



BACKGROUND

The Accountants Act underwent significant amendments through the Finance Act 2018. Among the notable amendments was the definition of the Accountant and the introduction of the Multiple Licensing regime by the Institute.

Following these critical amendments, ICPAK developed and launched the Multiple Licensing Regulations in November 2020. This paved way for the commencement for the application of the Multiple Licences by members from the 1st December 2020. The effective date for the operationalisation of the Multiple Licences will be the 1st January 2021.

Members who wish to practise are therefore notified to submit their applications for consideration under the various categories, namely;

Category A – Audit and Assurance

Category M – Accounting Controls and Consulting


Category T – Taxation services

Category C – Composite services

Below are the Multiple Licence Regulations and a detailed guidance on the automated online application process.

MULTIPLE LICENSING APPLICATIONS PROCESS

SNAPSHOT 1: HOMEPAGE

 ICPAK Practising Licenses Portal

Apply for Practising Certificate

Are you a full ICPAK member for over 2 years with enough experience who want to start practising? Please select your preferred category of Practising Certificate in the next page.

Your Application Status is **Draft**. Please click the APPLY button below to complete the pending sections.

APPLY →

Apply for Annual Practising License

Are you an ICPAK Practising Certificate holder and you would like to acquire your own Practising License?

APPLY →

Apply for Firm License

Are you an ICPAK Practising Certificate and Practising License holder and you would like to acquire Firm License for your firm?

APPLY →

SNAPSHOT 2: LICENSE CATEGORIES

Accounting, Controls and Consulting License	Tax License	Audit and Assurance License	Composite License
CATEGORY M	CATEGORY T	CATEGORY A	CATEGORY C
REQUIREMENTS	REQUIREMENTS	REQUIREMENTS	REQUIREMENTS
<div><div>✓</div><div>Has been an ordinary Member of ICPAK for the last 2 years</div></div> <div><div>✓</div><div>Has acquired 2 years' experience 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</div></div>	<div><div>✓</div><div>Has been an ordinary member of the Institute in good standing for a period of two (2) years and in possession of a valid Practising Certificate</div></div> <div><div>✓</div><div>Has acquired two (2) years' experience performing taxation work full time or four (4) years' experience on part time basis, monitored by a holder of a valid practicing and a member in good standing, who has been holding the practicing</div></div>	<div><div>✓</div><div>Has been an ordinary Member of ICPAK for the last 2 years</div></div> <div><div>✓</div><div>Has acquired 5 years' experience performing external audit work full time or 7 years' experience on part time basis, monitored by a holder of a valid practicing certificate and a member in good standing, who has been holding the practicing certificate for a period of not less than six</div></div>	<div><div>✓</div><div>Has been an ordinary member of the Institute in good standing for a period of two (2) years and in possession of a valid Practising Certificate</div></div> <div><div>✓</div><div>Has acquired five (5) years' full-time experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services, or seven (7) years' experience on part time basis under the supervision of a member</div></div>

SNAPSHOT 3: PROFILE INFORMATION

APPLICATION FOR CATEGORY A PRACTISING CERTIFICATE
Audit and Assurance License

Profile Work Experience Practical Experience Partners Worked Under Existing Partners Invoice Payment

Surname
John

ICPAK Registration Number
1234

Other Names
Doe

You should be a full ICPAK Member for 2 or more years

ICPAK Registration Date
2010/12/06

Country
Kenya

Phone Number
+254721***123

Email
username@example.com

[Uploaded Registration Certificate](#)
Attach ICPAK Registration Certificate below

SNAPSHOT 4: AVAILABLE APPLICATION STEPS

APPLICATION FOR CATEGORY A PRACTISING CERTIFICATE
Audit and Assurance License

Profile Work Experience Practical Experience Partners Worked Under Existing Partners Invoice Payment

Start with the most recent practical experience.

Current/Latest Practical Experience

Organization Name Organization Address

From Date Position



Contacts us for support

Please do not hesitate to contact the Professional Services Team for any clarification and guidance.