Application for audit registration - Ireland (for an existing ICAEW UK audit registered firm)

## HOW TO COMPLETE THIS APPLICATION FORM

This form is for a firm that **already** holds UK audit registration with ICAEW and is seeking to become registered with ICAEW to carry out audits of Irish entities.

**The entity making this application may not hold itself out as an Irish registered auditor unless we have confirmed in writing that your application has been successful.**

* In this form, the ‘Act’ refers to the Irish Companies Act 2014.
* Please fill in this form using Word and email your completed electronic copy to us together with a scanned copy of the signed declaration in section 12 to [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com).
* If you have any questions as you are filling in the form, please call +44 (0)1908 546 302.
* If your firm intends to use the Irish audit legend on its letterhead, please send a copy of the firm’s proposed letterhead with your application.
* To be eligible for UK and Irish audit registration, your firm must have in place professional indemnity insurance (PII) as required by the PII Regulations.

## POINTS TO NOTE

In some circumstances, ICAEW staff will not have the delegated authority to make a decision on your application and it will have to be referred to the Audit Registration Committee (ARC) to consider. In this situation, it could result in conditions and/or restrictions being placed on the approval of the firm’s application for Irish audit registration. This could include:

* external/internal hot or cold file reviews
* notifying the ARC when Irish audit appointments are accepted
* advanced Quality Assurance Department monitoring visit
* submission of completed CPD records for all or some of the responsible individuals in the firm

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| 1. FIRM DETAILS | |
| Name of firm applying to become an Irish registered auditor |  |
| Firm number | C00 |
| Please confirm that, once approved, where your firm’s ICAEW firm number (starting C00) will be displayed. If you are unable to give this confirmation, please explain why on a separate sheet. | Choose an item. |
| If you intend to use the Irish audit legend on your letterhead, please confirm you have included a copy of your firm’s proposed letterhead with your application | Choose an item. |

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| 1. TYPE OF PRACTICE | |
| Please confirm the legal status of the firm | Choose an item. |
| If you have selected ‘other’ please provide more details of your firm’s legal status |  |

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| 1. PRINCIPAL OFFICE | | |
| **Principal office – the office to which ICAEW will send all communications on Irish audit registration** | | |
| Address and postcode |  | |
| Telephone |  | |
| Name of audit compliance principal |  | |
| **Trading names**: If your firm operates under more than one name and you want to sign Irish audit reports in a name, other than the firm’s legal name, then this is a trading name which will need to be registered with ICAEW.  You must ensure that no Irish audit reports are signed in that trading name until the firm’s Irish audit registration has been confirmed. Please note that limited company names cannot be used as trading names (as any limited company would need separate audit registration). | | |
| Does your firm use a trading name? | | Choose an item. |
| Trading name (if applicable) | |  |
| Does your firm intend to use the trading name when signing Irish audit reports? | | Choose an item. |

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| 1. RESPONSIBLE INDIVIDUALS | |
| An Irish responsible individual (RI) is an individual who can undertake Irish audit work and sign audit reports on Irish entities on behalf of the firm. The Act requires this information to be publicly available. Only principals and employees who hold an appropriate qualification (AQ) are eligible to apply to become an RI, not consultants or sub-contractors.  In section 4a, please list all the principals of the firm that it wishes to designate as an Irish RI. In section 4b, please list all employees that the firm wishes to designate as an Irish RI. Please continue on a separate sheet, or provide the information in a spreadsheet if easier.  **ICAEW membership number** – Please give this 7 digit number if known.  **Office** – Please give the location of the office from which the principal or employee normally practises.  Please state which body (ICAEW, ICAS, CAI or ACCA) each RI derives their AQ from as defined by the Act. Under the Act, a person who was a member of one of the three Institutes or the ACCA on both 31 December 1989 and 30 September 1991 holds an AQ. For a person admitted to membership after 31 December 1989, different arrangements apply. These are detailed in Chapter 4 of the Audit Regulations. Please contact the Post Qualification helpline +44 (0)1908 248 028 if you have any queries about your AQ. | |
| Please give the number of RI applications forms you have enclosed with this application | State number of forms enclosed. |

