



**INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
OF KENYA**

**THE ACCOUNTANTS ACT
(PRACTICE LICENCES) GUIDELINES, 2020**

AUGUST 2020

IN EXERCISE of the powers conferred by Section 9 (3) and (4) of the Accountants Act No 15 of 2008, the Council issues the following guidelines.

THE ACCOUNTANTS ACT (PRACTICE LICENCES) GUIDELINES, 2020.

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PART I-PRELIMINARY

1. Citation

These Guidelines may be cited as the Accountants Act (Practice Licences) Guidelines, 2020.

2. Interpretation

In these Guidelines, unless the context otherwise requires –

“Act” means the Accountants Act No. 15 of 2008;

“Accountancy” means practice in accounting, financial reporting, control systems, systems auditing, auditing, assurance, forensic accounting and auditing, finance, financial management, public finance management, taxation, financial risk management, management accounting and advisory services related thereto;

“Accounting, Controls and Consulting Licensed Practitioner” means a member registered by the Committee to perform Audit and Assurance Services under Part V;

“Accounting, Controls and Consulting Licence” means the licence issued by the Committee to a member who is an Accounting, Controls and Consulting Practitioner under Part V;

“Audit and Assurance Licenced Practitioner” means a member registered by the Committee to perform Audit and Assurance Services under Part III;

“Audit and Assurance Licence” means the licence issued by the Committee to a member who is an Audit and Assurance Practitioner under Part III;

“Composite Licenced Practitioner” means a member registered by the Committee under Part II;

“Commissioner” means the Commissioner General appointed under the Kenya Revenue Authority Act;

“Committee” means the Registration and Quality Assurance committee (RQAC) established under section 13 of the Act;

“Composite Licence” means the licence issued by the Committee to a member who is an Audit and Assurance, Tax, Accounting Controls and Consulting Practitioner under Part II;

“Council” means the Council of the Institute established under section 9 of the Act;

“CPD” means Continuous Professional Development;

“Disciplinary Committee” means the committee established under section 31 of the Act;

“Firm” means a sole proprietor or partnership established by members in practice;

“Institute” means the Institute of Certified Public Accountants of Kenya established under section 3 of the Act;

“IFAC” means the International Federation of Accountants;

“International Standards” mean the International Standards on Auditing (ISAs), International Standards on Review Engagements (ISREs), International Standards on Assurance Engagements (ISAEs), International Standards on Related Services (ISRSs) and International Standards of Supreme Audit Institutions (ISSAIs) as issued by International Federation of Accountants (IFAC) International Accounting Standards Board (IASB), International Accounting and Assurance Standards Board (IAASB) and International Ethics Standards Board for Accountants (IESBA) or such standards as may be promulgated by the Institute;

‘Licences’ means category “C”, “A”, “T” and “M” licenses issued to a firm or a Composite practitioner; Audit and Assurance Licensed Practitioner; Accounting, Controls and Consulting Licensed practitioner; and Tax Practitioner;

“Member” means a member of the Institute;

“Misconduct” includes making or providing false Accounting, Controls and Consulting services against these Guidelines; making false tax declarations, aiding and abetting tax evasion and engaging in any conduct prohibited by any law relating to the collection of tax; issuing a wrong audit opinion in contravention with the standards; participating in fraudulent activities and carrying out any other practices that are against the law, international standards and ethical standards issued by the Institute;

“Practising Certificate” means a practicing certificate issued pursuant to section 21 of the Act;

“Tax Law” means the Tax Procedures Act, the Income Tax Act, Excise Duty Act, the Value Added Tax Act, East Africa Community Customs Management Act and any other legislation related to taxation;

“Tax Licence” means the licence issued by the Committee to a member who is a Tax Practitioner under Part IV

“Tax Practitioner” means a member registered by the Committee to perform services as outlined in Part IV;

PART II- COMPOSITE LICENCE (CATEGORY “C”)

