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|  | **ICAEW**  Technical Advisory service | ../ICAEW_Logo_Kit%20part%201/Logo/ICAEW_Main_logo/Main%20logo%20screen/ICAEW_logo_BLK_RGB.png |  |
|  | **subcontracting Accountancy services - APPENDICES** | Issued October 2013  Last Reviewed February 2022 |  |
|  |  |  |  |

## Appendix 2: PROFORMA SUMMARY aBOUT THE UBCONTRACTING FIRM

**1.0 About the firm**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 1.1 | Practice name: | | |
| 1.2 | Principal office address (also note address of office at which you will be working - if different): | | |
| 1.3 | Telephone number:  Website: | | |
| 1.4 | AML supervision with: | | |
| 1.5 | Number of principals: | | |
| 1.6 | Principal(s) for whom you will be working:  Name:  Telephone:  Mobile:  Email: | | |
|  |  | | |
| 1.7 | Name of firm’s MLRO: | | |

**2.0 Anti-Money Laundering Procedures**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 2.1 | Information provided about firm’s policies and procedures: | | |
| 2.2 | Date training provided: | | |

**3.0 About the work**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 3.1 | Description of work to be performed: | | |
| 3.2 | Name of engagement principal: | | |
| 3.3 | Location where work is to be conducted:  Office:  Client’s premises:  Elsewhere (please specify): | | |
| 3.4 | Other staff engaged on the client’s affairs:  Name:  Contact details: | | |
| 3.5 | Time constraints applicable to the work: | | |
| 3.6 | Special requirements of the assignment (eg, confidentiality, specific technical demands, other risk factors): | | |
| 3.7 | Matters covered by principal’s briefing:  Technical issues:  Practical  Other issues: | | |
| 3.2 | Prepared by:  Date:       /       / | | |

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