

Institute of Financial Accountants United Kingdom (UK) membership, practising certificate and member-firm 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 21 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, especially while the team is working remotely.

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 an initial response within 10 working days. However, during December–January this may take longer.

In certain instances, decisions regarding membership applications may need to be referred to the Institute of Financial Accountants Board.

If your application includes supervision as a member firm, you will be required to complete a firm return on-line. The Institute will assess your eligibility for membership, including member firm eligibility, and if you are eligible you will be sent login details for your firm dashboard.

Once you have completed your firm return you will then be sent a formal offer of membership.

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

Supporting information for applicants

To help you complete this application form we have included guidance notes at the end. The guidance notes explain:

1. **Membership grade descriptions**
2. **Eligibility requirements for membership**
3. **Eligibility requirements for a practising certificate**
4. **Eligibility requirements for a tax practising certificate**
5. **Services applicable to requiring a practising certificate**
6. **Member obligations and regulations**
7. **Anti-money laundering (AML) supervision**
8. **Eligibility requirements for the supervision as a member firm**
9. **Eligibility requirements for an affiliate**
10. **Eligibility criteria for beneficial owners, officers and managers (BOOMs)**
11. **How to obtain a basic Disclosure and Barring Service (DBS) check**
12. **Certified Identification Documentation (ID)**
13. **Definitions**

Should you have any questions about the criteria for gaining membership, please contact the membership team at membership@ifa.org.uk or call on 020 3567 5999 and a member of the team will be happy to help you through the process.

Assessment information

Please complete the following sections to the best of your knowledge. Your answers will help us to determine which grade of membership is most applicable to you

I am applying for:

Please indicate the grade of membership you are applying for (please refer to guidance note 1).

	IFA AIPA	AFA MIPA	FFA FIPA
Grade of membership requesting			

	ATA	FTA
Grade of tax adviser membership requesting		

You can hold both membership and tax adviser membership at the same time.

Public practice - confirmation of your status or intent:

	Yes	No
I am currently in public practice offering accountancy services to the public for reward.		
I am not currently in public practice but intend to move into public practice and offer accountancy services to the public for reward within the next 12 months.		
I am not currently in public practice and have no plans to move into public practice within the next 12 months.		

Please refer to guidance notes 3 and 4. All Institute members in public practice in the UK **must hold a practising certificate**. The Institute has two practising certificates available to its members who are engaged in public practice: the full practising certificate covers a range of accountancy services as specified in section 5 of the guidance notes, and the institutes tax practising certificate covers the more specialist taxation services as specified in section 5 of the guidance notes. If eligible, a practising certificate will be awarded based on the services you provide to the public and the eligibility criteria to provide such services.

Where you are awarded a tax practising certificate and subsequently offer services beyond the remit of a tax practising certificate, you will be required to obtain for the appropriate membership grade to allow this. Your eligibility to be granted a full practising certificate will need to be assessed and approved. Failure to either operate within the scope of your practising certificate or apply for and obtain the appropriate certificate, may result in regulatory action being taken against you.

If you are currently in public practice and do not meet the eligibility criteria for a practising certificate, we will not be able to offer you membership of the Institute. If you intend to enter public practice within the next 12 months and do not meet the entry criteria for a practising certificate the membership team will inform you of what modules you will need to undertake before moving into practice.

A member is engaged in public practice in the United Kingdom when they provide, or are held out to be able to provide, accountancy services to the public, whether in the capacity of sole practitioner, a partner in a partnership, a member in a limited liability partnership, or a director of a body corporate.

Which sections of the form do I need to complete?

	Section A	Section B	Sections C to F
Membership only	✓		✓
Membership and practising certificate	✓	✓	✓
Existing member applying for a practising certificate		✓	✓
Existing practising certificate holder applying for a supervision as a member firm		✓	✓

Failure to complete the required sections, and the online member firm return, if applicable, may result in your application being delayed or ultimately refused.

The Institute will determine who your appropriate AML supervisor will be, based on your firm structure, and whether you will require firm supervision.

Please note, if you are an existing member applying for a practising certificate and AML supervision as a member firm, you must not enter into public practice until you have been granted a practising certificate and AML supervision.

Should you enter into public practice without having been granted a practising certificate you would be in breach of the Institutes Bye-laws and face having to pay a regulatory penalty.

Prescribed fees

All applicants will be required to pay the prescribed fees, as detailed on the Institutes website.

[Membership and practising certificate fees](#)

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](#) education programme units.
2. Membership applicants who have successfully completed the IFA Direct education programme will not be required to pay the application fee.
3. The exemption fee is applicable to all Associate and Fellow applications who have not studied any of the IFA Direct education programme units or an [IFA endorsed programme](#). Intermediate applicants will not be required to pay this fee as they will need to undertake IFA Direct modules to upgrade
4. Membership applicants who have successfully completed the IFA Direct units or completed an IFA endorsed programme will not need to pay an exemption fee.
5. The annual membership fee is pro-rated and valid until 31 December 2023.
6. The practising certificate fee is pro-rated and valid until 31 December 2023.

