

Institute of Financial Accountants Bye-laws



Approved by the IFA Board on 1 September 2019

Effective from 1 September 2019

Explanatory note

These Bye-laws apply to Members, Member Firms, Affiliates and Students and to individuals or firms who are subject to supervision and oversight by the Institute of Financial Accountants for anti-money laundering or other regulatory purposes.

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1 Citation, definitions and interpretation

1.1 These Bye-laws may be cited as the Institute of Financial Accountants Bye-laws 2019. They shall take effect on 1 September 2019 and replace previous Bye-laws.

1.2 In these Bye-laws, unless the context otherwise requires:

“Act” means the Companies Act 2006;

“Affiliate” means a person who is a director, partner or LLP member in a firm regulated by the Institute but who is not a Member of the Institute.

“Articles” means the Articles of the Institute as amended from time to time;

“Board” means the Board of Directors of the Institute as from time to time constituted;

“Chief Executive Officer” means Chief Executive Officer of the Institute;

“Conduct Committee” means any one or more of the Regulatory Committee, Investigations Committee, Disciplinary Committee or Appeal Committee;

“Disciplinary order” means an order given by a Conduct Committee resulting from disciplinary proceedings;

“Group Chief Executive Officer” means the Group Chief Executive Officer of the Institute of Public Accountants;

“Institute” means the Institute of Financial Accountants;

“IPA” means the Institute of Public Accountants Limited, a company limited by guarantee whose registered address is Level 6, 555 Lonsdale Street, Melbourne Victoria 3000, Australia (Australian Business Number 81 004 130 643);

“Member” means a member of the Institute and membership shall be construed accordingly. This includes an Associate, Fellow Member and Honorary Member For the purposes of these byelaws member does not mean a member as defined under the Companies Act 2006;

“Member Firm” means a sole practitioner, partnership, limited partnership or body corporate which is engaged in Public practice where more than 50% of the rights to vote on all, or substantially all, matters of substance regarding the firm are held by Members. This includes:

- (a) a partnership engaged in Public practice of which more than 50% of the rights to vote on all, or substantially all, matters of substance at meetings of the partnership are held by members; or
- (b) a limited liability partnership engaged in public practice of which more than 50% of the rights to vote on all, or substantially all, matters of substance at meetings of the partnership are held by members; or
- (c) any body corporate (other than a limited liability partnership) engaged in public practice of which:
 - (i) 50% or more of the directors are members; and
 - (ii) more than 50% of the nominal value of the voting shares is held by members; and
 - (iii) more than 50% of the aggregate in nominal value of the voting and non-voting shares are held by members;

“Money Laundering Regulations” means the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 as amended or re-enacted from time to time or the equivalent legislation in other jurisdictions;

“Practising Certificate” means a certificate issued to a Member under the Institute’s Public practice regulations in force from time to time authorising the Member to engage in public practice;

“Practice or public practice” means practice as a public accountant in the United Kingdom, whether in the capacity of sole practitioner, in partnership or through the medium of a body corporate or otherwise, other than as an employee. “Practising” as applied to a person shall be construed accordingly;

“Register of Members” means the list of individuals and their details required to be kept in accordance with these Bye-laws. A Member admitted pursuant to these Bye-laws shall be entered onto the Register of Members;

“Register of Member Firms” means the list of Member Firms and their details required to be kept in accordance with these Bye-laws;

“Registered Address” means:

- (a) in the case of a Member Firm, the place of business registered by Member Firm with the Institute or, where more than one such place of business is registered, such place of business indicated by the Member Firm as being his principal place of business; and
- (b) in the case of a Member, a Student or Affiliate, the address registered by them with the Institute.

“Regulation” means any regulation, code or standing order made, adopted or approved by the Board in accordance with these Bye-laws;

“Student” means a person registered as a Student with the Institute;

“United Kingdom” means the United Kingdom of Great Britain and Northern Ireland and includes the Channel Islands and the Isle of Man;

“Working days” means any day other than a Saturday, Sunday, UK bank holiday or public holiday.

