

A. N. Yother
Certified Public Accountant of Kenya
P.O. Box.....
NAIROBI

RE: APPOINTMENT OF INTERIM MANAGER

The above matter refers.

Clause 2 of the Sixth Schedule of the Accountants Act No 15 of 2008 requires that a member of ICPAK who holds a practicing certificate shall nominate a suitably qualified member in good standing to be known as the Interim Manager, to manage and control the affairs of his practice in the event of incapacity or inability of the member to run the affairs of the practice.

In compliance with the Accountants Act No 15 of 2008, I appoint you as Interim Manager of XYZ & Associates until further notice which shall be made in writing. The terms of the nomination are as herein below:

1. General Nature of Obligations
2. Powers of the interim manager (staff deployment, operations e.t.c)
3. Remuneration
4. period of service should the event of incapacitation materialize
5. powers conferred on the interim manager (sign reports, correspondence, agreements e.t.c in the name of the firm)
6. The premises from which operations will continue to take place (if different from the practice's registered office)

Please sign all the three copies and return two to me, retaining one for your records. Please note that I will submit one copy to the Institute for their records.

Yours sincerely,

XYZ
ICPAK Reg. No. 1200

Acceptance

I A. N. Yother ICPAK Member No. 1100 accept to be the Interim Manager of XYZ & Associates, Certified Public Accountants, should the event of incapacitation occur in accordance with Schedule Six of the Accountants Act No. 15 of 2008.

Signed.....

Dated.....

Stamp.....

C.c. The Chief Executive, ICPAK.