All firms will be required to pay the prescribed fees as detailed on the Institutes website.

[Firm fees](#)

Important information:

“Member firm” means a firm 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 sole practitioner who is a member,
- (b) a partnership in which more than 50% of the voting rights are held by members,
- (c) a limited liability partnership in which more than 50% of the voting rights are held by members, and
- (d) a body corporate other than a limited liability partnership in 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 is held by members.

The fees payable by a firm will be as indicated on the Institutes website including the Office for Professional Body Anti-Money Laundering Supervision (OPBAS) levy.

The firm fees are calculated on the structure of your firm. The structure of a firm is determined by the number of [BOOMs](#), offices and partners/directors within your firm.

Please note that if your firm does not meet the definition of a member firm, we may be able to supervise you under a separate contract.

What information do I need to include with my application?

You will need to include the documentation listed below, depending on whether you are applying for either membership or a practising certificate. If you are applying for both, please submit all documents listed in the “documents required for a practising certificate” column to avoid your application being delayed or rejected.

Documents required for membership only	Included Yes/No	Documents required for practising certificate only	Included Yes/No
Certified copies of photographic identification (eg passport, driving licence) <i>(Refer to guidance note 12)</i>		Certified copies of photographic identification (eg passport, driving licence) <i>(Refer to guidance note 12)</i>	
Evidence of right of residency in the UK		Evidence of right of residency in the UK	
Evidence of the right to work in the UK		Evidence of the right to work in the UK	
Certified copies of accountancy and related qualifications, including completion certificates and transcripts		Certified copies of accountancy and related qualifications, including completion certificates and transcripts	
A current CV which provides details of a minimum of three years' work experience in the accountancy industry or a closely related field		A current CV which provides details of a minimum of three years' work experience in the accountancy industry or a closely related field. The experience must have been gained within the last 10 years	
		A copy of your professional indemnity insurance	
		A copy of a basic DBS check no older than three months at time of application <i>(Refer to guidance note 11)</i>	

Failure to provide a DBS when applying for a practising certificate or applying as a BOOM of a member firm, will result in your application being delayed or ultimately rejected.

Please supply these documents where relevant	Included Yes/No
Certified copies of membership certificates held with other professional accountancy bodies.	
Certified copies of any accountancy and/or tax practising certificates held with other professional accountancy bodies.	
Evidence of AML supervision by a qualifying accountancy supervisory body.	

If you are applying for a practising certificate and do not have the basic DBS certificate, please indicate below how you plan to obtain one	Please confirm
I have applied for a basic DBS certificate and will send a copy to the Institute as soon as possible.	
I have referred to guidance note 11 and will make my own arrangements to obtain a basic DBS certificate and will send to you as soon as possible.	
I have referred to guidance note 11 and would like to use Gentium UK to obtain a basic DBS certificate. Please submit my full name, company name and email address to them. I will make payment and complete the process as soon as I receive their email.	

Failure to provide a DBS certificate when applying for a practising certificate or applying as a BOOM of a member firm will result in your application being delayed or ultimately rejected.

Your DBS check covers you for the country in which you currently reside. If you have lived in more than one country of the United Kingdom during the last five years you will be required to provide an additional disclosure check for the country in which you have resided.

Section A - Membership application

Personal details

The following information is required for our electronic identification verification process.

Membership number if previously a member or student of the Institute	
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Title	
First name	
Middle name	
Surname	
Date of birth (DD/MM/YYYY)	
Email address	
Mobile telephone number	
Home telephone number	
Home address 1	

Please confirm the dates you have lived at the above address

From (DD/MM/YYYY)	Present (DD/MM/YYYY)

If you have you resided at any other address in the UK or abroad during the last five years, please provide details below

Home address 2	
From (DD/MM/YYYY)	To (DD/MM/YYYY)

Home address 3	
From (DD/MM/YYYY)	To (DD/MM/YYYY)

Where you have resided at more than three addresses within the last five years, please supply additional information on a separate sheet and submit with this application.

Other address (e.g. practice/business)	
Work telephone number	

Which contact details would you prefer us to use?	HOME	PRACTICE/BUSINESS

Have you previously been known by any other name? <i>If yes, please provide names below</i>	YES	NO
First name		
Middle name		
Surname		
Date you changed name (DD/MM/YYYY)		

Name as you wish to appear on your membership certificate	
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Membership of other bodies

Main professional body	YES	NO
Do you hold membership with another professional accountancy body?		
If yes, please provide the following details and evidence to support this:		
Name of professional accountancy body		
Start date (DD/MM/YYYY)		
End date (if applicable) (DD/MM/YYYY)		
	YES	NO
Do you hold a practising certificate with this body?		

