



**THE ACCOUNTANTS (*ACCOUNTING, CONTROLS AND CONSULTING PRACTICE*) GUIDELINES, 2020**

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PREPARED BY:	PROFESSIONAL SERVICES DIVISION
RECOMMENDED BY:	COUNCIL COMMITTEE
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IN EXERCISE of the powers conferred by Section 9 (4) of the Accountants Act No 15 of 2008, the Council makes the following Guidelines.

No.	Title	Guidelines
1	Citation	1. These Guidelines may be cited as the Accountants ( <i>Accounting, Controls and Consulting Practice</i> ) Guidelines, 2020.
2	Interpretation	<p>2. In these Guidelines, unless the context otherwise requires –</p> <p>“Act” means the Accountants Act No. 15 of 2008;</p> <p>“Ancillary entity” means an entity that provides necessary support to the main activities of an organization;</p> <p>“Certificate” means a certificate issued to a member by the Institute;</p> <p>“Committee” means the Registration and Quality Assurance committee (RQAC) established under section 13 of the Accountants Act;</p> <p>“Council” means the Council of the Institute established under section 9 of the Accountants Act;</p> <p>“Disciplinary Committee” means the committee established under section 31 of the Accountants Act;</p> <p>“Institute” means the Institute of Certified Public Accountants of Kenya established under section 3 of the Accountants Act;</p> <p>“IFAC” means the International Federation of Accountants;</p> <p>“Member” means a member of the Institute;</p> <p>“Misconduct” includes making or providing false Accounting, Controls and Consulting services against these Guidelines.</p> <p>“Accounting, Controls and Consulting practitioner’s certificate” means the certificate issued by the RQAC.</p>
3	Eligibility for Application of Accounting, Controls and	3. For an applicant to be considered to practice as Accounting, Controls and Consulting Practitioner, he should meet the following criteria:

	Consulting Practice certificate	<ul style="list-style-type: none"> <li>a) Has been an ordinary member of the Institute for the last two years.</li> <li>b) The Applicant should have acquired Two (2) years' experience in performing Accounting, Controls and Consulting work in public or private sector performing any of the following; Accounting Services; Financial Management: Public Financial Management; Management Accounting; Advisory Services; and any other services as envisaged under section 2(1) of the Act on full time basis or Four (4) years 'experience on part time basis under the supervision of a member in good standing, who has been acquired practical experience for a period of not less than Three (3) years;</li> <li>c) The Applicant should have obtained 40 CPD hours annually in accordance with the Institute's CPD Guidelines, in the years prior to the application for a Practicing Certificate;</li> <li>d) The Applicant should have attended any of the two mandatory trainings in Accounting, Controls and Consulting as directed on an annual basis by the Institute;</li> <li>e) A successful Applicant shall pay an annual practicing fee as shall be determined by the Council from time to time.</li> <li>f) A member who wishes to practice Accounting, Controls and Consulting services shall apply in writing to the RQAC in a prescribed form for registration;</li> <li>g) An application made shall be accompanied by a non-refundable fee of Five thousand shillings ( Kshs. 5,000);</li> </ul>
4	Register for licensed Accountants offering Accounting, Controls and Consulting services	<p>4 (1) The RQAC shall maintain a register of all accountants licensed under Accountants (<i>Accounting, Controls and Consulting Practice</i>) Guidelines</p> <p>(2) The register shall contain—</p> <ul style="list-style-type: none"> <li>a) the names of all accountants licensed under these <i>Guidelines</i>;</li> <li>b) the principal address of business and any other place where the licensed accountant may operate from; and</li> <li>c) the names of the firm and the name of the interim manager where the firm is a sole</li> </ul>

