

Application for Registration as a Public Practice Firm or Sole Practitioner

This application form should be submitted by firms/persons that wish to be registered as public practice firms or sole practitioners pursuant to section 38 of the Accountants Act (2024).

Introduction

The firm/person making this application may not offer services as a firm of public accountants or engage in public practice as a public practice firm or sole practitioner unless CIIPA has confirmed in writing that your application has been successful.

How to complete this Application Form:

Where necessary, we give guidance before the question. Please read the guidance before you complete the question.

Complete the form electronically wherever possible and provide all supporting documents requested.

If additional space is required to answer a question, please attach a separate sheet and clearly identify the section to which the information relates.

If you have any questions as you are filling the form, please email admin@ciipa.ky or call +1345 749 3360.

Points to note

To be eligible for registration, your firm must have in place the following:

- Professional indemnity insurance (PII) as required by regulation 10(1) of the Accountants (Application for Membership) Regulations (2024 Revision); and
- Adequate business continuity arrangements as required by regulation 10(3) of the Accountants (Application for Membership) Regulations (2024 Revision).

Please send a copy of the firms proposed PII policy schedule and the insurer's details and the business continuity plan with this application.

The firm must satisfy to the Institute that it is able to comply with other laws, including the Trade and Business Licensing Act (2021 Revision) and Local Companies (Control) Act (2019 Revision), where applicable. Please submit copies of the firms' licences, as applicable.

The Institute may register the firm either unconditionally or subject to such conditions it considers appropriate pursuant to regulation 9(7) of the Accountants (Application for Membership) Regulations (2024 Revision), including –

- limiting the nature and scope of the public practice services which may be carried on by the public practice firm; and
- specifying the number and type of clients that the firm may service.

Important Notice

Registration as a Public Practice Firm or Sole Practitioner under the Accountants Act (2024 Revision) does not constitute registration under the Anti-Money Laundering Regulations.

A firm of accountants that engages in public practice or provides accountancy services described in the Anti-Money Laundering Regulations may also be required to register with CIIPA as a Designated Non-Financial Business and Profession ("DNFBP").

Registration as a Public Practice Firm or Sole Practitioner does not relieve a firm of any obligation to register as a DNFBP where required by the Anti-Money Laundering Regulations.

Where applicable, applicants will be required to complete CIIPA's DNFBP Registration Form and provide such additional information as CIIPA may require in its capacity as Supervisory Authority under the Anti-Money Laundering Regulations.

1 Details of the Firm

1 Details of firm making the application	
Legal name of firm:	
Trading name of firm (if different):	
Trade & Business Licence Number:	
Local Companies (Control) Licence Number:	

Please submit copies of licences where applicable.

2 Type of firm

2.1 What is the legal form of the firm? (tick one)

☐ Sole Practitioner	☐ Exempted Company
☐ General Partnership	☐ Limited Liability Partnership
☐ Company	☐ Other (please specify below)

2.2 Please provide the following details:

If a body corporate or partnership	
Country of incorporation:	
Date of incorporation:	
Address of registered office:	
If a sole practitioner	
Full name:	
Address:	
Other (firm type description):	

Please provide copies of supporting documents (e.g. partnership agreement, certificate of incorporation, constitutional documents).

3 Firm details

3.1 Contact details	
Physical address:	
Postal address (if different):	
Main telephone number:	
Firm's website address:	
Firm's email address:	
3.2 Managing Partner / Principal details	
Full name:	
Practitioner Licence Number:	
Email address:	
Direct telephone:	

4 Practitioner members

Please list all practitioner members — persons granted a practitioner licence pursuant to section 11 or 12 of the Accountants Act (2024 Revision).

Surname	First Names	Licence Number

If the firm has more than 10 practitioner members, please attach a separate sheet.

5 Nature and scope of services

Please tick all public practice services the firm intends to provide and provide details of the firm's business plan.

☐ Audit & Assurance	☐ Tax
☐ Insolvency / Liquidation services	☐ Corporate Finance
☐ Accounting & Accounts preparation	☐ Forensic
☐ Referral Engagements	☐ Direct Engagements
☐ Other (please specify below)	
Business plan and additional details	

6 Number and client industry

Please give your best estimate of the number of expected clients in each industry category, as they relate to audit, review and assurance engagements.

Client industry	
Asset Management – Funds	
Insurance	
Banking	
Consumer Markets (hotels, travel & tourism, retail)	
Government & Public Sector	
Non-Profit Organisations	
Real Estate and Construction	
Virtual Assets (Blockchain, Crypto and Digital Assets)	
Other – please provide details	

7 Professional indemnity insurance (PII)

PII details	
Cover arranged with (name of participating insurer):	
Period of cover:	
Policy / certificate number:	

Please provide a copy of the proposed PII policy schedule and the insurer's details.

8 Declarations

I, the Senior/Managing Partner, hereby declare that the information set out in this form is true, complete and accurate to the best of my knowledge and belief. I understand that wilfully making any untrue representation is a criminal offence under section 31 of the Accountants Act (2024 Revision) and may give rise to a penalty.

On behalf of the firm, I confirm:

- ☐ its compliance with the Accountants Act (2024 Revision) and its subsidiary regulations;
- ☐ that all partners, directors and those holding equivalent positions and engaged in public practice are registered as practitioner members with CIIPA;
- ☐ that the firm requires persons employed in audit or other assurance engagements to maintain competence, complete continuing professional development and comply with ethics, professional conduct and all applicable standards;
- ☐ participation in the Institute's quality assurance review programme; and
- ☐ that the firm shall comply with the International Standard on Quality Management issued by the International Auditing and Assurance Standards Board.

Authorised signatory	
Name:	
Title:	Senior / Managing Partner
Signature:	
Date:	