Other professional bodies	YES	NO
Are you currently a member or have you held membership of any other professional body?		
If yes, please provide details and evidence to support this:		
Name of professional body		

If you are currently an active member of another professional accountancy body, we strongly advise you check the Bye-laws and regulations of the body before applying for membership of the Institute.

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

Employment

Please indicate whether you are:			
Employed		Unemployed	
Self-employed		Retired	

If employed, please indicate which sector:			
Accountancy (as an employee)		Public practice (as a sole practitioner/partner/director)	
Education		Not for profit organisation	
Commerce		Government	
Other			

Please indicate the title that best describes your current job:			
Sole practitioner/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			

Please indicate your job function (you can tick more than one box):			
Accounting		Financial management	
Auditing		Information technology	
Banking and finance		Management/Business advisory services	
Bankruptcy/Insolvency		Company Secretary and Board	
Bookkeeping		Taxation	
Insurance		Other	

How many accountancy firms do you have shares or voting rights in?	Shareholding	Voting

Do you have shares or voting rights in any businesses which are not accountancy related?	Yes	No

Section B – Practising certificate and member firm application

If you are applying for a practising certificate and / or firm supervision as a member firm, you are required to complete all parts of section B. If your accountancy practice is supervised by another professional accountancy body, we will verify this with the professional body to determine the most appropriate AML supervisory body moving forward. If you are a sole practitioner, you will still be required to obtain AML supervision as a member firm if you are not already supervised by another professional body.

If your accountancy practice is currently supervised by HMRC for AML, you will be required to transfer your AML supervision from HMRC to the Institute. If your supervision is due to expire within the next three months you will be required to transfer your AML supervision at time of application, otherwise the Institute will contact you prior to your HMRC AML supervision expiring.

Personal details

Membership number if previously a member or student of the Institute	
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Title	
First name	
Middle name	
Surname	

Firm details

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

Please provide details of your shareholding and voting rights in the above-named firm.	% of shares held	% of voting rights

	Sole practitioner	Partnership	Limited partnership	Corporate practice
Type of firm				
Other				

If your firm is incorporated, please provide your incorporation number:

Is your firm currently registered with the ICO?	YES	NO

If yes, please provide your firms ICO number:

Other office details

Please provide details of all additional offices associated with the firm.

Address	
Telephone number	
Address	
Telephone number	
Address	
Telephone number	
Address	
Telephone number	

Where the firm has more than four offices, please supply additional information on a separate sheet and submit with this application.

BOOM

A BOOM is defined as a [Beneficial Owner, Officer or Manager](#) within a firm that is supervised by the Institute. Please provide details all BOOMs below.

BOOM	1	2	3	4
Title				
First name				
Surname				
Date of birth (DD/MM/YYYY)				
Email address				
Telephone number				
Home address				
Have you resided at any other address other than the one above in the last five years?	Yes/No	Yes/No	Yes/No	Yes/No
If yes to above, please confirm where in the UK	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland
Have you resided at an address outside of the UK in the last five years?	Yes/No	Yes/No	Yes/No	Yes/No
If yes to above, please confirm which country				
Are you a member of a professional accountancy body? If yes, please provided name of body	Yes/No	Yes/No	Yes/No	Yes/No
What is your position in the practice? Please tick the most appropriate	Partner Director Owner MLRO/MLCP Senior manager Company secretary Other	Partner Director Owner MLRO/ MLCP Senior manager Company secretary Other	Partner Director Owner MLRO/MLCP Senior manager Company secretary Other	Partner Director Owner MLRO/MLCP Senior manager Company secretary Other
When did you join the practice?	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)
Have you completed a DBS check in the last three months? If yes, please submit copy with this application.	Yes/No	Yes /No	Yes/No	Yes/No

Have you ever been known by a different name? If yes, please enter name below	Yes/No	Yes/No	Yes/No	Yes/No
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All BOOMs within a member firm will be required to obtain a basic DBS certificate, if they do not currently hold one that was obtained within the last three months.

Where the firm has more than four BOOMs, please supply additional information on a separate sheet and submit with this application.

Shareholding and voting rights

Please provide details of all shareholders and individuals who have voting rights within the firm.

Shareholder/Individual	1	2	3	4
Title				
First name				
Surname				
Date of birth (DD/MM/YYYY)				
Email address				
Telephone number				
Home address				
Have you resided at any other address other than the one above address in the last five years?	Yes/No	Yes/No	Yes/No	Yes/No
If yes to the above, please confirm where in the UK	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland	England Scotland Wales Northern Ireland
Have you resided at any other address outside of UK in the last five years?	Yes/No	Yes/No	Yes/No	Yes/No
If yes to above, please confirm which country				
What year were you appointed a shareholder? (YYYY)				
What is your shareholding?	%	%	%	%
What are your voting rights?	%	%	%	%

Where the firm has more than four shareholders, please supply additional information on a separate sheet and submit with the application.

Supervision details

Please note that the Institute would normally expect to be your supervisory body. You should not apply to HMRC at this time as you risk having two supervisors and paying two sets of supervisory fees.

