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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 2013Last 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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