1.3 The rules of interpretation set out below apply to these Bye-laws.

1.4 A reference to:

- (a) a "person" includes a reference to any individual, firm, partnership, unincorporated association or company wherever incorporated or situate;
- (b) a "document" includes, unless otherwise specified, any document sent or supplied in electronic form; and
- (c) a "company" shall include any company, corporation or other body corporate, wherever and however incorporated or established.

1.5 Unless the context otherwise requires:

- (a) words denoting the singular shall include the plural and vice versa;
- (b) words denoting a gender shall include all genders; and

- (c) references to (or to any specified provision of) these Bye-laws or any other document shall be construed as references to these Bye-laws, that provision or that document as in force and as amended from time to time.

- 1.6 Unless stated to the contrary, a reference to a statute, statutory provision or subordinate legislation includes a reference to it as modified, replaced, amended and/or re-enacted from time to time (before or after the date of these Bye-laws) and any prior or subsequent legislation made under it but this bye-law shall not impose on any person any greater obligation than would otherwise apply.
- 1.7 Headings and sub-headings are for convenience only and shall not affect the interpretation of these Bye-laws.

2 Membership

- 2.1 All decisions in relation to admission, readmission or termination of membership, changes in classes or status of membership and designations may be delegated to the Chief Executive Officer by the Board with the exception of other membership admissions (Bye-laws 2.18-2.20).

Application for membership

- 2.2 All applications for membership shall be submitted in the prescribed form to the Institute whose duty shall be to enquire into the qualifications, professional experience; standing and general character of the applicant. Every application for membership, at any grade, requires the payment of a non-refundable application fee as prescribed from time to time.
- 2.3 The Institute will take reasonable steps to satisfy itself as to the entitlement of the applicant to membership. The Institute may admit to membership any person who is a member of another professional body of accountants which in the opinion of the Institute and the Group Chief Executive Officer is equivalent to that of the Institute and IPA provided membership criteria are met.
- 2.4 On admission to membership, a full year's subscription shall be payable as well as any other fees due.

Associate

- 2.5 For admission to membership as an associate, the applicant shall provide documentary evidence of being:
 - (a) the holder of a UK accountancy qualification approved by the Institute; or
 - (b) the holder of an overseas accountancy qualification approved by the Institute; or
 - (c) a member of another professional body approved by the Institute; and
 - (d) experience in accountancy or a related field, of not less than three years.

Fellow

- 2.6 For admission to membership as a fellow, the applicant shall provide documentary evidence of being:
 - (a) the holder of a UK accountancy qualification approved by the Institute; or
 - (b) the holder of an overseas accountancy qualification approved by the Institute; or
 - (c) a member of another professional body approved by the Institute; and

- (d) experience in accountancy or a related field of not less than ten years, the last five years of such experience being at a senior level in accountancy.

Advancement from Associate to Fellow

2.7 All applications to advance from Associate to Fellow membership of the Institute shall be submitted to the Institute using the prescribed form. The applicant must provide documentary evidence of having experience in accountancy of not less than ten years the last five years of such experience being at a senior level in accountancy. In addition, the applicant must have been an Associate for at least five years immediately prior to the date of their application to become a Fellow.

Register of Members

2.8 A Register of Members shall be kept in such form as the Institute may determine from time to time.

2.9 A list of Members shall be available for public inspection.

Obligations of Members

2.10 All Members shall undertake to:

- (a) be bound by the Institute's articles, Bye-laws and regulations;
- (b) pay the prescribed fees and subscriptions;
- (c) comply with continuing professional development requirements as set out in these Bye-laws;
- (d) submit an annual membership return and, if appropriate, an annual member firm return to the Institute in such form and at such time as the Institute may prescribe; and
- (e) notify the Institute within 21 working days of any change of registered address or electronic mail address.

Certificates of membership

2.11 A Member shall be entitled to a certificate of membership when they are admitted to membership and on changing their category of membership. The certificate of membership shall specify the membership designation.

2.12 The certificate shall remain the property of the Institute and shall be returned to the Institute on demand including (but not limited to) in the event of termination of membership for any reason or temporary suspension of membership.