The Institute will assess your eligibility to become a member firm for compliance with the Money Laundering Regulations 2019.

	Yes	No
Is your firm currently supervised for AML?		

If you answered "Yes" above please indicate who your current AML supervisory body is for the above named firm					
ACCA		AAT		AIA	
ATT		ICAEW		ICAI	
CIMA		CIOT		ICAS	
ICB		IAB		HMRC	

If your firm is currently supervised by HMRC please provide the following information	HMRC Money Laundering Regulations registration number	Expiry date (DD/MM/YYYY)

Please note that HMRC is the default supervisory body for all accountants who are not members of a professional accountancy body. Once your application for membership and practising certificate has been approved you will be required to transfer your AML supervision from HMRC to the Institute. If your supervision is due to expire within the next three months you will be required to transfer over at time of application, otherwise the Institute will contact you prior to your AML supervision expiring.

Client money

Client money means any currency (whether in the form of cash, cheque, draft or electronic transfer) which the firm holds or receives from a client and which is not immediately due and payable on demand to the firm to its own account. Clients' money does not include fees identifiable as advance payment for agreed professional work or a cheque or draft received by a firm, which is drawn in favour of a client or third party.

	Yes	No
Does your firm handle client money?		

If your firm operates client money it is your responsibility to ensure that your firm meets the requirements as set out in the [Institutes public practice regulations](#) regarding client money.

Alternate arrangements for a sole practitioner

An alternate is a nominated person or firm who will discharge the obligations of your firm in the event of ill-health or death, as detailed in the [Institutes public practice regulations](#). Your agreement should be in writing and periodically reviewed.

If you are a sole practitioner, you are required to provide details of your alternate below.

	Yes	No
Do you have an alternate in place?		

If you have an alternate arrangement in place, please provide details below.

Failure to provide details of your alternate when applying for a practising certificate or member firm supervision, will result in your application being delayed or ultimately rejected.

Title	
First name	
Middle name	
Surname	
Name of firm	
Address of firm	
Telephone number	
Mobile number	
Email address	

	YES	NO
Is your alternate a member of another professional accountancy body?		
If yes, please provide the following details and evidence to support this:		
Name of professional accountancy body		
When did they become a member of the above body? (DD/MM/YYYY)		
When did they cease to be a member of the above body? (DD/MM/YYYY) (if applicable)		
	YES	NO
Do they hold a practising certificate with the above body?		

Professional indemnity insurance details

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

Your level of professional indemnity insurance must meet the minimum required as detailed in the [Institutes public practice regulations](#). Please ensure you provide a copy of your current PII certificate.

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		

Services being provided

Please indicate the activities the firm provides along with percentage of gross fee income for each service. The total each section must not exceed 100%.

Please also indicate whether you personally offer these services, or if they are offered by solely by a colleague. Where you are a sole practitioner the all services offered are offered by you either directly or indirectly.

Financial performance and firm activities			
Accountancy services	Yes/No (√/x)	Percentage	Do you offer these services?
Accounts preparation (includes preparation of management accounts and statutory accounts and reports)			
Assurance (includes independent examination)			
Bookkeeping			
Business advice and consultancy			
Forensic			
Payroll			
Tax advice			
Tax compliance (includes preparation and submission of tax returns)			

Financial performance and firm activities			
Trust and company formation services	Yes/No (√/x)	Percentage	Do you offer these services?
Acting or arranging for a person to act in a particular capacity such as a director, trustee, nominee, shareholder or other capacity			
Company correspondence and registered office services			
Company secretarial or administration			
Trust advisory services, formation and administration			
Company formation			

	Yes	No
Do you, or are you planning to, offer ATOL services?		

If you are, or are planning to, offer ATOL service you will be required to obtain an ATOL licence. You can view the ATOL licensing agreements on the [Institutes website](#)

Section C - Fit and proper declaration

All members of the Institute 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 against you that remains outstanding or was not satisfied within a reasonable period? 		
<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 Institute or other third parties? 		
If you have answered 'yes' to any of 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 as set out in Schedule 3 to 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 to, or found guilty of 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 any of 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/or disciplinary proceedings 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 proceedings by an employer resulting in a finding against you? 		
<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 as a director, trustee, or disqualified from acting in a managerial capacity in the affairs of the organisation? 		
<ul style="list-style-type: none"> • Been involved with a company, partnership or other organisation that has been refused registration, authorisation, and membership or license to carry out any trade, business or profession or had that registrations, authorisation, and membership or license revoked, withdrawn or terminated? 		
<ul style="list-style-type: none"> • Been refused entry to or excluded from membership of any profession or vocation? 		
If you have answered 'yes' to any of the above, please provide details below:		

<ul style="list-style-type: none">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 - Member permissions

Please indicate below how you would like the Institute to communicate with you regarding Institute business partner products and services, CPD events and workshops.

