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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 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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