

IFA

United Kingdom (UK)

membership and

practising certificate

application form

This form is applicable to UK applicants only

How do I submit my application form?

Complete **ALL** appropriate sections of the form using block capitals and black ink for scanning purposes. Remember to enclose **ALL** your supporting documents and the appropriate fees.

The information that you provide must be true, correct and up to date. It is your responsibility to inform us of any changes within 14 working days.

Forms which are incomplete, illegible or where the application fee and supporting documents are missing will not be processed.

There are two ways to submit your application form, supporting documents and application fee:

1. Email to membership@ifa.org.uk
OR
2. Post to:

**Institute of Financial Accountants
Membership Department
CS111, Clerkenwell Workshops
27-31 Clerkenwell Close
Farringdon
London
EC1R 0AT**

Submitting your application by email is faster.

Once we have assessed your application we will contact you with a decision about your eligibility for membership and the level of membership we can offer you.

We aim to provide a response within 10 working days. However, during December–January this may take longer.

For the purposes of administering your membership we will send renewal and invoice information by email.

What grade can I apply for?

You can apply for any grade of membership where you meet the eligibility criteria. There are four levels of IFA membership available:

- Associate membership (AFA MIPA)
- Fellow membership (FFA FIPA)
- Associate Tax Adviser (ATA AIPA)
- Fellow Tax Adviser (FTA AIPA)

If you are applying for Associate or Fellow Tax Adviser grade as well as Associate (AFA MIPA) or Fellow (FFA FIPA) membership of the IFA, this will be offered at a discounted rate.

What are the entry requirements for membership?

For admission to membership of the IFA, you must provide evidence that you:

1. Have successfully gained the required entry qualifications for the level you are applying for where you:
 - have successfully completed and passed the IFA's educational programme (IFA Direct) or
 - hold a UK accountancy qualification approved by the Institute or
 - hold an overseas accountancy qualification approved by the Institute or
 - are a member of another professional body approved by the Instituteand
2. Are able to demonstrate that you have achieved not less than three years' experience in accountancy or a related field.

If you have completed an accountancy qualification but are unsure whether it meets the above definition, please refer to the [routes to membership](#) section on the website.

What are the entry requirements for a practising certificate?

For admission as a practising certificate holder, you must provide evidence that you:

- Are a member of good standing at either full Associate (AFA MIPA, ATA AIPA) or Fellow (FFA FIPA, FTA AIPA) level.
- Have achieved IFA membership or IFA Tax Adviser membership through an educational route approved by the IFA and be able to provide evidence of this.
 - ⊖ Please note, if you obtained membership before the 1 July 2018 you may be required to undertake further study to meet our new educational entry criteria. All new applicants for both membership and a practising certificate, including existing members, must be able to demonstrate educational equivalence to the 10 modules included in the [IFA Direct programme](#).
- Have not less than three years' UK experience in at least three of these main areas: financial accounting, management accounting, assurance, taxation and/or data processing. The experience must have been gained within 10 years of applying for a practising certificate. If you are applying for the IFA tax practising certificate you only need to cover taxation.
- Are practising in the UK offering accountancy services to the public.
- Agree to be compliant with the requirements of Bye-law 8 Continuing Professional Development and the Institute's [Continuing Professional Development Regulations](#).
- Agree to comply with the [Public Practice Regulations](#).
- Agree to understand and apply the Fundamental Principles set out in the Institute's [Code of Ethics](#).
- Are a fit and proper person in accordance with [Bye-law 2](#) (membership).
- Have appropriate professional indemnity insurance cover as outlined in the [Public Practice Regulations](#).
- Agree to be supervised under [Money Laundering Regulations 2017](#) by an appropriate supervisory authority.
- Have obtained a basic Disclosure and Barring Service (DBS) check.
- Have submitted all the required information, including payment of prescribed fees.

Applying for membership

Please indicate below the grade of membership you are applying for.

	AFA MIPA	FFA FIPA	ATA AIPA	FTA AIPA
IFA membership				

The appropriate fees that are applicable are detailed below.