The Institute's preferred method of communicating is email.

The Institute will automatically communicate annual invoicing, regulatory issues and any requests to complete annual returns by email and post.

	Email	Post	Telephone	Text
I agree to be contacted by the Institute by the following communication preferences				

Please indicate whether you agree to be contacted as described below:

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

Please indicate below that	YES	NO
I agree to be listed on the Institutes Find an Accountant . I understand that if I wish to be removed from this I will need to contact the Institute directly.		

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.

Institute's data protection

The Institute takes your privacy seriously. All personal information provided to the Institute 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 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 Data Protection Policy and the Privacy and Cookie policies are available to view on the Institutes website

www.ifa.org.uk/dataprotection.

Section E - Member undertakings

This is a formal declaration between you as a member and the Institute of Financial Accountants as your professional membership body. The Institute reserves the right to remove you from membership and potentially initiate disciplinary proceedings if you provide false information.

I have read and by accepting membership, I agree to adhere to the **Institute's Bye-laws, Code of Ethics, Disciplinary Regulations, Continuing Professional Development Regulations** and any other guidance issued by the Institute that may relate to my membership, including but not limited to **Professional Conduct in Relation to Taxation** and **Public Practice Regulations**. This includes obtaining a practising certificate and firm supervision if I am offering or start to offer services in the future in the UK.

Visit [member regulations](#) for details.

I declare that:

- to the best of my knowledge and belief all of the information given in this application is true and correct.
- I have checked the Bye-laws, regulations and other documentation of any other professional body I am associated with before applying for membership of the Institute

I confirm that:

- I agree to and am able to complete the annual member return and firm return (where my firm is supervised by the Institute) which are online submissions;
- I am able to and agree to communicate with the Institute by email;
- I agree to provide the Institute with correct contact details, including an email address for regulatory and supervisory purposes;
- by applying for membership, a practising certificate and/or supervision, my English language proficiency allows me to understand all Institute regulations and Bye-laws, to communicate with the Institute and the Institute to communicate with me.

I understand that:

- I must inform the Institute of any material changes to the information I have provided within 10 working days of the change;
- the Institute reserves the right to contact me and/or other relevant parties, including any professional bodies that I am associated with, to verify any of the information provided in this form or supporting documentation;
- the Institute 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 or offering me a practising certificate;
- if I am in or enter into public practice in the UK, I will be required to meet the additional educational requirements to obtain a practising certificate and obtain a basic DBS certificate;
- if I obtain a tax practising certificate and start to offer services outside of the tax practising certificate remit, I will be required to immediately contact the Institute and apply to upgrade my tax practising certificate; and
- if I am to be supervised by the as a member firm for compliance with AML, I will complete a firm return before an offer of membership can be made.
- the Institute conducts all of its communications in English.

Print your full name	Signature	Date (DD/MM/YYYY)

Section F – 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 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 only. Please invoice me for the remaining amounts.</p> <p><input type="checkbox"/> I authorise you to take all appropriate fees in order to offer me the grade of membership I have applied for. This will include the appropriate application fee, exemption fee, annual membership fee, practising certificate fee and member firm fee. If supervision is included in the application we will only take payment once the firm return has been completed.</p> <div style="border: 1px solid black; padding: 5px; 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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table> <p>Expiry Date <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p> <p>Name on Card _____ Date _____</p> </div> <p>I confirm that this card is mine. If this card belongs to another person, please provide written confirmation and contact details to whom this card belongs.</p> <p><input type="checkbox"/> This card does not belong to me</p> <p>Name</p> <p>Telephone number</p> <p>Email</p> <p>Signature</p>													

Guidance and supporting notes for completing this application form

1. Membership grades descriptions

There are five different grades of membership available to prospective applicants. These are Intermediate (IFA AIPA), Associate (AFA MIPA), Fellow (FFA FIPA), Associate Tax Adviser (ATA) and Fellow Tax Adviser (FTA).

A brief description of each is provided below.

Intermediate (IFA AIP)

Membership at the grade of Intermediate (IFA AIPA) means you can use the designatory letters IFA AIPA after your name. To join the Institute at the IFA AIPA grade you will need to be able to demonstrate an accountancy and finance accountancy qualification that is at the same level and covers the same content as our IFA Direct education programme at Level 4.

You will also need to demonstrate at least 1 years relevant work experience.

Associate (AFA MIPA)

Membership at the grade of Associate (AFA MIPA) means you can use the designatory letters AFA MIPA after your name and refer to yourself as a Financial Accountant. To join the Institute at the AFA MIPA grade you will need to be able to demonstrate an accountancy and finance accountancy qualification that is at the same level and covers the same content as our IFA Direct education programme.

You will also need to demonstrate at least 3 years relevant work experience.

Members at AFA MIPA grade based in the UK offering services to the public for reward will be required to hold a practising certificate. You will need to meet the practising certificate eligibility criteria.