3. Application for Composite Licence

- (a) A member shall be qualified to be issued a composite licence to practise as a Composite Licensed Practitioner if such member: -
 - (i) 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;
 - (ii) 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 in good standing, who has been holding the Practising Certificate in the fields outlined for a period of not less than six (6) years immediately preceding the date of the application;
 - (iii) Has obtained an average of Forty (40) CPD hours annually for the last three (3) years in accordance with the Institute’s CPD policy;
 - (iv) Has attended a minimum of three mandatory trainings in Audit and Assurance, Tax, Accounting Controls and Consulting within the last one year prior to the application for a License as directed by the Institute.
- (b) A member who is qualified under this Part shall apply in writing to the Committee in a prescribed form as per Schedule IV.
- (c) A successful applicant under this Part shall pay an annual renewal licence fee as provided under Schedule I.
- (d) The License issued under this Part shall be valid from the date of issue to the thirty-first December of the year of issue and shall be renewed at the end thereof.
- (e) Foreign nationals must have a valid work permit or a Certificate of Permanent Residence and comply with the provisions of section 26 of the Act.

4. Register of Composite Licenced Practitioners.

- a) The Secretary to the Committee shall maintain a register of all members licensed under this Part in accordance with section 28 of the Act.
- b) The contents of the register shall include: -
 - (i) The names of all members licensed under this Part;

- (ii) The principal address of business and any other place where the licensed members may operate from;
 - (iii) The names of the firm and the name of the interim manager where the firm is a sole proprietor;
 - (iv) Such other information as the Committee may deem necessary.
- c) A licenced member under this Part shall notify the Committee of any change in the information in (b) above within fourteen days of such change.

5. Services to be provided by a Composite Licenced Practitioner.

Subject to independence provisions in the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants, the services to be provided by a Composite Licenced Practitioner shall include: -

- (a) Performing an audit, review, or other assurance services, including issuing an auditor's report, a review engagement report, opinion or any other assurance report in accordance with auditing, assurance and other related standards issued by the International Auditing and Assurance Standards Board;
- (b) Deal with any other matters that relate to Audit and Assurance services;
- (c) Prepare and submit tax returns on behalf of a taxpayer;
- (d) Liaise with the Kenya Revenue Authority on behalf of a taxpayer on matters relating to tax;
- (e) Advise and/or represent a taxpayer in matters relating to tax before the Commissioner or the Tribunal established under the Tax Appeals Tribunal Act, 2013;
- (f) Deal with any other matters that relate to tax on behalf of a taxpayer;
- (g) Issue "expert opinions" in disputes involving tax matters;
- (h) Internal control systems auditing including internal audit reports issued in accordance with International Professional Practices Framework as may be promulgated by the Institute of Internal Auditors (IIA) from time to time;
- (i) Accounting services including bookkeeping, compilation, management and cost accounting reporting;
- (j) Finance and Public Finance Management including Financial Risk Management

reviews;

- (k) Any other advisory services related thereto including summarization and analysis of accounts, forensic accounting, financial investigation, and financial litigation support;

6. Prohibited Practice.

A Practitioner licensed under this Part shall be guilty of professional misconduct if such member engages in any acts prohibited under section 30 of the Act.

7. Licensing of Firm.

A firm applying to be licensed as Certified Public Accountants of Kenya (Composite Licence) shall fulfill the following conditions:

- (a) Apply to the Committee in a prescribed form as per Schedule IV and confirm that the proprietor or at least one partner holds a valid “C” licence, or at least one partner each holding a valid “A”, “T”, and “M” licence;
- b) Submit an appropriate professional indemnity insurance cover with a sum assured appropriate to the risk assumed;
- c) Submit a Certificate of Registration of firm and the Partnership Deed (where applicable);
- d) In case of a sole proprietor, submit proof that there exist arrangements for the continuity of the practice in the event of death or incapacitation of the proprietor;
- e) Submit proof of the appropriate place of business with a verifiable physical address;
- f) Pay the appropriate annual licence fees as provided under Schedule I.

PROVIDED THAT for the purpose of section 5 of the Public Audit Act, 2015, the Committee may accept the Office of the Auditor General’s application for registration as a firm, so long as the application is made by a member in good standing and responsible for the direction and supervision of the Office of the Auditor General.

