

**USE OF DESCRIPTION CA / ICAS LOGO**

**APPLICATION FORM**

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| **Notes on completing the application form** |
| **This form is used when a firm wishes to obtain permission to adopt the description ‘CA’ or ICAS Logo.**   1. You are required to read the relevant *“Guidance for Firms.”* 2. A License Agreement will be issued to you for completion once your application has been approved. 3. A form must be completed for each legal entity. If there are multiple legal entities in the firm that wish to use the description CA or the ICAS Logo then a separate application will be needed for each entity. 4. All non-CA principals who are not Affiliates require to sign the undertakings in 5. 5. Please attach additional sheets to your application if required. 6. If you have any questions concerning your application, or would like any help or support in making your application, please contact the Regulatory Authorisations Department for advice on 0131 347 0286 or [regulatoryauthorisations@icas.com](mailto:regulatoryauthorisations@icas.com) . This may help avoid delays in dealing with your application. |
| Please email this application form to: [regulatoryauthorisations@icas.com](mailto:regulatoryauthorisations@icas.com)  Alternatively send to:  **Regulatory Authorisations**  **ICAS**  **CA House**  **21 Haymarket Yards**  **Edinburgh, EH12 5BH** Data Protection Act 1998 ICAS complies with the requirements of the Data Protection Act 1998.  Personal data is being collected in order to process this application and for relevant regulatory purposes. For further information about how ICAS controls and processes personal data please see [www.icas.com](http://www.icas.com) |

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| **1.** **Firm Details** | |
| Firm Name (as known to ICAS): |  |
| Legal entity name for corporate entities  *(i.e. limited companies and LLPs only):* |  |
| Firm Number (*if known*): |  |

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| **2. Type of Practice** |
| (*Please tick one*)  Sole Practice  Partnership  Limited Liability Partnership (LLP)  Corporate Practice (limited co.) |

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| **3.** **Permission to use description ‘CA’** | | |
| a. Are you seeking permission to use the description CA in the trading name(s) of the firm?  *Explain the use of the trading name i.e. as the profile name of the firm or for a specific purpose such as signing audit reports* | Yes  No  If yes, please provide details of each trading name with CA in title and usage | |
| Trading Name | Use by firm |
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| b. Are you seeking permission to use CA in your website url? | Yes  No  If yes, please provide details of the proposed url: | |
| c.Are you seeking permission to use CA in your firm’s email addresses | Yes  No  If yes, please provide details of format of the email address: | |
| d. Are you seeking permission to use CA in social media (e.g. facebook, twitter) | Yes  No | |
| Please provide a copy of the firm’s proposed letterhead | Has a copy of the firms letterhead showing the above been provided  Yes  No  If you don’t currently have a draft letterhead please ensure a copy is submitted within the next 28 days. | |

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| 1. **Use of ICAS Logo** | |
| Are you seeking permission to display the ICAS Logo | Yes  No |

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| 1. **Principal & voting rights** | |
|  | Number of principals |
| CA principals |  |
| Principals who are Affiliates (i.e. Audit, Insolvency or DPB Affiliates) |  |
| Other Principals *(each of those principal needs to sign the undertaking in 5.)* |  |
| Total |  |
|  |  |
| % of voting rights held by CA principals | % |
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| 1. **Undertakings By Non CA Principals who are not Affiliates**   *Each non CA principal who is not an Affiliate must sign the undertakings below* | | |
| ***I confirm that***   * ***I am a fit and proper person.*** * ***I undertake to comply with the ICAS Royal Charters, Rules and Regulations*** * ***I will observe and uphold the high ethical and professional standards of ICAS.*** | | |
| ***Name*** | ***Signature*** | ***Date*** |
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| **7. Declarations** |
| I confirm that the information provided to ICAS is correct and that I will notify ICAS of any changes to the registered name, trading name, management or ownership of the entity described in Section 1 above. |
| Name in BLOCK CAPITALS:  Signature:       Date: |