Fellow (FFA FIPA)

Membership at the grade of Fellow (FFA FIPA) means you can use the designatory letters FFA FIPA after your name and refer to yourself as a Financial Accountant. FFA FIPA is the Institute's highest membership grade. You will have been working in a senior role in the accountancy profession for no fewer than 10 years, the last five at a senior level in accountancy.

You can only become a Fellow of the Institute by having been a member for seven consecutive years at AFA MIPA level and being able to demonstrate 10 years' relevant work experience, or equivalent from another professional recognised accountancy body.

Members at FFA FIPA grade based in the UK offering services to the public for reward will be required to hold a practising certificate. You will need to meet the practising certificate eligibility criteria.

Associate Tax Adviser (ATA)

Membership at the grade of Associate Tax Adviser (ATA) means you can refer to yourself as a Tax Adviser. To join the Institute at the ATA grade you will need to be able to demonstrate an accountancy and finance accountancy qualification that is at the same level and covers the same content as our IFA Direct education programme.

You will also need to demonstrate at least 3 years relevant work experience.

Members at ATA grade based in the UK offering services to the public for reward will be required to apply for a tax practising certificate and achieve a UK tax qualification equivalent to the tax units detailed in the IFA Direct education programme.

Fellow Tax Adviser (FTA)

Membership at the grade of Fellow Tax Adviser (FTA) means you can refer to yourself as a Tax Adviser. To obtain this grade of membership you will have been working in a senior role in the tax profession for no fewer than 10 years, the last five at a senior level in taxation.

You will need to have a minimum of seven consecutive years' membership with the at Associate Tax Adviser level or equivalent from another professional accountancy body.

Members at FTA grade based in the UK offering services to the public for reward will be required to apply for a tax practising certificate and achieve a UK tax qualification equivalent to the tax units detailed in the IFA Direct education programme.

2. Eligibility requirements for membership

You must provide evidence that you:

- Have successfully gained the required entry qualifications for the membership grade you are applying for where you:
 - have successfully completed and passed the IFA Direct education programme; 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 Institute; and
 - are able to demonstrate that you have achieved not less than three years' experience in accountancy
 - are a fit and proper person in accordance with Institute's Bye-law 5.

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 Institute's website.

Fellow membership is only offered to applicants who currently hold Fellow membership with another IFAC body or of another accountancy professional body recognised by the Institute. If accepted as Associate, you may later request to be upgraded to Fellow, subject to meeting the entry criteria at the time of submission.

3. Eligibility requirements for a full practising certificate

You must provide evidence that you:

- are a current member of good standing at either Associate or Fellow grade;
- are a fit and proper person in accordance with Institute's Bye-law 5;
- have submitted a completed application form for a practising certificate to the Institute including payment of prescribed fees;
- have achieved membership through an educational route approved by the Institute and be able to provide evidence of this. Please note, the educational route must meet the Institute's IFA Direct educational programme.
- have not less than three years' UK experience working 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.
- are practising in the UK offering accountancy services to the public.
- will undertake to be compliant with the requirements of the Institute's Bye-laws, Membership regulations, Public Practice regulations and the Institute's Continuing Professional Development Regulations.
- are able to provide an alternate for arrangements of incapacity or death as outlined in the Public Practice Regulations.
- understand and agree to apply the Fundamental Principles set out in the Institute's Code of Ethics.
- are supervised under the Money Laundering Regulations 2017 and 2019 by an appropriate supervisory authority. Where you are supervised as a member firm you must also complete an online firm return before supervision is confirmed.

4. Eligibility requirements for a tax practising certificate

You must provide evidence that you:

- are a current member of good standing at either Associate Tax Adviser or Fellow Tax Adviser grade;
- are a fit and proper person in accordance with Institute's Bye-law 5;
- have submitted a completed application form for a practising certificate to the Institute including payment of prescribed fees;
- have achieved tax adviser membership through an educational route approved by the Institute and be able to provide evidence of this. Please note, the educational route must meet the Institute's IFA Direct educational programme.
- have not less than three years' UK experience working 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 tax practising certificate.
- are practising in the UK offering accountancy services to the public;
- the services you are offering to the public are listed in [Appendix 1B of the Public Practice Regulations](#) and not more than 5% of the services offered to the public are listed in [Appendix 1A of the Public Practice Regulations](#);
- will undertake to be compliant with the requirements of the Institute's Bye-laws, Membership regulations, Public Practice regulations and the Institute's Continuing Professional Development Regulations;
- are able to provide an alternate for arrangements of incapacity or death as outlined in the Public Practice Regulations;
- understand and agree to apply the Fundamental Principles set out in the Institute's Code of Ethics;
- are supervised under the Money Laundering Regulations 2017 and 2019 by an appropriate supervisory authority. Where you are supervised as a member firm you must also complete an online firm return before supervision is confirmed.

