



Fit and proper declaration

Fit and proper declaration for supervision under ICAEW's Practice Assurance scheme

Before you complete this declaration, please read the Guidance Notes.

If a question does not apply, please answer 'N/A' or 'None'.

If the information you provide is subsequently found to be false or misleading:

- you may be subject to disciplinary action, including exclusion, if you're an ICAEW member;
- ICAEW may withdraw supervision for money laundering and pass your firm's details to HMRC for them to assess whether they will register the firm.

A Firm information

A1 Firm name

A2 ICAEW firm number (if known) C00

B Personal details

B1 Full name

B2 ICAEW member number (if known/where relevant)

B3 Home address Postcode/zipcode

B4 Have you been at this address for fewer than five years?
 Yes No

B5 If your answer to B4 is 'Yes', please give your previous home address
Previous home address Postcode/zipcode

B6 Home phone

B7 Mobile phone

B8 Email address

B9 What is your position in the business? For example, sole proprietor, company director, company secretary, individual with beneficial interests.

B10 Are you the money laundering reporting officer?
 Yes No

C Identification

Please complete one of C1–C5 so that we can process your application

C1 Passport details

Country of birth

Place of birth

Nationality

Passport number

Place of issue

Passport expiry date

C2 National insurance number

C3 National ID number

C4 Driving licence number

C5 If you are not an EU citizen, are you entitled to live and work in the UK?

Yes No

D Criminal offences

D1 Have you been convicted of, or are you currently charged with, any of the following criminal offences in the UK; or have you been convicted of, or are you currently charged with an equivalent offence in another country?

an offence under the Terrorism Act 2000 or 2006

Yes No

an offence under part 7 of the Proceeds of Crime Act 2002

Yes No

an offence listed in Schedule 2, 4 or 5 to the Proceeds of Crime Act 2002

Yes No

an offence under paragraph 7(2) or (3) of Schedule 3 to the Anti-Terrorism, Crime and Security Act 2001

Yes No

an offence under the Fraud Act 2006 or, in Scotland, the common law offence of fraud

Yes No

an offence under section 72(1), (3) or (8) of the Value Added Tax Act 1994

Yes No

D2 Have you been convicted of the common law offence of cheating the public revenue?

Yes No

D3 Are you, or have you been, bankrupt, or has sequestration of your estate been awarded and (in either case) not discharged?

Yes No

D4 Are you subject to, or within the last 10 years have you been subject to, a disqualification order under the Company Directors Disqualification Act 1986?

Yes No

D5 Are you subject to, or have you been subject to, a confiscation order under the Proceeds of Crime Act 2002?

Yes No

D6 Have you previously held a position of ownership or control in another business subject to money laundering regulations?

Yes No

D7 If you have answered 'Yes' to any of questions D1–6, please give details below.

E Civil liabilities

E1 In the last five years, have you been the subject of any civil action relating to professional or business activities which resulted in a finding against you by a court, or a settlement being agreed?

F Good reputation and character

F1 In the last 10 years, have you been:

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;

Yes No

refused entry to any professional body or trade association, or decided not to continue with an application;

Yes No

reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body;

Yes No

made the subject of a court order at the instigation of any professional or regulatory body; or

Yes No

investigated on allegations of misconduct or malpractice in connection with your professional or business activities which resulted in a formal complaint being proved but no disciplinary order being made?

Yes No

F2 If you have answered 'Yes' to any of the above, please give details below.

G Declaration

Caution. If you have made a false statement on this form, you may be committing an offence. We may seek to confirm the accuracy of the information you have provided.

I declare that:

- to the best of my knowledge, all the information I have given in this application is correct;
- I understand that ICAEW must be informed of any material changes to the information I have provided within 30 days of the change;
- I am aware of my responsibilities under the Money Laundering Regulations 2007;
- I agree that ICAEW may make such enquiries as it thinks fit to consider my application; and
- I have read and I understand the caution above.

Signature

Date DDMMYY

Now return your signed and completed form to:

Quality Assurance Department (AMLR)
ICAEW, Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ UK

T +44 (0)1908 546 302
E amlr@icaew.com

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication, research and to monitor compliance with our regulations. To do this we will share your information with our business partners.

We will also 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.

We may transfer your information to one of our offices in countries outside the European Economic Area (EEA). 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](https://www.icaew.com/dataprotection)