

## Practice change of details notification

Please use this form to notify ACCA of changes to the name, address or composition of your firm. If you are incorporating an existing firm please use the incorporation notification form. This form may also be used to indicate or update the services and sectors which are applicable to your firm. This information will then be shown against your firm's entry on the online '[Find a Firm](#)' directory (only applicable to firms in the UK or Ireland).

Existing firm name

Registration number

Contact partner's/director's name

Contact partner's/director's membership number

### CHANGE OF PRACTICE NAME

New firm name

Trading name (if applicable)

### CHANGE OF PRACTICE ADDRESS(ES) – continue on a separate sheet if necessary

#### Head office address

New

Amend

Delete

Town

County

Country

Postcode

Tel

Email

Website

#### New branch office address

New

Amend

Delete

Town

County

Country

Postcode

Tel

Email

Website

## CHANGE OF PARTNER(S)/DIRECTOR(S)

Please indicate which partner/director should be the nominated contact partner/director (continue on a separate sheet if necessary)

Name	Qualification(s)	Contact	New	No longer with practice
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## CHANGES TO SHAREHOLDINGS AND VOTING RIGHTS

## ANTI-MONEY LAUNDERING SUPERVISION (UK ONLY)

If your firm is a sole practice or the principals are all ACCA members then your firm's supervisor is automatically ACCA.

Tick here if this is the case

If this is not the case, the supervisor of your firm is likely to be the professional body of which the principals who have overall control of your firm belong to. Note that if control of your firm rests with unqualified principals then your firm should be registered with HMRC in the UK.

Please state which body is your firm's supervisor

## CONTINUITY OF PRACTICE OPT-IN SCHEME

ACCA has developed a search tool to enable members in the UK and Ireland to find firms prepared to provide continuity of practice arrangements. The search tool can be found in the 'Find a Firm' section of the ACCA website. If you are the contact partner/director of a firm and wish to participate in the scheme please sign the confirmation below.

I confirm that I wish to participate in the continuity of practice scheme. I understand that ACCA is unable to recommend specific firms or get involved in drawing up continuity of practice agreements.

Contact partner's/director's signature

## CHANGE OF CONTINUITY OF PRACTICE NOMINEE

Name of individual/firm

Professional body

### Address

Town

County

Country

Postcode

Tel

Email

Website

## CHANGE OF PROFESSIONAL INDEMNITY INSURANCE PROVIDER

Name of insurer

Policy number

## REQUEST FOR ADDITIONAL AUTHORISATIONS/FURTHER INFORMATION

Please indicate if you would like to receive information/application forms for any of the following:

- Audit registration\*
- Exempt regulated activities registration (UK)\*
- ATOL Reporting Accountant registration (UK)
- Information on direct admission to membership for non-ACCA partners/directors\*

\* Application forms may be downloaded from ACCA's website [here](#).

## SECTORS AND SERVICES

Please indicate which sectors and services are applicable to your practice:

### Sector expertise

Arts and cultures industries  
Advertising  
Agriculture and forestry  
Architects  
Catering (pubs, restaurants, food and drink)  
Charities  
Clubs and associations  
Construction industry  
Dentists  
Doctors  
Distribution and transport  
Education  
Engineering  
Entertainment  
Estate agents  
Financial services  
Friendly societies  
Housing  
IT/software  
Manufacturing  
Motor retailers  
Printing and publishing  
Public sector  
Retail  
Service industries  
Solicitors  
Sub-contractors  
Telecommunications  
Tourism and travel agents  
Vets

### Services offered

Arbitration  
Bank loans and overdrafts  
Business start-up and company formation  
Benchmarking  
Business process improvements  
Business plans  
Business risk assessment  
Corporate finance  
Corporate recovery  
Cost systems and control  
Company secretarial service  
Debt counselling  
Data processing services  
Divorce/matrimonial  
Establishing a business overseas  
Export finance planning and tax  
Environmental auditing  
Estate planning and executorship  
Expert witness  
Feasibility studies  
Grants and finance (EU, government)  
Internal audit and systems security  
Information technology  
Legal activities (probate)  
Limited company accounts  
Management advice to business  
Management accounting consultancy  
Management consultancy  
Partnership/sole trader accounts  
Share valuations  
Small scale equity issues  
Tax (CGT, corporate, IHT, personal and VAT)  
Tax and NI investigations  
Treasury  
Trusteeship/trust administration

**Data protection**

We may use the personal data provided on this form for the purposes of;

- administering the firm's changes
- contacting nominated individuals
- responding to enquiries
- complying with our regulatory obligations.

This information may be updated by contacting ACCA at any time. We may share information with our suppliers and our auditors. Please note that for individuals and firms based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence.

For more information on how your personal information and rights are respected, please see our [privacy notice](#), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

Contact partner's/director's signature

Date

**Please return this form to [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)**