

Registration to re-qualify for the Audit Qualification

Complete and submit this form to re-qualify for the audit qualification with ICAEW.

You must be working for an authorised training employer (ATE) to do so.

Please scan and email your completed form to applications@icaew.com T +44 (0)1908 248 250

THE STUDENT

Name

Do you already have an ICAEW number?

YES

NO

If yes, ICAEW number

Private address

Postcode/zipcode

Country

Mobile (including international
country dialling code where
relevant)

Email

Alternative email

Date of birth

THE TRAINING ORGANISATION

Name of organisation

Training Office Number

L00/X00

Office address

(where student is based)

Postcode/zipcode

Country

Mobile (including international
country dialling code where
relevant)

Email

In case of queries

please contact (name)

(a) I apply to register the above named student with ICAEW. The student has been provided with an employment contract and an ICAEW training agreement.

(b) The training agreement began on

and is for

months of approved training.

(c) The student's starting salary is £

(d) I confirm that the above details are correct and that the student's details have been verified, or will be verified very shortly by reference to documentary evidence of the qualifications claimed. I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.

Signature

Date

Full name on QPRT

PROFESSIONAL QUALIFICATION

Professional body

Member status

Date admitted to membership

MANDATORY DECLARATION

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.

Acts and defaults requiring disclosure include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service and Nacro websites.

Do any of the above circumstances (or similar) apply to you? YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

STUDENT'S DECLARATION

I agree that during the existence of this training agreement and for any period up until I am admitted as a member of ICAEW, I will:

- comply in all respects with the provisions of the Royal and Supplemental Charters, the Bye-laws and Regulations of ICAEW which are applicable to students;
- use every effort to further the objects of ICAEW;
- observe and uphold the ethical and professional standards of ICAEW;
- provide copies of my training records to ICAEW on request; and
- provide promptly and willingly all possible information and assistance if asked to do so by ICAEW in accordance with its duties.

I confirm that:

- the given details are correct;
- I have been provided with an employment contract and ICAEW training agreement; and
- I have not previously completed any period of approved training under a training agreement.

Your signature

Date

Print name



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. Your personal data may be transferred to countries outside of the European Economic Area (EEA). For example, your personal data may be shared with one of ICAEW's overseas offices if necessary. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards. For more information about our data protection policy, please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)