Designation, designatory letters and logos

2.13 Members who are admitted to the Institute at Tax Adviser level may use the designatory letters ATA (Associate Tax Adviser) or FTA (Fellow Tax Adviser) after their names and may use the description "Tax Adviser".

2.14 An Associate Tax Adviser or Fellow Tax Adviser may not use the term "Financial Accountant", unless they have AFA or FFA designations.

2.15 Members who are admitted to the Institute as Financial Accountants may use the designatory letters AFA (Associate Financial Accountant) or FFA (Fellow Financial Accountant) after their name and may use the term "Financial Accountant". An Associate or Fellow Financial

Accountant shall not use the description “Tax Adviser”, unless they have Associate Tax Adviser or Fellow Tax Advisor designations of the Institute.

- 2.16 Members who are admitted to hold the designation of Associate or Fellow of the Institute, shall be simultaneously admitted as members of IPA. The order of the presentation of the designatory letters after a member’s name for Members shall be Institute designation first followed by the IPA designation, for example “AFA MIPA.” Designatory letters appear below.

Category of membership	Institute Designations	IPA Designations
Associate	Associate Tax Adviser (ATA)	Associate of the Institute of Public Accountants (AIPA)
Associate	Associate Financial Accountant (AFA)	Member of the Institute of Public Accountants (MIPA)
Fellow	Fellow Tax Adviser (FTA)	Associate of the Institute of Public Accountants (AIPA)
Fellow	Fellow Financial Accountant (FFA)	Fellow of the Institute of Public Accountants (FIPA)

- 2.17 Members and Member Firms of the Institute may use the Institute logo only in accordance with the Institute’s guidance.

Other member admissions

- 2.18 The Board shall consider all applications for admission of special cases, including honorary members. Any person may be admitted to membership if, upon the recommendation of the Chief Executive Officer and in the express opinion of the Board, the individual has:

- (a) good standing; and
- (b) extensive experience in accountancy or in a related field; or
- (c) rendered valuable service in advancing the interests of the Institute.

- 2.19 The appointment of such a Member pursuant to this bye-law may be for a fixed or indefinite period and such a Member may not be liable to admission fees or annual subscriptions. A Member admitted pursuant to this bye-law shall not be eligible for a practising certificate unless they meet the practising certificate requirements.

- 2.20 The Board may, in its sole discretion, remove the status of a Member admitted under Bye-laws 2.18-2.20 (other membership admissions). The Board shall not be obliged to give any reason for such removal.

3 Member Firms

Designation

- 3.1 A Member Firm may describe itself as a firm of “Financial Accountants.”

Register of Member Firms

3.2 A Register of Member Firms shall be kept in such form as the Institute may determine from time to time.

3.3 A list of Member Firms shall be available for public inspection.

Obligations of Member Firms

3.4 Member Firms shall:

- (a) be bound by the Institute Articles, Bye-laws and Regulations;
- (b) pay the prescribed fees and subscriptions;
- (c) submit an annual member firm return to the Institute in such form and at such time as the Institute may prescribe;
- (d) notify the Institute within 21 working days of any change of registered address or electronic mail address;
- (e) notify the Institute that they no longer meet the Member Firm definition within 21 working days of the change;
- (f) co-operate with any Institute arrangements for monitoring and review of their professional, regulatory, business efficiency and competence.

Application of Bye-laws

3.5 Bye-laws 9 (fees and subscriptions), 11 (supervisory authority, compliance and monitoring), 12 (disciplinary process), 13 (liability to disciplinary action), 14 (data protection) and 15 (notices) shall apply to Member Firms.

4 Affiliates

4.1 Affiliates shall not have any rights of membership and are not entitled to use any designatory letters denoting membership of the Institute. Neither Affiliates nor their firms may make any public representation that they have such rights.

Obligations of Affiliates

4.2 Affiliates shall undertake to:

- (a) be bound by the Institute's articles, Bye-laws and regulations;
- (b) pay the prescribed fees and subscriptions;
- (c) submit an annual affiliate return to the Institute in such form and at such time as the Institute may prescribe; and
- (d) notify the Institute within 21 working days of any change of registered address and electronic mail address.