8. Description of Licenced Firm.

Any firm of registered members that has been duly licensed under this Part shall be entitled to describe itself as “Certified Public Accountants of Kenya (Composite Licensed Offering Audit and Assurance, Tax, Accounting Controls and Consulting services).”

9. Offences.

A Composite Licenced Practitioner shall be bound by the provisions of section 41 of the Act.

10. Conduct of a Composite Licenced Practitioner.

A Composite Licenced Practitioner shall: -

- (a) Act in in the Public Interest;
- (b) Comply with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and as may be revised from time to time;
- (c) Observe the code of conduct and ethics guidelines issued by the Institute;
- (d) Comply with the provisions of the Act.

11. Investigation of Allegations of Misconduct by Practitioner.

All allegations of misconduct by a member licensed under this Part shall be handled by the Disciplinary Committee and dealt with in accordance with the provisions of section 30 to 35 of the Act.

12. Transfer to a Category of Licence.

A Composite Licenced Practitioner or a firm in good standing seeking a transfer to a different category of licence shall apply in writing to the Committee in a prescribed and applicable form under Schedule IV and pay the applicable fees.

13. Revocation of Firm Licence.

Upon the recommendation of the Disciplinary Committee, the Council shall revoke a Firm Licence: -

- a) If the firm is convicted in a court of law for a financial crime;
- b) If the actions of the firm constitute breach of professional conduct or ethics;
- c) If the partners become incapacitated and the term of the interim manager appointed under section 45 of the Act expires and not renewed by Council;
- d) If the firm fails to pay the annual firm licence fees for a period of more than twelve months from the due date;
- e) If the firm fails to comply with the applicable International Standards or directives

issued by the Council from time to time;

- f) If the partners voluntarily wind up the firm and return their practising certificates and Firm Licence to the Committee.

PART III-AUDIT & ASSURANCE LICENCE (CATEGORY “A”)

14. Application for an Audit and Assurance Licence.

- (a) A member shall be qualified to be issued an Audit and Assurance licence to practice as an Audit and Assurance Practitioner if such member: -
 - (i) 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;
 - (ii) Has acquired five (5) years’ full time experience in performing Audit and Assurance work or seven (7) years’ experience on part time basis under the supervision of a member in good standing, who has been holding the practising certificate for a period of not less than six (6) years immediately preceding the date of the application;
 - (iii) Has obtained an average of 40 CPD hours annually for the last three (3) years in accordance with the Institute’s CPD Policy;
 - (iv) Has attended any of the two mandatory trainings in Audit and Assurance, reviews and related services on an annual basis as directed by the Institute.
- b) A member who is qualified under this Part shall apply in writing to the Committee in a prescribed form as per Schedule IV.
- c) A successful applicant under this Part shall pay an annual licence fee as provided under Schedule I.
- d) The License issued under this Part shall be valid from the date of issue to the thirty-first December of the year of issue and shall be renewed at the end thereof.
- e) Foreign nationals must have valid work permit or a Certificate of Permanent Residence and comply with the provisions of section 26 of the Act.

15. Register of Audit and Assurance Licenced Practitioners.

- a) The Secretary to the Committee shall maintain a register of all members licenced under this Part in accordance with section 28 of the Act.
- b) The contents of the register shall include: -

- (i) The names of all members licensed under this Part;
 - (ii) The principal address of business and any other place where the licensed member may operate from;
 - (iii) The names of the firm and the name of the interim manager where the firm is a sole proprietor;
 - (iv) Such other information as the Committee may deem necessary.
- c) A licenced member under this Part shall notify the Committee of any change in the information in (b) above within fourteen days of such change.

16. Services to be Provided by an Audit and Assurance Licenced Practitioner.

Subject to independence provisions in the IESBA Code of Ethics for Professional Accountants, the services to be provided by an Audit and Assurance Licenced Practitioner shall include: -

- (a) Performing an audit, review, or other assurance services, including issuing an auditor's report, a review engagement report, opinion or any other assurance report in accordance with international standards;
- (b) Dealing with any other matter that relates to Audit and Assurance services.