	AFA MIPA	FFA FIPA	ATA AIPA	FTA AIPA
Application fee (one-off)	£160.00			
Exemption fee (one-off)	£150.00	£150.00	£65.00	£65.00
Annual membership fee	£220.00	£236.00	£137.00	£157.00

Important information:

1. The application fee is non-refundable and is applicable to all membership applicants who have not studied any of the [IFA Direct programmes](#)
2. The exemption fee is applicable to all applicants who are applying for membership who have not studied any of the [IFA Direct programmes](#)
3. The annual fee is valid until the 31 December 2020 and is not pro-rated.

Documents required to submit when applying for membership

You will need to include the following documents when applying for membership:

- Certified copies of photographic identification (passport, driving licence).
- Evidence of right of residency in the UK.
- Evidence of having completed and passed an ethics qualification.
- Copies of relevant accountancy and/or tax qualification, including completion certificates and transcripts.
- An up-to-date CV which provides details of a minimum of three years' work experience in the accountancy industry or a closely related field, your full educational history and membership of other professional bodies.

Please also submit following documents if you have them:

- Copies of any other relevant qualifications, including completion certificates and transcripts.
- Copies of membership certificates held with other professional accountancy bodies.
- Copies of any other practising certificates.

If you are applying for membership AND a practising certificate you will need to complete ALL sections of this application form. If you are an existing member you will only need to complete sections B-H

If you are applying for membership **and** a practising certificate at the same time, please include the documents that are detailed for applying for a practising certificate as these will supersede the membership application documents requirements.

Applying for a practising certificate

Members are engaged in public practice and require a practising certificate with the IFA when they personally and directly provide or hold themselves out to provide accountancy services to the public for reward in the United Kingdom, whether in the capacity of sole practitioner, in partnership or through the medium of a body corporate or as the most senior employed accountant in a firm that is in partnership or through the medium of a body corporate.

Please indicate below the type of practising certificate you wish to apply for:

Do you require the following	Yes	No
IFA practising certificate		
IFA tax practising certificate		

The annual fees for the different practising certificates are listed below:

Annual practising certificate fee	£185.00 + VAT
Annual tax practising certificate fee	£90.00 + VAT

Important information:

1. The annual fee is valid until the 31 December 2020. This is not pro-rated

Documents required by IFA when applying for a practising certificate:

You will need to provide the following documents when applying for a practising certificate:

- Certified copies of photographic identification (passport, driving licence).
- Evidence of right to work in UK.
- Evidence of having completed and passed an ethics qualification.
- Copies of relevant accountancy and/or tax qualification, including completion certificates and transcripts.
- An up-to-date CV; detailing a minimum of three years' work experience in the accountancy industry or a closely related field, your full educational history and membership of other professional bodies.
- A copy of your professional indemnity insurance.
- A certified copy of a basic DBS check no older than 3 months.

Please also include the following documents if you have them;

- Copies of any other relevant qualifications, including completion certificates and transcripts.
- Copies of membership certificates held with other professional accountancy bodies.
- Copies of any other practising certificates.

When applying for a practising certificate please ensure you complete sections B, C, D, E, F, G & H of this application form.

What is anti-money laundering supervision?

Members and IFA member firms providing accountancy services, trust and company services or related services such as tax advice, audit or insolvency by way of business to the public must comply with the requirements of the [Money Laundering Regulations 2017](#) and must be supervised for compliance with these regulations by a supervisory authority.

The IFA automatically supervises member firms under MLR 2017. Firms that provide trust or company services as part of their main accountancy practice, and which meet the definition of a member firm, will be supervised by the IFA for all their work. In Section B (practising certificate application) of the application form we require you to indicate who your AML supervisory body is if you are already supervised. We reserve the right to communicate with your AML supervisory body to confirm that you are supervised by them for AML.

If your firm is not yet supervised by the IFA but meets the definition of an IFA member firm as outlined in the [IFA Bye-laws](#), the IFA will make contact with you in order to act as your AML supervisory body. All partners will need to pass a fit and proper check and the prescribed firm supervision fee paid before the IFA can supervise the firm for AML.

