

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 specialism(s) which are applicable to your firm. This information will then be shown against your firm's entry on the online directory of business advisors (only applicable to firms in the UK or Ireland).

Existing firm name _____

Registration 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 _____

Fax _____

E-mail _____

Website _____

New branch office address

New Amend Delete

Town _____

County _____

Country _____

Postcode _____

Tel _____

Fax _____

E-mail _____

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
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*
- Authorisation under the Irish Investment Intermediaries Act 1993*
- Information on direct admission to membership for non-ACCA partners/directors*
- Information on ACCA Practice Manager
- Information on ACCA Business Navigator

* Application forms may be downloaded from ACCA's website

Please indicate which specialisms are applicable to your practice:

Firm's business specialisms

- 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

Firm's technical specialisms

- Arbitration
- 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
- Limited company accounts
- Management advice to business
- Management accounting consultancy
- Management consultancy
- Partnership/sole trader accounts
- Share valuations
- Tax (CGT, corporate, IHT, personal and VAT)
- Tax and NI investigations
- Treasury
- Trusteeship/trust administration

Contact partner's/director's signature

Date

Please return this form to: Professional Standards ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom

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Processed by

Date