		<p>proprietor</p> <p>d) such other information as the RQAC may deem necessary.</p> <p>(3) A licensed accountant <i>under these Guidelines</i> shall notify the RQAC of any change in the information in the register within fourteen days of such change.</p>
5	Functions of Accounting, Controls and Consulting Practitioner)	<p>5. The functions of an Accountant, Controls, and Consulting Practitioner under this category shall include any of the following depending on the experience:</p> <ul style="list-style-type: none"> <li>a) Internal Control systems auditing including internal audit reports issued in accordance with International Professional Practices Framework as may be promulgated by IIA from time to time;</li> <li>b) Accounting services including bookkeeping, compilation, management and cost accounting reports;</li> <li>c) Finance and Public Finance Management including financial risk management reports; and</li> <li>d) And any other advisory services related thereto including summarization and analysis of accounts, forensic accounting, financial investigation and financial litigation support.</li> </ul>
6	Prohibited Practice	<p>6. An Accountant <i>licensed under these Guidelines</i> is prohibited from rendering the following services under this category-</p> <ul style="list-style-type: none"> <li>a) Forming including issuing of audit opinions and reporting on financial statements as prescribed by International Standards on Auditing and International Standards of Supreme Audit Institutions.</li> <li>b) Issuing expert opinions in a court of law or in any quasi- judicial bodies</li> <li>c) Certifying financial statements</li> </ul>
7	Description of Practicing firms	<p>Any firm of registered members that has been duly licensed under these Guidelines shall be entitled to describe itself as Certified Public Accountants of Kenya (<i>Accounting, controls and consulting practice</i>)</p>
8	Registration of practicing firms	<p>A firm applying for registration as Certified Public Accountants (<i>Accounting, controls and consulting practice</i>) shall fulfill the following conditions;</p> <ul style="list-style-type: none"> <li>a) complete an application form issued by the Council and submit it to the RQAC for consideration;</li> </ul>

		<ul style="list-style-type: none"> <li>b) Submit professional indemnity insurance cover equal to at least three times the latest annual turnover of the firm;</li> <li>c) submit a proof of formation of partnership where a firm is not a sole proprietor;</li> <li>d) submit a proof that there are arrangements for the continuity of the practice in the event of death or incapacity of the partner for a sole proprietor firm (s);</li> <li>e) submit a proof that there is a proper place of business with proper physical address.</li> <li>f) Pay the appropriate application fees.</li> </ul>
9	Offences	An Accounting, Controls and Consulting practitioner shall commit an offence as prescribed by the provisions of section 41 of the Accountants Act
10	Conduct of Accountant licensed as ( <i>Accounting, Controls and Consulting Practitioner</i> )	<p>10. (1) An accountant licensed as Accounting, Controls and Consulting Practitioner shall:-</p> <ul style="list-style-type: none"> <li>a) Be ethical in his/her conduct at all times.</li> <li>b) Act in a professional manner in providing services to his clients.</li> <li>c) Act for the interest of his client at all times</li> <li>d) Observe the code of conduct and ethics guidelines issued by the Institute.</li> </ul>
11	Investigation of allegations of misconduct by practitioners	11.(1) All allegations of professional mis conduct by an accountant licensed as Accounting, Controls and Consulting Practitioner shall be handled by the disciplinary committee and dealt with in accordance with the provisions of Section 30 to 35 of the Accountants Act.
12	Amendment of Category of license	12. A member in good standing may apply to amend a category of license by delivering to RQAC a form in a prescribed manner, pay prescribed fee and avail any other documents or information specified in the application form or otherwise required by Council from time to time
13	De- registration of Practicing Firms	<p>13. Registration of a practicing <i>licensed under these Guidelines</i> shall cease on the occurrence of any of the following:</p> <ul style="list-style-type: none"> <li>a) where the firm is convicted in a court of law for a financial crime;</li> <li>b) where the actions of the firm's partners constitute a breach of gross professional conduct or ethics;</li> <li>c) death or where the partner(s) becomes incapacitated;</li> <li>d) failure of a practitioner(s) or the firm to pay the annual firm fees for a period of more than three months from the due date;</li> </ul>

		<ul style="list-style-type: none"> <li>e) failure of the firm to comply with the international standards and directives issued by the Council from time to time.</li> <li>f) failure of the firm to keep proper books of accounts as required by law and to pay the required tax to the Government;</li> <li>g) failure of the firm to maintain good quality work for its clients; or</li> <li>h) failure of any one of the firm partners(s) to attain the minimum number of hours in continuing professional development programmes;</li> <li>i) A licensed practitioner shall be deregistered on retirement from active practice and or on voluntarily returning his or her practicing certificate to RQAC.</li> </ul>
14	Dispute Resolution	14. In case of any dispute in respect of these guidelines, the same shall be referred to the Registration and Quality Assurance Committee (RQAC) of the Institute.
15	Transitional Provisions	14. All existing accountants offering accounting, controls and consulting services in the database as at the effective date of these Guidelines shall be deemed to be registered and licensed under these Guidelines This window shall be for the licenses already issued during the year of conversion only.
16	Effective Date	These Guidelines shall take effect from the date approved by Council