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| 4a. PRINCIPAL RIs | | | | | | |
| **Membership number** | **Surname** | **First name(s)** | **Date of birth** | **Office location** | **PC held?** | **AQ granted by** |
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| 4b. EMPLOYEE RIs | | | | | | |
| **Membership number** | **Surname** | **First name(s)** | **Date of birth** | **Office location** | **PC held?** | **AQ granted by** |
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| 1. MANAGEMENT BOARD | | | | | | | |
| Please supply details of the firm’s Management Board – ie, the committee, board or other body which administers or manages the firm – and details of whether each member holds an AQ, and type of AQ held.  If your firm has no separate Management Board from its board of principals, then please list all the firm’s principals.  Please continue on a separate sheet, or provide the information in a spreadsheet if easier.  **Please note, the control tests for a firm wishing to hold Irish audit registration are different to those for UK audit registration. Please see Audit Regulation 2.03 for full details.** | | | | | | | |
| Confirm if your firm has a separate Management Board | | | | | | Choose an item. | |
| **Membership number** | **Surname** | **First name(s)** | **Office location** | **Principal?** | **% of voting rights in board** | | **Type of AQ or audit registration held** |
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| 1. SHAREHOLDERS AND VOTING RIGHTS |
| On a separate sheet, please supply the following information about the ownership and control of the firm:  For **limited companies**, a list showing the name and ICAEW number of all shareholders showing the number and % of shares and, if different, voting rights held. Please list all types of shares (ie, voting/non-voting). For each shareholder, please indicate whether they have an AQ (or, for corporates, whether they hold audit registration) and if they are a director or employee (or neither).  For **partnerships and LLPs**, a list showing the name and ICAEW number of all partners/members showing the % of voting rights held. For each partner/member, please indicate whether they have an AQ (or for corporate partners/members, whether they hold audit registration).  **Please note, the control tests for a firm wishing to hold Irish audit registration are different to those for UK audit registration. Please see Audit Regulation 2.03 for full details.** |

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| 1. PROFESSIONAL INDEMNITY INSURANCE | |
| Please confirm that the firm has professional indemnity insurance, or other appropriate arrangements as required by the [PII Regulations](https://www.icaew.com/technical/practice-resources/regulations-standards-guidance-and-ethics/professional-indemnity-insurance) | Choose an item. |

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| 1. STAFF IN EACH OFFICE WHERE IRISH AUDIT WORK IS CONDUCTED | | | | |
| Please provide the total number of resident principals (RIs and non-audit) and employee RIs in each office where Irish audit work is conducted.  Sub-contractors and consultants cannot be RIs and should not be included.  Please continue on a separate sheet, or provide the information in a spreadsheet if easier. | | | | |
| **Office number (L00) or location where Irish audit work is conducted** | **Number of principals** | | **Number of employee RIs** | **Total** |
| **RIs** | **Non-audit** |
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| 1. OFFICES WITHOUT A RESIDENT IRISH RI | |
| Is Irish audit work carried out from any office listed in section 8 where there is no resident principal who is also an Irish RI? | Choose an item. |
| If yes, please provide details of the audit supervision arrangements at each of these offices: | |
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| 1. MONITORING |
| Please give brief details of plans to monitor the Irishaudits completed by its proposed Irish RIs. For example, internal and/or external file reviews, second partner file reviews etc. Please also let us know how frequently these reviews of Irish audits will be carried out and how many of the proposed RI’s Irish-relevant audit files will be included in the reviews. |
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| 1. FIT AND PROPER |
| **The word ‘firm’ used below indicates all principals and previous practices.**   1. The Act requires auditors to be ‘fit and proper’ to carry out audit work. Under the Audit Regulations, any firm seeking registration must satisfy ICAEW that it is fit and proper. It is for each firm to ensure that all its principals, and those employees involved directly or indirectly with audit work, are fit and proper. The fit and proper requirement would not normally extend to administrative or secretarial staff but would cover practice support staff such as computer specialists. 2. If a firm has any doubts about the fit and proper status of any of its principals or employees, it should contact Regulatory Support on +44 (0)1908 546 302. 3. If a firm has merged in the last 10 years, the questions relate to every constituent part of the merged firm. 4. A ‘yes’ answer to any of the questions on this part of the application form will not automatically result in a firm being refused registration. The ARC may, however, wish to make further enquiries before reaching a decision. 5. If the ARC finds out about any matters which a firm does not disclose, this will be viewed very seriously. It could jeopardise the firm’s application or continuing registration.   **If you are a sole practitioner or a sole director or a sole shareholder of a corporate practice, these questions apply to you personally as well as to the firm.**    **The questions relate to all principals, responsible individuals and previous practices.**  The answers will be ‘yes’ or ‘no’, but a ‘yes’ will need further explanation. |

