

Duty to report misconduct form



MAKE A REPORT ABOUT AN ICAEW MEMBER, PROVISIONAL MEMBER, AFFILIATE OR FIRM

BEFORE YOU MAKE A REPORT

- Please check the accountant or accountancy firm is registered with ICAEW.
- Please ensure you have copies of any relevant supporting information.
- Please consider whether you are willing to provide a witness statement regarding the conduct if requested.

For further guidance please visit [icaew.com/misconductguidance](https://www.icaew.com/misconductguidance)

IF YOU'RE COMPLETING THIS FORM ELECTRONICALLY, FIRST SAVE IT TO YOUR COMPUTER.

YOUR DETAILS

Name (forename/surname)

Organisation (if appropriate)

Address

Postcode/zipcode

Telephone number

Email address

WHO DO YOU WANT TO REPORT?

Name (forename/surname)

Practice name (if appropriate)

Address

Postcode/zipcode

If you need to write more than the fields allow, please do so in a separate Word document and send it to us with this form.

WHAT HAS HAPPENED?

Please explain your report in full, including background information such as how you have become aware of the issues. Please send us copies of relevant supporting correspondence or documents. Please be aware that the ICAEW member, provisional member, affiliate or firm who is the subject of the report will need to be shown any material relevant to the complaint if we are to use it.

WHY DO YOU THINK MISCONDUCT HAS OCCURRED?

SUPPORTING EVIDENCE

So that we can review your report please send supporting evidence (for example, letters and documents or working papers) with this form to us at complaints@icaew.com

If you need to write more than the fields allow, please do so in a separate Word document and send it to us with this form.



USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information to carry out our responsibilities as a regulator and as a professional body. We may, either as required by law or to carry out those responsibilities, share your personal information to comply with the requirements of government departments, agencies and regulators. Where necessary, we may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA so, if we do transfer your information, we will take the necessary steps to ensure that your privacy rights are still protected. For more information about our data protection policy, please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

The ICAEW member, provisional member, affiliate or firm who is the subject of the report will need to be shown all material relevant to the report made regarding them. All correspondence between the subject of the report, the informant and ICAEW is private and confidential, although it may be disclosed to the subject of the report's insurer, someone representing them, or an ICAEW support member. If ICAEW is asked by a government department, agency or regulator to disclose information about the subject of the report, we may share information about the complaint.

Please tick this box if you DO NOT want us to share any evidence or correspondence with the subject of the report.

Please be aware that ICAEW may not be able to act on your report if we cannot disclose the supporting evidence to the accountant.

If there are any specific documents you do not wish us to share with the subject of the report, please mark them clearly as such.

If you have any questions about making a report, please call our helpline on +44 (0)1908 248 250.

Signature

Date

DD MM YYYY

Please send your completed form and supporting documents to complaints@icaew.com

Or send your complaint by post to:
Professional Conduct Department
ICAEW, Metropolitan House
321 Avebury Boulevard
Milton Keynes MK9 2FZ UK