17. Prohibited Practice.

A Practitioner licensed under this Part shall be guilty of professional misconduct if such member: -

- (a) engages in any acts prohibited under section 30 of the Accountants Act; or
- (b) engages in Practice not authorized under the licence or this Part.

18. Licensing of Firm.

A firm applying to be licenced as Certified Public Accountants of Kenya (Audit and Assurance Practice) shall fulfill the following conditions:

- (a) Apply to the Committee in a prescribed form as per Schedule IV and confirm that the proprietor or at least one partner holds a valid Audit & Assurance licence;
- (b) Submit a professional indemnity insurance cover with a sum assured that is appropriate to the risk assumed;

- (c) Submit a Certificate of Registration of a Firm and Partnership Deed (where applicable);
- (d) In case of a sole proprietor, submit proof that there exist arrangements for the continuity of the practice in the event of death or incapacitation of the proprietor;
- (e) Submit proof of the appropriate place of business with a verifiable physical address;
- (f) Pay the appropriate annual licence fees as provided under Schedule I.

PROVIDED THAT for the purpose of section 5 of the Public Audit Act, 2015, the Committee may accept the Office of the Auditor General's application for registration as a firm, so long as the application is made by a member in good standing and responsible for the direction and supervision of the Office of the Auditor General

19. Description of Licenced Firm.

Any firm of registered members that has been duly licensed under this Part shall be entitled to describe itself as "Certified Public Accountants of Kenya" (Audit and Assurance Practice)."

20. Offences.

An Audit and Assurance Licensed Practitioner shall be bound by the provisions of section 41 of the Act.

21. Conduct of an Audit and Assurance Licenced Practitioner.

An Audit and Assurance Licensed Practitioner shall: -

- (a) Act in the public interest;
- (b) Comply with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and as may be revised from time to time;
- (c) Observe the code of conduct and ethics guidelines issued by the Institute.
- (d) Comply with the provisions of the Act.

22. Investigation of Allegations of Misconduct by Audit and Assurance Practitioner.

All allegations of professional misconduct by Audit and Assurance practitioner shall be handled by the Disciplinary Committee and dealt with in accordance with the provisions of Sections 30 to 35 of the Act.

23. Transfer to a Category of License.

An Audit and Assurance Licensed Practitioner or a firm in good standing licensed under this Part seeking a transfer to a different category of licence shall apply in writing to the Committee in a prescribed and applicable form under Schedule IV and pay the applicable fees.

24. Revocation of Firm Licence.

Upon the recommendation of the Disciplinary Committee, the Council shall revoke a Firm Licence: -

- (a) If the firm is convicted in a court of law for a financial crime;
- (b) If the actions of the firm constitute breach of gross professional conduct or ethics;
- (c) If the proprietor become incapacitated and the term of the interim manager appointed under section 45 of the Act expires and not renewed by Council;
- (d) If the firm fails to pay the annual firm licence fees for a period of more than twelve months from the due date;
- (e) If the firm fails to comply with the International Standards or directives issued by the Council from time to time;
- (f) If the partners voluntarily wind up the firm and return their practicing certificates and firm license to the Committee.

PART IV-TAX LICENSE (CATEGORY “T”)

25. Application for Tax Licence.

- (a) A member shall be qualified to be issued a Tax Licence to practice as a Tax Practitioner if such member: -
 - (i) 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;
 - (ii) Has acquired two (2) years’ full time experience in performing tax work or four (4) years’ experience on part time basis under the supervision of a member in good standing, who has been holding a Practising Certificate issued in accordance with section 22 of the Act for a period of not less than three (3) years immediately preceding the date of the application;
 - (iii) Has obtained an average of 40 CPD hours annually for the last three (3) years and in accordance with the Institute’s CPD Policy;

- (iv) Has attended any of the two mandatory trainings in tax as directed on an annual basis as directed by the Institute.
- (b) A member who is qualified under this Part shall apply in writing to the Committee in a prescribed form as per Schedule IV.
- (c) A successful applicant under this Part shall pay an annual licence fee as provided under Schedule I.
- (d) The License issued under this Part shall be valid from the date of issue to the thirty-first December of the year of issue and shall be renewed at the end thereof.
- (e) Foreign nationals must have valid work permit or a Certificate of Permanent Residence and comply with the provisions of section 26 of the Act.