Section A - Membership application

Personal details

Please note, this information is required for our electronic verification process.

Membership number if previously a member or student of the IFA	
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Title	
First name	
Middle name	
Surname	
Date of birth	
Home address	
Home telephone number	
Other address	
Work telephone number	
Mobile telephone number	
Email address	

Name to appear on membership certificate	
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Which contact details would you prefer us to use?	HOME	OTHER

Membership of other bodies

	YES	NO
Do you hold membership with another professional body?		
If yes, please provide the following details and evidence to support this:		
Name of professional body:		
Start date		
End date (if applicable)		
If you no longer hold membership with the above body, please provide the reason why.		
	YES	NO
Do you hold a practising certificate with that body?		

If you are currently an active member of another professional body we strongly advise you check their regulations and bye-laws before applying for membership of the IFA.

It is not the IFA's responsibility to inform you of any conflicting regulations that may arise from your membership with another professional body when applying for IFA membership, and as such, will not be held responsible if these are later discovered.

Employment

Please indicate the employment sector you currently work in:			
Professional practice/Accountancy		Retired	
Education		Not for profit	
Commerce		Unemployed	
Consultant		Other	

Please indicate the title that best describes your current job:			
Partner/director		Financial controller	
CEO/COO/Managing director		Financial manager	
CFO/Finance director		Management accountant	
Chairman		Senior manager	
Consultant		Non-executive board director	
Financial accountant		Other	
Analyst		Other manager	

Section B – Practising certificate application

Personal details

Membership number if already a member or student of the IFA	
Title	
First name	
Middle name	
Surname	

Firm details

Name of firm	
Main office address	
Telephone number	
Mobile number	
Email	
Website	

Is this the registered office?	YES	NO

	Sole practitioner	Partnership	Limited partnership	Corporate practice
Type of firm				
Other				

Please provide details of your shareholding and voting rights in the above names firm.	Shares (in %)	Voting rights (in %)

Do you have shares or voting rights in another firm?	YES	NO

Please tick your current AML Supervisory body for the above named firm					
ACCA		AAT		AIA	
ATT		ICAEW		ICAI	
CIMA		CIOT		ICAS	
HMRC		IAB		IFA	
I am not currently supervised for AML					

Professional indemnity insurance details

Professional indemnity insurance is a mandatory requirement for all practising members to meet potential claims. Practising without professional indemnity insurance is regarded as a very serious matter.

Your professional indemnity insurance provider will advise you on what is the appropriate level of insurance required to cover your practice. Go to [Professional indemnity insurance cover](#) for further information.

Name of insurer			
Policy number			
Amount of cover			
Policy start date (DD/MM/YYYY)	Policy end date (DD/MM/YYYY)		

Policy excess	
Type of cover	
Date cover was last reviewed (DD/MM/YYYY)	

	Amount (£)	Date last reviewed
Please provide the firm's annual gross income fee		

Financial performance and firm activities			
Please indicate the activities the firm performs			
Accountancy services	YES	Trust and company formation services	YES
Accounts preparation (includes preparation of management accounts and statutory accounts and reports)		Acting or arranging for a person to act in a particular capacity such as a director, trustee, nominee, shareholder or other capacity	
Assurance (includes independent examination)		Company correspondence and registered office services	
ATOL		Company secretarial or administration	
Bookkeeping		Trust advisory services, formation and administration	
Business advice		Company formation	
Consultancy			
Forensic			
Investigations			
Payroll			
Tax advice			
Tax compliance (includes preparation and submission of tax returns)			

Has your firm registered with the ICO?	YES	NO

If your firm has not yet registered with the ICO, this is a legal requirement under the Data Protection obligations of the Money Laundering Regulations and we advise you to register immediately.

Section C - Fit and proper declaration

All members of the IFA must be of good character. Please complete the fit and proper declaration below. Failure to complete the declaration will result in your application being rejected.