5. Services applicable to requiring a practising certificate

The Institute's public practice regulations provide a list of services that the Institute deems a requirement of a practising certificate. The Institute has two practising certificates available, a full practising certificate or a tax practising certificate.

1. If you are offering any of the services listed below you will be required to hold a full practising certificate.

- bookkeeping
- client payroll
- preparing management accounts
- preparing client budgets, forecasts and/or cash flows
- preparing and/or compiling business plans
- preparing financial accounts
- compiling financial statements (whether or not in a statutory format)
- management consultancy concerning accountancy activities
- internal audit of accounting and internal control systems
- other assurance services concerning financial reporting including, but not limited to, independent examination for charities, certification of income, and ATOL reporting
- advice or consultancy on accounting, internal control and financial reporting systems
- business funding advice, excluding seeking and/or negotiating the source of funds
- valuations of businesses, shares, related instruments and assets
- due diligence concerning the financial aspects of a transaction such as a business acquisition
- debt counselling
- estate administration
- acting as an executor of a will
- accepting an insolvency appointment (being authorised to do so)
- forensic accounting
- expert witness services where they are related to accountancy services
- any other professional services that might reasonably be perceived by a third party to be public practice accountancy services.

2. The taxation related services listed below may also be offered by a member holding a full practising certificate. However if you are **only** offering these taxation services listed below you may be eligible for a tax practising certificate. Please note if you plan to start offering any of the services listed in point 1 above you will be required to obtain a full practising certificate before you do so, which may involve further study to meet the criteria. The tax practising certificate services are limited to:
- preparing, or assisting with the preparation of, the tax return of a business or individual
 - providing taxation advice
 - representing a client in respect of a tax matter including, but not limited to, corresponding with the tax authorities and/or representing a client undergoing a tax investigation.

6. Member obligations and regulations

All members are required to abide by and adhere to the [Institute's Bye-laws and regulations](#).

The Institute reserve the right to update the member regulations when applicable and all members must keep themselves abreast of these.

7. Anti-money laundering (AML) supervision

Members and supervised firms providing accountancy services, trust or company services (TCSP) 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 (MLR) 2017 and MLR 2019 and must be supervised for compliance with these regulations by an appropriate supervisory authority.

The Institute supervises firms under MLR 2017 and MLR 2019. 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 Institute for all their accountancy work. In Section B (practising certificate application) of the application form we require you to indicate your AML supervisory body if you are already supervised. We reserve the right to communicate with your current AML supervisory body to confirm that you are supervised by them for AML. Please note that if you are currently supervised by HMRC you are required to move across to the Institute for your firm supervision.

If your firm is not yet supervised by the Institute but meets the definition of a member firm, the Institute will make contact with you to act as your AML supervisory body. All partners will need to pass a fit and proper check and pay the prescribed firm supervision fee paid before the Institute can supervise the firm for AML.

8. Eligibility requirements to ne supervised as a member firm

AML supervision by the Institute is undertaken at firm level. Your firm will need to meet one of the definitions below to be supervised by the Institute for AML.

- (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.

If you request to be supervised by the Institute and meet the above definition based on the information included in this application form, the compliance team will contact you once you have been approved.

If we find that that your firm does not meet these eligibility requirements, we will contact you in respect of possible supervision under a separate contract.

9. Eligibility criteria for an affiliate

An affiliate is a non-member who is a director, partner or LLP member in a firm regulated and supervised by the Institute.

If you are regulated by the Institute for compliance with the Money Laundering Regulations, all directors, partners or LLP members within this firm will automatically become affiliates of the Institute if they are not already a member.

See [affiliate membership](#) for details about becoming an affiliate.

10. Eligibility criteria for beneficial owners, officers and managers (BOOMs)

BOOMs are individuals connected to your firm. The application form requests you to provide the details for these individuals. All of these individuals will be required to obtain a basic DBS certificate.

If you are unsure whether you are classified as a BOOM please refer to the different [definitions of BOOMs](#).

11. How to obtain a Basic Disclosure and Barring Service (DBS) check

All practising certificate applicants will be required to provide evidence of a basic DBS check no older than three months, along with all associated BOOMs with the a member firm be supervising by the Institute.

New anti-money laundering legislation came in to effect on 10 January 2020 which affects new [beneficial owners, officers and managers \(BOOMs\)](#) and BOOMs switching firms. When a BOOM applies to us for approval, we will need proof that:

they do not have any criminal convictions that would prevent them from becoming a BOOM in the form of a basic disclosure and barring service (DBS) certificate or equivalent depending on the country they live in or have lived in during the past five years; and

- the basic DBS certificate is no older than three months on the date of application.

You can find details of the work performed by the Institute and other professional body supervisors under the [Money Laundering, Terrorist Financing and Transfer of Funds \(Information on the Payer\) Regulations 2017 Amended \(the regulations\)](#).