26. Register of Licenced Tax Practitioners.

- a) The Secretary to the Committee shall maintain a register of all Tax Practitioners licensed under this Part in accordance with section 28 of the Act.
- b) The contents of the register shall include: -
 - (i) The names of all members licensed under this Part;
 - (ii) The principal address of business and any other place where the licensed Tax Practitioners may operate from;
 - (iii) The names of the firm and the name of the interim manager where the firm is a sole proprietor;
 - (iv) Such other information as the Committee may deem necessary.
- (e) A licenced Tax Practitioner under this Part shall notify the Committee of any change in the information in (b) above within fourteen days of such change.

27. Services to be provided by Licenced Tax Practitioner.

The services to be provided by a licenced Tax Practitioner shall include: -

- (i) Preparation and submission of tax returns on behalf of a taxpayer;
- (ii) Liaison with the Kenya Revenue Authority on behalf of a taxpayer on matters relating to tax;

- (iii) Advising and representing a taxpayer in matters relating to tax before the Commissioner or the Tribunal established under the Tax Appeals Tribunal Act, 2013;
- (iv) Issuing “expert opinions” in disputes involving tax matters as a tax practitioner registered and admissible under these regulations;
- (v) Dealing with any other matters that relate to tax on behalf of a taxpayer.

28. Prohibited Practice.

A Practitioner licensed under this Part shall be guilty of professional misconduct if such member: -

- (a) engages in any acts prohibited under section 30 of the Act; or
- (b) engages in Practice not authorized under the licence or this Part.

29. Licensing of Firm.

A firm applying to be licensed as Certified Public Accountants (Tax Practitioners) shall fulfill the following conditions: -

- (a) Apply to the Committee in a prescribed form as per Schedule IV and confirm that the proprietor or at least one partner holds a valid Tax licence;
- (b) Submit professional indemnity insurance cover with a sum assured appropriate to the risk assured;
- (c) Submit a Certificate of Registration of firm and the Partnership Deed (where applicable);
- (d) Submit a professional indemnity insurance cover with a sum assured appropriate to the risk assured;
- (e) In case of sole proprietor, submit proof that there exist arrangements for the continuity of the practice in the event of death or incapacitation of the proprietor;
- (f) Submit proof of the appropriate place of business with a verifiable physical address;
- (g) Pay the appropriate annual licence fees as provided under Schedule I.

30. Description of Licenced Firm.

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 (Tax Practitioners)”

31. Offences.

A Tax Practitioner shall be bound by the provisions of section 41 of the Act.

32. Conduct of a Licenced Tax Practitioner.

A Licensed Tax Practitioner shall: -

- a) Act in a professional manner in providing services to clients to enable them to comply with the requirements of any tax law;
- b) Comply with any notice served on the Tax Practitioner by the Commissioner within the period specified in the notice;
- c) Act in the public interest;
- d) Maintain a separate client account for all tax monies received from client for onward remission to KRA;
- e) File accurate tax returns on behalf of clients;
- f) Be compliant with the ethics standards as issued by International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and as may be revised from time to time;
- g) Observe the code of conduct and ethics guidelines issued by the Institute.

33. Investigation of Allegations of Misconduct by Tax Practitioner.

All allegations of misconduct by Tax Practitioner shall be handled by the Disciplinary Committee and dealt with in accordance with the provisions of section 30 to 35 of the Act.

34. Transfer to a Category of Licence.

A Licenced Tax Practitioner or a firm in good standing licensed under this Part seeking a transfer to a different category of license shall apply in writing to the Committee in a prescribed and applicable form under Schedule IV and pay the applicable fees.

