

EU recognition of professional qualifications directive – aptitude test application form



YOUR DETAILS

Gender Male Female

Preferred title Mr Mrs Ms Dr Prof

 Other

Designatory letters

Important – please note that the names given below will be the official names used for all ICAEW membership records, correspondence and the ICAEW Certificate of Membership.

Forename(s)/given name(s)

Surname/family name

Date of birth DD MM YYYY

Residential address

Postcode/
zipcode Country

Telephone

Email

Business address

Postcode/
zipcode Country

Telephone

Email

Preferred address for correspondence Business address Residential address

PROFESSIONAL QUALIFICATION

Please provide the following details of the professional qualification your application is based on.

Professional body

Professional qualification

Country

Membership number

Date of admission DD MM YYYY

MANDATORY DECLARATION

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring after registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts requiring disclosure would include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you? YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

DD MM YYYY

DECLARATION

I acknowledge that, even if I have met all the requirements and conditions, I may be required to provide additional information, and my application may or may not be approved.

I undertake to notify ICAEW of any disciplinary, regulatory or criminal matters referred to above which arise subsequent to this application within 14 days of becoming aware of them.

I confirm that, to the best of my knowledge and belief, the information in this application is true and correct, and in particular faithfully reflects my experience relevant to this application.

Print name

Signature

Date DD MM YY

SUPPORTING DOCUMENTATION

I enclose the following supporting documents

Confirmation of my home body membership

A letter of good standing from my home body, confirming:

- I have no disciplinary record with my home body;
- no outstanding complaints with my home body; and
- that my home body is aware of no ethical or other reason why I could not be admitted to ICAEW.

Confirmation from my home body that I qualified with them via their normal training and education route, and not via a reciprocal or advanced credit route

A full copy in English of the syllabus of the qualification my application is based on.

Copies in English of example examination papers of the qualification my application is based on.

Copy of my passport

Please note, all documents produced by your home body must be certified in English in order for your application to be processed. Failure to provide all of the information with your application may result in a significant delay in your application being assessed.

On receipt of this form and the supporting documentation, ICAEW will verify your application with your home body.

Aptitude test application – payment details

PAYMENT

Aptitude test registration fee: £198 (VAT included)

PAYMENT METHODS

Bank transfer. If you wish to pay by bank transfer, please send the completed form to pay@icaew.com and we will provide you with our payment details to complete the process.

Cheque.

I enclose a cheque for £ _____ made payable to CHARTAC

Please send the completed form and cheque to ICAEW, Income Department, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ.

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive membership services including; advice, communication, continuous professional development, eligibility for CABA, networking, products, quality, regulation, research, services, professional standards, voting and to administer your membership account. In order to meet our membership obligations to you we may share relevant personal data with connected communities, faculties, committees, local groups, district societies and external provider partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

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