4.3 Bye-laws 9 (fees and subscriptions), 11 (supervisory authority, compliance and monitoring), 12 (disciplinary process), 13 (liability to disciplinary action), 14 (data protection) and 15 (notices) shall apply to Affiliates.

5 Cessation of membership, Student and Affiliate status

- 5.1 A Member, Student or Affiliate may resign at any time, subject to Bye-law 5.3 from the Institute by written notice. Member, Student and Affiliate status shall not be transferable and shall cease on death.
- 5.2 Any individual giving notice of their intention to resign as a Member, Student or Affiliate shall remain liable to pay any subscription or other sums due from them at the date the relevant notice is accepted.
- 5.3 An individual's notice of resignation as a Member; Student or an Affiliate shall not be accepted and the individual shall accordingly not cease to be a Member, Student or Affiliate while a complaint about them or any Member Firm to which they belong has been received by the Institute, until the matter has been finally settled and any fine or costs awarded against them or their Member Firm have been paid in full.
- 5.4 An individual shall immediately cease to be a Member, Student or Affiliate if:
- (a) the outcome of a matter dealt with under the Institute's disciplinary process is that they should be expelled or suspended as a Member, Student or Affiliate;
 - (b) they are disqualified from holding office in a company in which they are concerned or interested because of wrongful trading under the Insolvency Act 1986;
 - (c) they become of unsound mind or become a patient under the Mental Health Act 1983;
 - (d) they are convicted of an offence under the Criminal Justice Act 1993 Pt V or under any other present or future statutory enactment or regulations relating to insider dealing;
 - (e) they are made the subject of a disqualification order or undertaking under the Company Directors Disqualification Act 1986;
 - (f) they pleaded guilty to or found guilty of an offence of any offence under the Money Laundering Regulations or any other offence under any competent criminal jurisdiction in the United Kingdom or elsewhere in relation to money laundering or terrorist financing;
 - (g) any amounts they owe to the Institute (including but not limited to membership, affiliate and member firm fees and fines or costs imposed by a disciplinary order) remain outstanding three months after the due date or other period determined by the Chief Executive Officer.

Action taken by the Chief Executive Officer pursuant to this bye-law will be reported to the Board.

6 Readmission to the Institute as a Member, Student or Affiliate

- 6.1 Any individual applying to be readmitted as a Member, Student or Affiliate shall:
- (a) apply in writing using the Institute's prescribed form and pay the prescribed fees;
 - (b) pay any outstanding sums due to the Institute, (including but not limited to annual subscriptions, fees and fines or costs imposed by a disciplinary order); and
 - (c) comply with such other conditions as the Institute may prescribe.

- 6.2 Applications for readmission as a Member, Student or Affiliate following removal of Membership, Student or Affiliate status for disciplinary reasons shall be referred to the Chief Executive Officer of the Institute for determination.
- 6.3 The Institute shall inform the applicant of the grounds for refusing readmission if requested in writing to do so by the applicant.

7 Students

Eligibility

- 7.1 Applications to register as a student shall be submitted in the prescribed form to the Institute.
- 7.2 The Institute shall enquire into the qualifications, professional experience, standing and general character of the applicant. Every application requires the payment of a non-refundable application fee as prescribed from time to time.
- 7.3 An individual shall be eligible to be registered as a Student if they:
- (a) have been admitted to a university or other equivalent establishment in the United Kingdom or elsewhere or have obtained academic or professional qualifications in the United Kingdom or elsewhere which meet Institute entry requirements;
 - (b) are in employment in accountancy or if a full-time student on a course of accounting or business studies approved by the Institute;
 - (c) are of good character;
 - (d) sign an undertaking that, they will observe the Articles, Bye-laws and regulations of the Institute; and
 - (e) pay the prescribed fees.