You can apply for a basic DBS check:

- as an individual through the government [Disclosure and Barring Service](#)
- as an employer through the government Disclosure and Barring Service
- through one of the [responsible organisations](#) registered with the DBS to carry out checks

Alternatively, you can choose to apply for a basic DBS check via the Institute's business partner Gentium UK Ltd. If you have indicated on the application form that you wish to use Gentium UK Ltd to apply for a basic DBS check Gentium UK Ltd will contact you with instructions on progressing this. Please note that the Institute will benefit from a referral fee.

If you, or one of your BOOMs have lived overseas during the past five years, we will also require a disclosure check for that country.

12. Certified identification information

Why do we require a certified document?

We ask for a document to be certified so we can confirm that this is a true likeness of the original.

What documents need to be certified?

We require all identification, educational qualification and transcript documents to be certified and any translated documents to be certified as per the below requirements.

Who can certify identification documents?

The person you ask should be one of the below:

- An Associate, Member or Fellow accountant of a professional accountancy body
- Bank or building society official
- Councillor
- Chartered accountant
- Minister of religion
- Dentists
- Solicitor or notary
- Teacher or lecturer
- Post office official

The person you ask should not be:

- Related to you
- Living at the same address
- In a relationship with you

How to certify a document

The certifying person should see the original documents. A copy of the original documents needs to be provided to the person certifying the documentation who should write the following on the copy which is then presented to the Institute:

- "Certified to be a true copy of the original seen by me"
- Signed underneath
- Dated underneath
- Printing of their name under the signature
- Adding of their occupation, and contact details, including address, telephone number, and email address.

The contact details of the certifying person will only be used by the Institute to verify their identify and that the documents have been appropriately certified by the person named.

Any certified documents should be included with the original application form.

13. Definitions

- “Affiliate” means an individual who is not a member of the Institute who is a principal in a member firm or in a firm that, for some other reason, is supervised by the Institute for anti-money laundering compliance;
- “BOOM” means a beneficial owner, officer or manager of the firm;
- “Bye-laws” means the Institute of Financial Accountants Bye-laws, as amended from time to time, and shall include the Institute regulations made under the Bye-laws;
- “Contracted firm” means a sole practice, partnership, limited liability partnership or a body corporate which is not a member firm but which has contracted with the IFA for supervision and oversight for anti-money laundering or other regulatory purposes and is subject to Institute’s Bye-laws and regulations;
- “Conviction” means a conviction, in the United Kingdom or elsewhere, for an offence in relation to which a custodial sentence has been imposed or, according to sentencing guidelines, could have been imposed;
- “Firm” means a sole practitioner, partnership, body corporate or limited liability partnership;
- “IFA Direct” means the Institute’s programme of study units and IFA examinations that provide students with a direct route to IFA membership;
- “IFA practising certificate” means a certificate issued to a member under the Public Practice Regulations authorising the member to engage in public practice in the United Kingdom and the three Crown dependencies; “IFA Regulations” means any or all regulations made under the Bye-laws;
- “Member” means a provisional associate member, associate member, fellow member, honorary member and/or retired member of the Institute, and membership shall be construed accordingly;
- “Member firm” means a firm 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 sole practitioner who is a member,
 - (b) a partnership in which more than 50% of the voting rights are held by members,
 - (c) a limited liability partnership in which more than 50% of the voting rights are held by members, and
 - (d) a body corporate other than a limited liability partnership in 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 is held by members;
- “Money Laundering Regulations” means the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 as amended from time to time;
- “Practising certificate” means an IFA practising certificate;
- “Principal” means a sole practitioner, a partner in a partnership, a director of a body corporate or a member of a limited liability partnership;
- “Public practice” means the offering of accountancy services to the public, as described in the Public Practice Regulations, and “Practising”, as applied to a person or a firm, shall be construed accordingly;
- “Registered Address” means:
 - (a) in the case of a member firm, the place of business registered by the member firm with the Institute or, if more than one place of business is so registered, the one registered as its principal place of business, and
 - (b) in the case of a member, student or affiliate, the address registered by the individual with the Institute as their main residence or principal place of business;
- “Regulated activities” means:
 - (a) audit activities for which authorisation by a recognised supervisory body is required under the Companies Act 2006 or Local Audit & Accountability Act 2014, or by a recognised accountancy body under the Irish Companies Act 2014;
 - (b) accountancy activities for which authorisation by a prescribed accountancy body is required under the Irish Companies Act 2014;
 - (c) insolvency activities for which a licence by a recognised professional body is required under the Insolvency Act 1986 or by a recognised professional body or competent authority under the Insolvency (Northern Ireland) Order 1989)
 - (d) activities for which authorisation by the Financial Conduct Authority is required under the Financial Services and Markets Act 2000;
 - (e) exempt regulated activities for which authorisation by a designated professional body is required under the Financial Services and Markets Act 2000; or
 - (f) reserved legal activities for which authorisation by an approved regulator or licensing authority is required under the Legal Services Act 2007.
- “United Kingdom” means the United Kingdom of Great Britain and Northern Ireland;