35. Revocation of Firm License.

Upon the recommendation of the Disciplinary Committee, the Council shall revoke a Firm Licence: -

- a) If the firm is convicted in a court of law for a financial crime;

- b) If the actions of the firm constitute breach of gross professional conduct or ethics;
- c) If the partners become incapacitated and the term of the interim manager appointed under section 45 of the Act expires and not renewed by Council;
- d) If the firm fails to pay the annual firm licence fees for a period of more than twelve months from the due date;
- e) If the firm fails to comply with the International Standards and Guidelines or directives issued by the Council from time to time;
- f) If the partners voluntarily wind up the firm and return their practising certificates and firm certificate to the Committee.

PART V-ACCOUNTING, CONTROLS AND CONSULTING LICENCE (CATEGORY “M”)

36. Application for Accounting, Controls and Consulting Licence.

- (a) A member shall be qualified to be issued with Accounting, Controls and Consulting Licence to practise as an Accounting, Controls and Consulting Practitioner if such member: -
 - (i) 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;
 - (ii) Has acquired two (2) years’ full time 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 Service, and any other Accountancy services as envisaged under section 2(1) of the Act or four (4) years’ experience on part time basis under the supervision of a member in good standing, having acquired practical experience for a period of not less than three (3) years immediately preceding the date of the application;
 - (iii) Has obtained an average of 40 CPD hours annually for the last three years and in accordance with the Institute’s CPD policy;
 - (iv) Has attended at least any two mandatory trainings in Accounting, Controls and Consulting as directed on an annual basis by the Institute.
- (b) A member who is qualified under this Part shall apply in writing to the Committee in a prescribed form as per Schedule IV.
- (c) A successful applicant under this Part shall pay an annual renewal licence fee as provided under Schedule I.

- (d) The License issued under this Part shall be valid from the date of issue to the thirty-first December of the year of issue and shall be renewed at the end thereof.
- (e) Foreign nationals must have valid work permit or a Certificate of Permanent Residence and comply with the provisions of section 26 of the Act.

37. Register of Accounting, Controls and Consulting Licenced Practitioners.

- (a) The Secretary to the Committee shall maintain a register of all members licensed under this Part in accordance with section 28 of the Act.
- (b) The contents of the register shall include: -
 - (i) The names of all members licensed under this Part;
 - (ii) The principal address of business and any other place where the licensed members may operate from;
 - (iii) The name of the firm and the name of the interim manager where the firm is a sole proprietor;
 - (iv) Such other information as the Committee may deem necessary.
- (c) An Accounting, Controls and Consulting Licenced Practitioner shall notify the Committee of any change in (b) above within fourteen days of such change.

38. Services to be provided by Accounting, Controls and Consulting Licenced Practitioner.

The services to be provided by Accounting, Controls, and Consulting Practitioner under this category shall include: -

- (i) Internal Control systems auditing including internal audit reports issued in accordance with the International Professional Practices Framework as may be promulgated by the Institute of Internal Auditors (IIA) from time to time;
- (ii) Accounting services including bookkeeping, compilation, management, and cost accounting reports;
- (iii) Finance and Public Finance Management including County Government financial management reports;

- (iv) Any other advisory services related thereto including summarization and analysis of accounts, forensic accounting and investigation and financial litigation support.

39. Prohibited Practice.

A Practitioner licensed under this Part shall be guilty of professional misconduct if such member: -

- (a) engages in any acts prohibited by section 30 of the Act; or
- (b) engages in Practice not authorized under the Licence or this Part.

40. Licensing of Firms.

A firm applying to be licensed as Certified Public Accountants (Accounting, Controls, and Consulting Licence) shall fulfill the following conditions: -

- a) Apply to the Committee in a prescribed form as per Schedule IV and confirm that the proprietor or at least one partner holds a valid Accounting, Controls and Consulting Licence.
- b) Submit an appropriate professional indemnity insurance cover with a sum assured appropriate to the risk assumed;
- c) Submit a Certificate of Registration of firm and the Partnership Deed (where applicable);
- d) In case of a sole proprietor, submit proof that there exists arrangements for the continuity of practice in the event of death or incapacitation of the proprietor;
- e) Submit proof that there is a proper place of business with a verifiable physical address;
- (f) Pay the appropriate application fees as provided under Schedule I.

