

Order form for ICAEW's Minimum Approved Policy wording



To ensure we have all the information we need to process your application, please ensure you are completing the latest version of this form. The most up to date version is linked from [icaew.com/regulatoryapplications](https://www.icaew.com/regulatoryapplications), or please email regulatorysupport@icaew.com for a copy.

We aim to provide a decision on your application as soon as possible. This is usually within 8-12 weeks of receiving a fully completed application form and all supporting documentation.

Please send completed form and cheques to **ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK**

YOUR DETAILS

Name
(forename/surname)

Company

Address

Postcode/Zipcode

Email address

YOUR ORDER

Please state which year(s) you require the wording for

No of electronic copies of the PII minimum wording for non-member firms - £60 (includes VAT)/each year requested

PAYMENT METHOD

Please email regulatorysupport@icaew.com and we will contact you by phone to take any payments that are due.

Conditions of sale

1. The electronic version will be supplied by email. It is current when supplied, but no updates will be issued.
2. The electronic version may be loaded onto any internal text retrieval or other system used by the purchaser. It may also be distributed onto the purchaser's portable or other stand-alone computers.
3. Either version is for the sole use of the purchaser and we grant no rights to publish the wording in part or in whole in any form or to transmit to any third party.

By submitting an order for the Minimum Approved Policy wording you agree to abide by the conditions of sale.

Copyright of the Minimum Approved Policy wording is with the Institutes of Chartered Accountants in England and Wales, of Scotland and in Ireland.

OFFICE USE: Attention: Sarah-Jane Owen, Professional Standards

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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 UK or European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the UK 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)