

# Appendix A

Version: August 2024

## APPENDIX A - APPLICATION TO USE THE DESCRIPTION 'CHARTERED ACCOUNTANT'

Guidance: For structures with a parent and subsidiary, please complete sections B, C and D below in respect of the parent entity. If there are holding companies between the trading subsidiary and the ultimate parent, please complete an Appendix A for each entity. For LLPs with corporate principals, please complete a separate Appendix A for each principal.

### A APPLICANT DETAILS

Name of firm  
(please tell us if this  
will change):

Firm number  
(if known):

Legal form of firm:      Sole practice      Partnership      Limited liability partnership (LLP)      Limited company      Other

If 'other', please indicate what form of firm.

## B FIRM PRINCIPALS

Name of statutory directors, LLP members or partners	ICAEW member/ affiliate number	Qualification from professional body

## C OWNERSHIP AND CONTROL

Name of shareholders, LLP members or partners	ICAEW member, firm or affiliate number if not given above	Qualification from professional body	% of voting rights	For shareholders please give		
				No of shares	Nominal value	Type

## C OWNERSHIP AND CONTROL CONTINUED

Name of shareholders, LLP members or partners	ICAEW member, firm or affiliate number if not given above	Qualification from professional body	% of voting rights	For shareholders please give		Type
				No of shares	Nominal value	

## D MANAGEMENT BOARD

Name	ICAEW member, firm or affiliate number if not given above	Qualification from professional body	% of voting rights
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## D MANAGEMENT BOARD CONTINUED

Name	ICAEW member, firm or affiliate number if not given above	Qualification from professional body	% of voting rights

Please send your completed application and supporting documents to [useofdescription@icaew.com](mailto:useofdescription@icaew.com) or send it by post to:

Regulatory Practice & Policy, Professional Standards  
ICAEW  
Metropolitan House  
321 Avebury Boulevard  
Milton Keynes  
MK9 2FZ

### 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://icaew.com/dataprotection)