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| Financial integrity and reliability | |
| In the last 10 years, has the firm made any compromise or arrangement with its creditors, or otherwise failed to satisfy creditors in full? | Choose an item. |
| In the last 10 years has the firm been the subject of any insolvency proceedings? | Choose an item. |

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| Civil liabilities | |
| In the last five years has the firm been the subject of any civil action relating to its professional or business activities which resulted in a judgement or finding against it by a court, or a settlement (other than a settlement consisting only of the dismissal by consent of a claim against it and the payment of its costs) being agreed? | Choose an item. |

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| Good reputation and character  Note: There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974, similar legislation in Ireland, offences committed before the age of 17 (unless committed within the last 10 years) or road traffic offences that did not lead to a prison sentence. | |
| In the last 10 years has the firm been: |  |
| * convicted by a court of any criminal offence? | Choose an item. |
| * refused or restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required? | Choose an item. |
| * refused entry to any professional body or trade association, or decided not to continue with an application? | Choose an item. |
| * reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body? | Choose an item. |
| * made the subject of a court order at the instigation of any professional or regulatory body? | Choose an item. |
| * investigated on allegations of misconduct or malpractice in connection with its professional or business activities which resulted in a formal complaint being provided but no disciplinary order being made? | Choose an item. |
| * Is the firm and/or any principals in the firm currently undergoing any investigation or disciplinary procedures as described above? | Choose an item. |

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| 1. SIGNATURE AND CONFIRMATION | |
| 1. I certify that, to the best of my knowledge and belief, the information in, or provided with, this application is a true and accurate statement of the firm’s circumstances. 2. I confirm that:  * this firm has professional indemnity insurance as required by the PII regulations; * the control of this firm is in accordance with the Audit Regulations; * I have taken steps to ensure that all principals and employees involved in audit work are fit and proper persons; and * (corporate practices only) that, under the Articles of Association of the firm, the board of directors will undertake the approval of any transfer of shares which gives rise to any shareholder having an interest in shares representing more than 3% of the aggregate in nominal value of the issued share capital.  1. If this application is approved, I also confirm that:  * this firm will comply with the Audit Regulations at all times; * this firm will deal with ICAEW in an open and cooperative manner and inform ICAEW promptly about anything concerning the firm that the Audit Regulations require; * this firm agrees to be bound by the procedures, rules and guidance, as may be issued from time to time by the Competent Authority, as defined in the Audit Regulations, in the exercise of its statutory functions; * none of ICAEW, its officers, staff, members of its Council or committees or a monitoring unit or the Competent Authority or its staff, can be held liable in damages for anything done or not done in dealing with any of the functions connected with registration under the Act or under the Audit Regulations or enforcing the terms of either or the monitoring of compliance with these regulations in any respect, unless the act or omission is shown to have been in bad faith; and * this firm will not accept audit work or hold itself out to be a registered auditor unless I have received confirmation in writing that the application has been successful.   Signature of sole practitioner or audit compliance principal with overall responsibility for making sure the firm complies with the Audit Regulations and who has provided confirmation in a—c above | |
| Signature of Audit Compliance Principal |  |
| Name |  |
| Date |  |

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| Now return your signed and completed form with any additional sheets to:  [regulatorysupport@icaew.com](mailto:regulatorysupport@icaew.com)  If you prefer to submit a hard-copy of this application, please print all pages and send a copy to:  Regulatory Support  ICAEW  Metropolitan House  321 Avebury Boulevard  Milton Keynes  MK9 2FZ  UK |  | 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](http://www.icaew.com/dataprotection) |

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