41. Description of Licenced Firm.

Any firm of registered members that has been duly licensed under this Part shall be entitled to describe itself as “Certified Public Accountants of Kenya (Accounting, Controls and Consulting Licenced Practitioners)”

42. Offences.

An Accounting, Controls and Consulting Licenced Practitioner shall be bound by the provisions of section 41 of the Act.

43. Conduct of an Accounting, Controls and Consulting Practitioner.

An Accounting, Controls and Consulting Licensed Practitioner shall: -

- a) Be compliant with the ethics standards as issued by International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and as may be revised from time to time;
- b) Observe the code of conduct and ethics guidelines issued by the Institute;
- c) Act in a professional manner in providing services to the clients;
- d) Act in the public interest.

44. Investigation of Allegations of Misconduct by Practitioner.

All allegations of professional misconduct by a licensed Accounting, Controls and Consulting Practitioner shall be handled by the Disciplinary Committee and dealt with in accordance with the provisions of sections 30 to 35 of the Act.

45. Transfer to a Category of Licence.

An Accounting, Controls and Consulting Licensed Practitioner or a firm in good standing licensed under this Part seeking transfer to a different category of licence shall apply in writing to the Committee in a prescribed and applicable form under Schedule III and pay the prescribed fees.

46. Revocation of Firm Licence.

Upon the recommendation of the Disciplinary Committee, the Council shall revoke a Firm Licence: -

- a) If the firm is convicted in a court of law for a financial crime;
- b) If the actions of the firm constitute a breach of gross professional conduct or ethics;
- c) If the partners become incapacitated and the term of the interim manager appointed under section 45 of the Act expires and not renewed by Council;
- d) If the firm fails to pay the annual firm license fees for a period of more than twelve months from the due date;
- (e) If the firm fails to comply with the international Standards and Guidelines or directives issued by the Council from time to time;
- (f) If the partners voluntarily wind up the firm and return their practicing certificates and firm certificates to the Committee.

SCHEDULE I

LICENSE FEES

The following shall be the approved license fees for the respective license categories as well as the annual license renewal fees: -

Table 1: Charges of Licence Fees

Fees based on licence Category: Categories C, A, T and Category M for annual renewal				
	CATEGORY C	CATEGORY A	CATEGORY T	CATEGORY M
	Composite license offering all services under A, T and M	Audit and Assurance	Tax practitioner	Accounting Controls and Consultants
Annual License Fees (Kenyans)	Kshs 10,000.00	Kshs 7,500.00	Kshs 5,000.00	Kshs 5,000.00
Annual License Fees (Non-Kenyans)	Kshs 25,000.00	Kshs 15,000.00	Kshs. 10,000.00	Kshs. 10,000.00

Table 2: Firm Licence Fees

Fees based on annual Turnover for all the categories C, A, T and Category M										
	Lower band for small and practitioners (turnover Kshs.0M – Kshs.5M)			Middle band for middle level practitioners (turnover Kshs 5M – Kshs.50M)			Higher band level for mature practices (turnover greater than KShs. 50M)			
Turnover in Millions	Below KShs 0.5	KShs 0.5 – 1M	KShs 1M- 5M	KShs 5M– 10M	KShs 10M– 30M	KShs 30M – 50M	KShs 50M – 100M	KShs 100M – 200M	KShs 200M – 500M	KShs 500M<
Firm Fee	KShs 5,000	KShs 7,500	KShs 10,000	KShs 15,000	KShs 25,000	KShs 40,000	KShs 75,000	KShs 150,000	KShs 250,000	KShs 500,000

SCHEDULE II

TRANSITIONAL PROVISIONS

1. These guidelines shall take effect from the date that shall be approved by Council being the effective date
2. All the existing holders of practicing certificate and annual license thereto as at the effective date of these guidelines shall be deemed to be registered and licensed under Part II of the Guidelines.