Obligations of Students

- 7.4 Students shall undertake to:
- (a) be bound by the Institute articles, Bye-laws and regulations;
 - (b) pay the relevant fees and subscriptions; and
 - (c) notify the Institute immediately of any change of registered address and electronic mail address.
- 7.5 Students shall not:
- (a) claim to be members of the Institute or use any of the Institute designations;
 - (b) be, or hold themselves out to be, in public practice; or
 - (c) be or hold themselves to be, a partner, director or LLP member of a firm engaged in public practice or hold voting rights in a firm engaged in public practice.

Disciplinary

- 7.6 Students are subject to the Institute's disciplinary regulations including but not limited to matters relating to providing misleading information, conducting activities which not permitted by the Institute and misconduct in examinations.

Cessation of and readmission as a Student

7.7 Refer to Bye-laws 5 (cessation) and 6 (readmission).

Student regulations

7.8 The Institute may from time to time, make regulations in relation to Students including but not limited to:

- (a) entry requirements;
- (b) courses of study;
- (c) examinations and exemptions from examinations;
- (d) recognition of courses of study; and
- (e) relevant professional experience.

8 Continuing professional development

8.1 The Institute shall make regulations in relation to continuing professional development from time to time,

8.2 Except as may be provided in regulations a Member shall:

- (a) keep under review their needs for training and development having regard to the professional and other work they undertake;
- (b) where such a review identifies a specific need for training or development act promptly to meet such need; and
- (c) certify annually to the Institute compliance and, if requested by the Institute, provide such evidence of compliance as may be required.

9 Fees and subscriptions

9.1 The Institute has the power to determine the fees and subscriptions required to be paid by Members, Students, Affiliates and Member Firms and when these are due and payable.

9.2 The Institute may waive, reduce or refund any amounts required to be paid by any Member, Student, Affiliate or Member Firm or extend the period over which such amounts may be paid on such terms and for such periods as it may decide. This shall include any variance in fees for change of membership designation.

10 Public practice

10.1 The Institute shall from time to time make regulations to govern Members and Member Firms engaged in public practice.

Conditions for engaging in public practice

10.2 A Member shall be entitled to engage in public practice in the United Kingdom provided they hold a current practising certificate.

10.3 A Member who fails to hold a practising certificate when they are engaging in public practice shall be liable to disciplinary action.

Eligibility to hold practising certificate

- 10.4 Subject to Bye-laws 12 (disciplinary process) and 13 (disciplinary liability), a Member shall be eligible to hold a practising certificate if they satisfy such requirements as shall be prescribed.
- 10.5 A Member who ceases to be eligible for a practising certificate shall return their certificate to the Institute.

Issue of practising certificates

- 10.6 Practising certificates shall normally be issued for a period not exceeding twelve months and ending on 31st December and shall, subject to payment of the practising fee and submission of the member return and member firm return to the Institute, be renewed for a period of 12 months on 1st January next following when the appropriate renewal fee shall become due and payable.
- 10.7 Practising certificates shall be in such form as prescribed by the Institute.

11 Supervisory authority, compliance and monitoring

- 11.1 The Institute shall make regulations to carry out the Institute's role as a regulator and as a supervisory authority under the Money Laundering Regulations or any other relevant legislation and for the monitoring of Members, Students, Affiliates and Member Firms for compliance with its Bye-laws and regulations. Such regulations may (without limitation) prescribe or provide for:
- (a) the setting of rules and guidance in relation to the conduct of public practice including compliance with any legislation to combat money laundering or terrorist financing.
 - (b) the monitoring of compliance by persons subject to regulations with the requirements of the regulations including the undertaking of visits and inspections to assess whether Members, Students, Affiliates and Member Firms comply with the Bye-laws, regulations and best practice.
 - (c) the monitoring of compliance by persons subject to the regulations with the requirements of the Money Laundering Regulations including the undertaking of the Institute's role as a supervisory authority under the Money Laundering Regulations.
 - (d) the appointment by the Institute of persons to undertake monitoring visits on Members and Member Firms including monitoring visits and assessments in the Institute's capacity as a supervisory authority under the Money Laundering Regulations.
- 11.2 Members, Students, Affiliates and Member Firms shall provide such returns, statements and information as is deemed necessary by the Institute for compliance and monitoring purposes and in such form and manner as the Institute shall from time to time determine.
- 11.3 Members, Students, Affiliates and Member Firms shall co-operate with the Institute in the administration of its compliance and monitoring and shall immediately on request provide access to any assessor appointed by the Institute to their premises and all books and records of the Member, Affiliates or Member Firm and of their clients. Failure to do so may lead to action by the Institute, which may include disciplinary action.
- 11.4 The Institute may liaise, share information and intelligence with and otherwise co-operate with other supervisory bodies and any statutory body in the United Kingdom, or elsewhere, whose

