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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 4: proforma summary about the subcontractor

**1.0 About the subcontractor**

|  |  |
| --- | --- |
| 1.1 | Subcontractor’s name: |
| 1.2 | Contact address: |
| 1.3 | Telephone number:  Website: |
| 1.4 | Professional qualifications: |
| 1.5 | References: Name:  Telephone number  Mobile:  Email: |
| 1.6 | Confirmations / declarations received:  CPD record:  Fit and proper status:  Client confidentiality:  Independence: |

**2.0 Anti-Money Laundering Procedures**

|  |  |
| --- | --- |
| 2.1 | Subcontractors name: |
| 2.2 | Contact address: |

**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:  Other issues: |
| 3.8 | Prepared by:  Date:       /       / |

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