**Dated the \_\_\_\_\_ 2020.**

**Signed on Behalf of the Council by**

**FCPA Rose Mwaura, MBS**  
***Chair ICPAK Council***



Please attach 2  
current passport  
photos of yourself  
certified as true  
likeness of the  
applicant

**THE ACCOUNTANTS ACT**  
*No.15 of 2008*

**INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA**

**APPLICATION FOR GRANT OF A PRACTISING CERTIFICATE  
ADVISORY AND CONSULTANCY SERVICES**

Applications to be addressed to:

The Chairman  
Registration and Quality Assurance Committee  
Institute of Certified Public Accountants of Kenya  
P.O. Box 59963 00200  
NAIROBI

Date

**SECTION A**

1). Surname (Mr ☐ Mrs. ☐ Miss. ☐ Ms ☐ Dr ☐ Prof. ☐ ) -----  
(Block Letters)

2) Other Names-----  
(Block Letters)

3) Registration Number----- Date of Registration-----

*Provide copy of the registration certificate from ICPAK. The copy should be certified as being a true copy of the original by an advocate of the High Court of Kenya to whom the applicant is known.*

4) Confirmation of payment of application fee which is non-refundable of **Kshs. 5,000**

*Cheques should be made payable to the Institute of Certified Public Accountants of Kenya (ICPAK). Modes of payment – Cheques, Card, M-Pesa - Pay bill 722722 for business number and ICPAK membership number for account number. Telex Transfer/ Telegraphic Transfers; Barclays Bank of Kenya, Moi Avenue branch, A/c 03-075-1597134; Swift Code -BARCKENX OR Standard Chartered Bank, Ruaraka Branch, Account Number: 010-2093120900. Where payment has been made through the bank, the applicant is required to present the banking slip with his/her application.*





**NB**

***The application fee shall be forfeited if the grant of the practising certificate is not awarded within two (2) years from the date of application.***

5. Relevant work experience gained since qualifying (Use additional sheet of paper if necessary)

<b>Name and Address of Organization</b>	<b>From (date)</b>	<b>To (date)</b>	<b>Position Held</b>	<b>Description of Responsibilities</b>

***Provide letters of reference from employer(s) covering the previous two (2) years confirming your professional experience and integrity of work.***



## SECTION B

6. I, -----hereby apply for the grant of a Practicing Certificate under the provisions of the Accountants Act No.15 of 2008. The details of my practice are as provided below;

6.1 Name or Style of Practice-----

6.2 Main Address at which Practice is located / is to be located:

Physical location-----

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Town/District -----

Mail Address-----

Telephone No-----

Email Address-----

Contact Partner-----

7. State whether the Practice will be ☐ Full time ☐ Part time
8. If part time, give approximate proportion of working time to be spent in practice (in percentage terms) ☐ less than 20% ☐ 20-50% ☐ over 50%
9. Does (will) the firm provide other related professional accountancy services apart from category m services? ☐ Yes ☐ No
10. If the answer to No.9 is yes, list the other services planned to be offered

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a. Date planned for Practice to commence-----

*Non-Kenyans should enclose a copy of a valid work permit also certified by the same advocate who certifies the applicant's other documents.*



## 11. Declaration

11.1. I hereby solemnly declare that the foregoing information is true to the best of my knowledge. I acknowledge that any statement contained anywhere in this application which is known to be false shall invalidate this application and any decision reached thereon by the Board. I have read the Accountants Act, and

I am aware of the penalties stipulated in connection with the provision of misleading information.

11.2. I further commit to fulfil any requirements set by the Institute of Certified Public Accountants of Kenya (ICPAK) relating to Professional Standards, Continuing Programmes of Education, Audit Quality Review, Professional Indemnity for practicing accountants and any other professional pronouncements that are in force or may be introduced in the future.

Applicants Signature-----Date-----

### FOR OFFICIAL USE ONLY

Practicing File No: -----Registration No

Date Received: -----

Receipt No----- Date-----Date Acknowledged-----

Member standing status                      In good standing ☐                      Not in good standing ☐

Approved/Rejected Minute No-----Deferred Minute No-----

RQAC Chairman's Signature----- Date-----

Date Notification Sent-----