functions include the prevention of any offence under or the enforcement of the Money Laundering Regulations or any law in relation to money laundering or terrorist financing.

- 11.5 It shall be for every Member, Student, Affiliate and Member Firm to bring to the attention of the Institute any facts or matters indicating that a Member, Student, Affiliate or Member Firm may have failed to comply with any provision of these Bye-laws and any regulations or the Money Laundering Regulations and in any such case the Chief Executive Officer shall arrange for the complaint to be dealt with through the disciplinary process.

12 Disciplinary process

- 12.1 The Board shall establish a Regulatory Committee, an Investigations Committee, Disciplinary Committee and Appeal Committee in accordance with the disciplinary regulations.
- 12.2 It shall be for every Member, Student, Affiliate and Member Firm to bring to the attention of the Institute any facts or matters indicating that a Member, Student, Affiliate or Member Firm may have failed to comply with any provision of the Institute Bye-laws and any regulations or the Money Laundering Regulations and in any such case the Institute shall arrange for the complaint to be dealt with through the disciplinary process.
- 12.3 Members, Students, Affiliates and Member Firms shall co-operate with the Institute in the administration of its disciplinary process.
- 12.4 It shall be for every Member, Student, Affiliate and Member Firm to bring to the attention of the Institute any facts or matters indicating that a Member, Student, Affiliate or Member Firm may have become liable to disciplinary action and in any such case the Institute shall arrange for such facts and matters to be put through the disciplinary process.
- 12.5 The Institute shall, from time to time, prescribe in regulations the procedures under which a person or firm may be disciplined and as to all other related matters.
- 12.6 The Chair of the relevant Conduct Committee shall have power to suspend a member from engaging in public practice via interlocutory orders prior to a full disciplinary hearing.

13 Liability to disciplinary action

- 13.1 A Member, Member Firm, Student or Affiliate shall be liable to disciplinary action if:
- (a) they have been guilty of misconduct when carrying out their professional duties or otherwise;
 - (b) they have performed their professional work or conducted their practice or performed the duties of their employment, improperly, inefficiently or incompetently to such an extent or on such number of occasions as to bring discredit to themselves or their practice, to the Institute, or to the accountancy profession;
 - (c) they have committed any breach of these Bye-laws or of any regulations, policies and procedures in respect of which they are bound;
 - (d) in connection with attempts by the Institute to make arrangements with them for a monitoring visit, they fail to respond to communications from the Institute and/or fail to

- co-operate promptly and effectively as regards acceptable arrangements for the monitoring visit; or
- (e) they have been disciplined by another professional body or under some other disciplinary process.

13.2 Each of the grounds for liability to disciplinary action shall be without prejudice to the generality of any of the other paragraphs in these Bye-laws.

- (a) "Misconduct" includes (but is not limited to) any act of default likely to bring discredit to the Member, Student, Affiliate or Member Firm in question or to the Institute or the accountancy profession.
- (b) The fact that a Member, Student, Affiliate or Member Firm:
 - (i) has, before a court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are in the opinion of the Institute relevant, pleaded guilty to or been found guilty of or found as fact to have engaged in of any offence discreditable to them, or to the Institute or the accountancy profession;
 - (ii) has in any civil proceedings before any court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are enforceable in the United Kingdom been found to have acted fraudulently or dishonestly;

shall be conclusive proof of misconduct.

- (c) In deciding whether a Member, Student, Affiliate or Member Firm has been guilty of misconduct, regard may be had to any code of practice, ethical or technical, considered appropriate by the Institute and to any regulations made under these Bye-laws.

