



Standing data form 2 - Office changes

HOW TO COMPLETE THIS FORM

To ensure we have all the information we need to update your record, please complete the latest version of this form. These are available at [icaew.com/standingdataforms](https://www.icaew.com/standingdataforms) or please email regulatorysupport@icaew.com for a copy. The completed form(s) should also be submitted to regulatorysupport@icaew.com

Stop. Before completing this form, you should:

- **Ensure you save the form to your computer first and then fill it in electronically.** You can use the tab key to move from one answer to the next.
- Read the notes provided for each question before answering. If you have any questions as you complete the form, please call +44 (0)1908 546 302. This may avoid delays in dealing with your changes.
- Consider that you may need to submit more than one form and refer to the guidance section at [icaew.com/standingdataforms](https://www.icaew.com/standingdataforms).
- Ensure the changes you are making do not impact on your firm's eligibility for example for audit work or anti-money laundering supervision. For more information, please visit [icaew.com/firmrecord](https://www.icaew.com/firmrecord)
- Ensure that the changes do not impact your firm's eligibility to use the description, Chartered Accountant. [Find out more.](#)

1 FIRM DETAILS

Firm name:

Firm number:

Please ensure you have read the notes overleaf before continuing to complete the rest of this form.

2 OFFICE ADDITIONS/ADDRESS CHANGES

Please complete this section for all additional offices or any changes of address to offices already attached to the firm. You do not need to tell us about new market day offices.

Please include an updated letterhead for each new office and each address changed. Please make sure all letterheads provided are compliant with the [updated letterhead guidelines](#).

Office number (L00)	Address	Telephone	Email	New office or address change	Please confirm letterhead is included	Does this office carry out probate work?
				New office		YES
				Address change		NO
				New office		YES
				Address change		NO
				New office		YES
				Address change		NO

If you are notifying us of a new office, please list below or on a separate sheet all principals and employee responsible individuals (RIs), if applicable, moving to the new office:

Principal/employee RI name

Previous office address

New office address

Principal/employee RI name	Previous office address	New office address

3 OFFICE CESSATIONS

Please complete this section for all offices that are to be removed from the firm.

Office number (L00)	Address	Date of cessation	Training office?

Please confirm the new address(es) of principals and employee RIs (if applicable) previously based at the office(s) that is/are closing below, or provide details on a separate sheet

Principal/employee RI name	Previous office address	New office address

4 SIGN

Please sign to confirm the changes included. If a contact partner has changed, the current (not the incoming) contact partner must sign below.

Electronic signatures using Adobe or DocuSign are accepted.

Name of ACP or equivalent if not audit registered:

ICAEW membership/affiliate number:

Signature:

Date:

Once this form has been completed, please send it to regulatorysupport@icaew.com along with any other additional forms or information required. (See our guidance notes at icaew.com/standingdataforms)

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