Section A – Financial soundness	YES	NO
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> • Been the subject of any debt or award that remains outstanding or was not satisfied within a reasonable period of time? 		
<ul style="list-style-type: none"> • Been declared bankrupt, subject to bankruptcy procedures, made arrangements with creditors or involved in any proceedings relating to these areas? 		
<ul style="list-style-type: none"> • Been involved as a director, partner or manager of a business that has gone into insolvency, liquidation or administration? 		
<ul style="list-style-type: none"> • Been the subject of debt collection agencies, court action by HMRC, the IFA or other third parties? 		
If you have answered 'yes' to the above, please provide details below:		
Section B – Criminal or civil offences	YES	NO
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> • Been subject to a criminal conviction under the Relevant Offences in Schedule 3 of the Money Laundering Regulations 2017 or equivalent legislation as may apply in other jurisdictions which is unspent? 		
<ul style="list-style-type: none"> • Been subject to, pleaded guilty or found guilty to any other offence which is unspent? 		
<ul style="list-style-type: none"> • Been subject to any adverse finding or any settlement in civil proceedings, particularly in relation to any financial business, fraud, misconduct or the formation of companies and trusts? 		
If you have answered 'yes' to the above, please provide details below:		
Section C – Good reputation and character	YES	NO
Have you, in the United Kingdom or elsewhere:		
<ul style="list-style-type: none"> • Been notified of any potential investigation and disciplinary by a professional body, tax authority, regulator, court or tribunal? 		
<ul style="list-style-type: none"> • Been subject to investigation and disciplinary proceedings by a professional body, tax authority, regulator, court or tribunal resulting in a finding? 		
<ul style="list-style-type: none"> • Been subject to disciplinary procedures by an employer resulting in a finding? 		
<ul style="list-style-type: none"> • Been dismissed, asked to resign and resigned, from employment, position of trust, fiduciary appointment or similar? 		
<ul style="list-style-type: none"> • Been disqualified from acting a direction, trustee, or disqualified from acting in a managerial capacity? 		
<ul style="list-style-type: none"> • Been involved with a company, partnership or other organisation that has been refused registration, authorisation, and membership or licence to 		

carry out any trade, business or profession or had that registrations, authorisation, and membership or license revoked, withdrawn or terminated?		
• Been refused entry to or excluded from membership of any profession or vocation?		
• Are you currently in the process of any investigation or disciplinary procedures as described above?		
If you have answered 'yes' to the above, please provide details below:		

Section D – Basic DBS check permissions

Only complete this section if you are applying for a practising certificate and you are happy for the IFA to pass your details onto our partner to contact you about completing a basic DBS check.

<p>I understand that:</p> <ul style="list-style-type: none"> • I have given my consent for my details to be passed to the IFA's specialist partner, DDC, to make contact with me regarding completing a basic DBS check; • the total cost payable to DDC is currently £46.30, which includes VAT; • my application for a practising certificate cannot be processed until this has been obtained; • I am responsible for making payment directly to DDC once they request payment; and • if I change my mind after the process has started, the IFA may charge me an administration fee of £18.00. 		
Print your full name	Signature	Date (DD/MM/YYYY)

Section E - Member permissions and interests

Please indicate below how you would like the IFA to communicate with you regarding IFA business partner products and services, CPD events and workshops. The IFA's preferred method of communicating is email and information regarding member offerings may not be available via other channels.

	Email	Post	Telephone	Text
I am happy to be contacted by the IFA by the following communication preferences				

Please indicate whether you are happy to be contacted as described below:

	YES	NO
I want to be contacted by my local IFA branch chair about regular meetings and seminars that count towards my CPD and can help me in my career path.		
I want to be contacted by the IFA's business partners about their products and services.		

Section F - Member undertakings

This is a formal declaration between you as the member and the IFA as your professional membership body and you must adhere to the following undertakings. The IFA reserves the right to remove you from membership and potentially initiate disciplinary proceedings if you provide false information.

