

Firms annual return for 2020 – UK/Ireland/Channel Islands/Isle of Man

Your firm's annual return is designed to enable you to notify any changes to your firm's address(es) or composition and should be submitted **by no later than 29 November 2019 to allow sufficient time for it to be processed before the year-end**. Failure to submit the firm's annual return may lead to incorrect information being published in ACCA's directories of members and firms.

It is your responsibility to ensure that your firm's annual return is submitted on time and that your firm's details are correct.

Please ensure that you have read and understood byelaw 8 before submitting your firm's annual return.

Electronic submission

You must submit your firm's annual return online via [myACCA](#), available through our website: www.accaglobal.com. You are able to access [myACCA](#) by entering your firm's ACCA reference number and firm's passcode. If you do not have your firm's passcode you can request it through the website.

If your firm does not currently hold an auditing certificate from ACCA and you would like to apply for one for 2020, you can obtain the relevant application form by downloading it from the 'Practitioner forms' section of ACCA's website www.accaglobal.com/practising. The fee for a 2020 ACCA auditing certificate is £490 for each non-ACCA partner/director in a firm.

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (e-mail authorisation@accaglobal.com) if you require any further information or assistance regarding your firm's annual return.

ACCA



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