13.3 Fee disputes shall not be dealt with through the disciplinary process.

14 Data protection

14.1 The Institute and IPA may process the personal data of Members, individuals belonging to Member Firms, Students and Affiliates subject to the provisions of the Data Protection Act 2018 and any other relevant legislation. In certain circumstances this may include disclosure of such data to proper authorities in accordance with the law and to meet the regulatory and supervisory obligations of the Institute and IPA.

15 Notices

15.1 Anything sent or supplied by or to the Institute under these Bye-laws (including but not limited to any notice, membership certificate or other document) may be sent or supplied in any way (including by means of a website and/or by use of electronic communications).

- 15.2 Any notice to be given to or by any person under these Bye-laws shall be in writing or shall be given by means of a website and or by use of an electronic communication to an address for the time being notified for that purpose to the person giving the notice.
- 15.3 In this bye-law, “address” in relation to electronic communications includes any number, electronic mail address or other address used for the purposes of such communications
- 15.4 The Institute may give any notice or document (including a membership certificate) to a Member, Student, Affiliate or Member Firm either personally or by sending it by post or other delivery service in a first-class prepaid envelope addressed to the Member, Student, Affiliate or Member Firm at their registered address or by leaving it at that address. The Institute may give any notice or document to any Member, Student, Affiliate or Member Firm by means of a website and/or by use of an electronic communication to an address for the time being notified to the Institute by the Member, Student, Affiliate or Member Firm.
- 15.5 In the case of a Member Firm, all notices or documents shall be given to the principal contact whose name is included in the Register of Member Firms. Notice so given shall be sufficient notice to all Members, Students and Affiliates of the Member Firm.
- 15.6 Where a Member, or Student, Affiliate or Member Firm has a registered address outside the United Kingdom but has notified the Institute of an address within the United Kingdom at which notices or other documents may be given to them or an address to which notices may be sent using electronic communication or by means of a website, they shall be entitled to have notices given to them at that address or by means of a website, but otherwise no such Member, Student, Affiliate or Member Firm shall be entitled to receive any notice or document from the Institute.
- 15.7 If on three consecutive occasions notices or other documents have been sent through the post to any Member, Student, Affiliate or Member Firm at their registered address or their address for the service of notices but have been returned undelivered, such Member, Student, Affiliate or Member Firm shall not be entitled to receive any more notices or other documents from the Institute until they shall have communicated with the Institute and supplied in writing a new registered address or address within the United Kingdom for the service of notices.
- 15.8 Any notice, certificate or other document, addressed to a Member, Student, Affiliate or Member Firm at their registered address or address for service in the United Kingdom shall, if sent by post, be deemed to have been given at the expiration of 48 hours after posting and, if sent by electronic communication (including by means of a website), be deemed to have been given at the expiration of 24 hours after the electronic communication was sent or placed on the website. In proving such service or delivery for disciplinary purposes it shall be sufficient to prove that the envelope containing the notice or document was properly addressed and put into the post as a prepaid letter or, in the case of a notice sent by electronic communication, to prove that it was sent. Any notice, certificate or other document not sent by post but delivered or left at a registered address or address for service in the United Kingdom shall be deemed to have been served or delivered on the day on which it was so delivered or left.
- 15.9 Any notice to be given by the Institute to Members, Students, Affiliates or Member Firms and not otherwise provided for by these Bye-laws shall be sufficiently given if given by advertisement in at least one leading daily national newspaper published in the United Kingdom

or through the official journal of the Institute (Financial Accountant) or on the website of the Institute. Any notice given by advertisement shall be deemed to have been served at noon on the day on which the advertisement first appears.

16 Branches and other membership groups

- 16.1 The Institute may form branches and other membership groups in any part of the world subject to the express prior approval of the Board and may dissolve any such branches or groups at any time. The Institute may from time to time make regulations for the governance and control of these branches and other membership groups.

17 Other regulations, policies and procedures

- 17.1 The Institute may make, vary or rescind regulations, policies and procedures from time to time in relation to these Bye-laws or in relation to any other matter which they consider necessary or desirable.