<p>I have read and by accepting membership, I agree to adhere to the IFA's Articles of Association, Bye-Laws, Code of Ethics, Disciplinary Regulations, Continuing Professional Development Regulations and any other guidance issued by the IFA that may relate to my membership, including but not limited to Professional Conduct in Relation to Taxation and Public Practice Regulations.</p> <p>Visit member regulations for details.</p>		
<p>I declare that:</p> <ul style="list-style-type: none"> to the best of my knowledge and belief all of the information given in this application is true and correct; I must inform the IFA of any material changes to the information I have provided within 10 working days of the change; the IFA reserves the right to contact me and/or other relevant parties to verify any of the information provided in this form or supporting documentation; I have checked the bye-laws, regulations and other documentation of any other professional institutes I am associated with before applying to the IFA for membership; the IFA will confirm my identity using electronic verification, and where appropriate, will make further checks as part of its due diligence before accepting me into membership; and I understand that, if I am in or enter into public practice, I will be required to obtain a basic DBS check. 		
Print your full name	Signature	Date (DD/MM/YYYY)

Verification

Before we accept your application, we may need to obtain "satisfactory evidence" to confirm your identity and we will use electronic verification for this purpose. We may also need to obtain such evidence after we have begun to act on your application. Although a record of our enquiry will be entered on your record it will not affect your credit history.

In certain circumstances, we may also need to obtain evidence confirming the identities of third parties, the source of any funds or other property, the purpose of any instructions or any other matter.

IFA data protection

IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is collected and held in accordance with the General Data Protection Regulation.

We will treat your personal information in accordance with data protection legislation.

We will use your information for administering your membership, for communicating with you in respect of your membership and for IFA research.

We will also use your information to carry out our responsibilities as a regulator and as a professional body. To do this, we may share your information with other organisations as required by law.

We will transfer your information outside the European Economic Area (EEA) e.g. IPA Group. 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.

Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website

www.ifa.org.uk/dataprotection.

Section G – How did you hear about us?

	Tick the most appropriate	Please give details
IFA Agent		
Branch event		
Recommended by a colleague		
Email		
IFA conference/workshop		
Previous member		
Word of mouth		
Search engine		
Lapsed campaign		
IFA Endorsed/IFA Embedded course		
IFA qualification		
Publications		
Universities		
Facebook		
Linked In		
Twitter		
Live Chat - IFA		
Other		

Section H – Method of Payment

Choose ONE method of payment	Tick								
<p>BACS – I confirm that I am paying my fees by BACS. This method of payment provides a fast and efficient means to renew your annual membership. Simply make payment to:</p> <p>The Institute of Financial Accountants Sort code: 23-05-80 Bank account number: 27604875</p> <p>Please note: If paying via this method you must ensure that your bank uses your membership number, initials and surname as your BACS payment reference so we can locate and allocate the payment.</p> <p>Please note your application will not be assessed until your application fee has been paid</p> <p>You remain liable to pay any bank charges incurred. Charges not paid may result in your membership not being renewed until all charges are received in full.</p>									
<p>STERLING CHEQUE OR BANKER’S DRAFT DRAWN ON A UK BANK – I confirm that I am paying my fees by Sterling cheque or banker’s draft, made payable to the Institute of Financial Accountants.</p>									
<p>INVOICE – I would like to pay by invoice and request that an invoice is sent to the email included on the application form.</p> <p>Please note your application will not be assessed until your application fee has been paid/ nor will membership be fully approved until the all prescribed fees have been paid.</p>									
<p>PAYMENT BY DEBIT/CREDIT CARD</p> <p><input type="checkbox"/> I authorise you to take the application fee of £160.00 from the card details below and invoice me for the remaining outstanding fees</p> <p><input type="checkbox"/> I authorise you to take the appropriate exemption and annual fees from the card details below in order to offer me the grade of membership I have applied for in this application form</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Payment by Debit/ Visa Card</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p>Card No.</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <p>Expiry Date <table border="1" style="display: inline-table; text-align: center;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table></p> <p>Name on Card _____ Date _____</p> </div> <p>I confirm that this card is mine. If this card is not yours please provide written confirmation and contact details of the person on whose card this is.</p>									

Please give your VAT number (if registered for VAT)