an individual is 'fit and proper', ACCA's Admissions and Licensing Committee will look at any matter which relates to the person, including whether the person is, or has been: (references to UK legislation shall be deemed to refer to the corresponding legislation in the Member State)

- convicted of a criminal offence, or
- at any time bankrupt, signed a trust deed for creditors or entered into a deed of arrangement, scheme or composition in respect of his/her financial affairs (or any similar or analogous event), or
- the subject of a bankruptcy restriction order or bankruptcy restriction undertaking under the Insolvency Act 1986, or
- removed from the office of a liquidator, trustee, administrative receiver, administrator or supervisor, or
- the subject of a disqualification order or disqualification undertaking made under the Company Directors Disqualification Act 1986, or
- excluded from or refused membership of a professional body on disciplinary grounds, or
- found to have failed to ensure that the experience and competence of his/her employees and the practice associates are adequate, having regard to the nature of the work involved, or
- a patient under the Mental Health Act 1983, or
- the subject of a disciplinary order made by ACCA or another professional body
- been or is the subject of an investigation, whether criminal, disciplinary or otherwise, in respect of his conduct, or
- in breach of an application regulation of ACCA
- found to have given ACCA false, inaccurate or misleading information or failed to co-operate with ACCA.

In addition to the above criteria ACCA's Admissions and Licensing Committee will take into account whether an individual has contravened any provision of law relating to the seeking of an appointment or acting as auditor or insolvency practitioner or to the carrying on of investment business or if they have, on any occasion, given ACCA false, inaccurate or misleading information.

ACCA's Admissions and Licensing Committee will also take into account any matter relating to any person who is, or will be, employed by the applicant or will be in partnership/directorship with the applicant in connection with public practice or insolvency work.

2 Professional Indemnity Insurance

Holders of practising certificates must hold professional indemnity insurance (PII). In the case of a person whose firm employs full and/or part-time staff, fidelity guarantee insurance (FGI) must be held in respect of all partners, directors, members and designated members of limited liability partnerships and employees.

Such PII and FGI may be effected with any reputable insurance company or insurance companies or other underwriter provided that Council reserves the right to require applicants for or holders of a practising certificate not to use certain insurance companies or underwriters, if it so directs.

PII shall provide cover in respect of all civil liability incurred in connection with the conduct of the firm's business by the partners, directors, members and designated members of limited liability partnerships or employees and FGI shall include cover against any acts of fraud or dishonesty by any partner, director or employee in respect of money or goods held in trust by the firm. Certain public practice activities in Ireland, such as investment in business and insolvency require an increased level of PII. Firms should check the local requirements with ACCA Advisory Services.

Total income of up to £200,000

The limit of indemnity on PII in respect of each and every claim must be at least the greater of:

- 2.5 times the total income, and
- 25 times the largest fee raised during the previous accounting year, and
- £50,000

Total income of over £200,000 and up to £700,000

The limit of indemnity on PII in respect of each and every claim must be at least the greater of:

- the aggregate of £300,000 plus the total income, and
- 25 times the largest fee raised during the previous accounting year

Total income of over £700,000

The limit of indemnity on PII in respect of each and every claim must be at least the greater of:

- £1million, and
- 25 times the largest fee raised during the previous accounting year

The limit of indemnity on PII in respect of year 2000 date recognition claims, where available, may be on an aggregate basis as opposed to an each and every claim basis.

'Total income' is defined as the aggregate of the firm's professional charges and all other income (including commissions) received by a firm in respect of, and in the course of, the firm's business, but excluding any commission which the firm passes on to the client.

The "largest fee" raised by a firm relates, in all cases, to the highest cumulative amount of fees raised to a particular client during the year rather than the largest single invoice raised.

Any uninsured excess (the amount of any claim which is borne by the firm before there is any payment by the insurer) in accordance with a firm's PII and FGI shall be restricted to 2% of the limit of indemnity in respect of each and every claim provided pursuant to the PII or, as the case may be, FGI or £20,000 per principal in respect of each and every claim, whichever amount is the lesser.

The annual limit of indemnity to be provided by a firm's FGI shall not be less than £50,000 in respect of each and every claim.

Persons carrying on public practice in a country other than a designated territory may, instead, comply with the minimum requirements of a recognised national body or regulatory authority in that country in respect of the limit of indemnity on PII and FGI and in respect of uninsured excess.

Members ceasing to practise must make arrangements for the continued existence of PII and FGI for a period of six years.

3 Continuity of practice

A holder of any practising certificate or insolvency licence must enter into, and keep in force for all the period during which a certificate is held, a written agreement with another accountant or firm of accountants (or a plurality of them) – the 'nominee'. For partners/directors, this agreement may be made with another equivalent level practising certificate holder in the practice. This provides for the nominee to be responsible for the individual's practice in the event of death or incapacity. For insolvency licence holders, arrangements must be made with another insolvency practitioner.

Continuity can be assured by entering into a continuity agreement or, in the case of incorporated firms, by making provision for it in the memorandum and articles of association.

The nominee must be based in the same country as the individual and be authorised to carry on all of the individual's work (ie have the same types of authorisation). Where the individual practises in more than one country, separate nominee must be appointed accordingly.

The name, address and professional body of the person or firm responsible for continuity must be given on the application form. It is mandatory that a written agreement be made and this may be inspected by ACCA.

4 Notification

ACCA is required to maintain a public register of those individuals and firms that are eligible for appointment as statutory auditors and individuals that are responsible for statutory audit work on behalf of such firms. Each entry in the register will include the name and business address of the individual or firm. In addition, in the case of incorporated firms, the register will include the name and business address of each person who is a director or holds shares in the firm and, in the case of a partnership, it will include the name and address of each partner.

In order to enable ACCA to keep this register up to date, practitioners are required to notify ACCA of a number of different events or changes to their practices.

5 Continuing Professional Development (CPD)

As detailed on page 4.

6 Conduct

A holder of an ACCA practising certificate or insolvency licence must comply with ACCA's Code of Ethics and Conduct. In addition a holder of a practising certificate and audit qualification must comply with accounting standards and auditing standards and where applicable, guidelines, bulletins and audit briefs issued by the Auditing Practices Committee or the Auditing Practices Board.

7 Monitoring, quality assurance and compliance

Practising certificate and insolvency licence holders must co-operate with ACCA in its monitoring and quality assurance programme, and in the enforcement of compliance with the bye-laws and regulations.

ACCA will monitor and enforce its bye-laws and regulations by analysing practitioners' annual returns and carrying out monitoring and quality assurance visits. Visits will take place normally once every five years, although they may be at more frequent intervals if necessary as a result of complaints or significant changes in a practice. Additional visits or follow-up action may result from a visit that revealed inadequacies.

8 Renewal of certificates

All practising certificates and insolvency licences are annually renewable. UK/Irish practising certificates and insolvency licences are valid only until 31 December in the year of issue. Practising certificates for all other countries are valid only until 30 June.

FURTHER INFORMATION

For further information contact Member Support at the following address:

Member Support
ACCA
110 Queen Street
Glasgow G1 3BX
United Kingdom
tel: +44 (0)141 582 2000
email: members@accaglobal.com