SCHEDULE III

1. In case of any dispute in respect of interpretation of these Guidelines, an independent arbitrator shall be appointed by the Council, on advice of the Committee, to hear and

determine the dispute.

2. The determination of the independent arbitrator shall be final and not subject to appeal

SCHEDULE IV

LICENSE APPLICATION FORM

(Guideline 3)

THE ACCOUNTANTS ACT
No.15 of 2008

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA
APPLICATION FOR GRANT OF COMPOSITE LICENSE
(CATEGORY “C”)

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). Practising Number _____ Date of Registration _____

(Provide certified copy of the Practising Certificate)

- 4). Confirmation of payment of Annual License Fee of **Kshs. 10,000 (for Kenyans)** or **Kshs. 25,000 for non-Kenyans)**

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.

- 5). Practical experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services with practicing Firm (s) for a period of five (5) years preceding the date of the application. (use additional sheet of paper if necessary)

Name and address of Firm	Position Held	From(date)	To (date)	Main Clients Handled
--------------------------	---------------	------------	-----------	----------------------

Provide a letter from a practicing firm(s) confirming your experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services in full time for a period of not less than five (5) years or seven (7) years on part time basis. The recommender for the licence must have been holding a valid practicing certificate and in good standing for a period of not less than six (6) years immediately preceding the date of the application specifying the following;

- That you have spent the equivalent of five (5) years in experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services in full time basis or seven (7) years in part-time capacity;*
- Level of responsibilities in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services generally and the duration of such responsibilities (e.g. manager, supervisor/ senior, clerk/assistant and the period such position held)*
- Names and contacts of the partners to whom you were responsible for your work.*
- Other work experience gained since registration as a Certified Public Accountant of Kenya.*

NB: Where experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services is gained through more than one firm, details confirming your experience as above should be obtained from each of the firms in question.

6). Names and contact of Partners under whom you served in No.4 above.

Name of Partner	Firm Name	Practising number(s) of the partners	Period	
			From	To

7). Relevant training and certification courses attended in one (1) year preceding the date of Application (Use additional sheets of paper where necessary)

Description of Training and Certification Courses	Date Attended
---	---------------

(a)	
(b)	
(c)	
(d)	

- 8). Indicate the Number of CPD Hours obtained in the three (3) years preceding the date of the Application.....
(Provide a copy of your CPD Statement)

SECTION B

- 9). I, -----hereby apply for the grant of a Composite License under the provisions of the Accountants Act No.15 of 2008 and the Guidelines. The details of my practice are as provided below;

9.1	Name or Style of Practice-----	
9.2	Main Address at which Practice is located / is to be located:	
	Physical location-----	
	Town/District -----	
	Mail Address-----	
	Telephone No-----	
	Email Address-----	
	Contact Partner-----	
9.3	Branch Offices:	
	Physical Location	Town/District
	-----	-----
	-----	-----

- 10). State whether the Practice will be ☐ Full time ☐ Part time

- 12). If part time, give approximate proportion of working time to be spent in practice (in percentage terms) ☐ less than 20% ☐ 20-50% ☐ over 50%

Non-Kenyans should enclose a copy of a valid work permit

13. Declaration

13.1. 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.

13.2. I further commit to fulfill any requirements set by the Institute of Certified Public Accountants of Kenya (ICPAK) relating to Professional Standards, Continuing Programmes of Education, relevant Practice 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 ☐

Firm review Status Date..... Review Number

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

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

THE ACCOUNTANTS ACT
No.15 of 2008

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA

APPLICATION FOR GRANT OF AUDIT & ASSURANCE LICENCE LICENCE
(CATEGORY “A”)

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. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof. <input type="checkbox"/>) -----	
	(Block Letters)
2) Other Names-----	
	(Block Letters)
3) Practising Number-----	Date of Registration-----

(Provide certified copy of the Practising Certificate)

4. Confirmation of payment of Annual License Fee of **Kshs. 7,500 (for Kenyans)** or **Kshs.15,000 for non-Kenyans)**

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.

5. Practical experience in performing Audit and Assurance Services with practicing Firm (s) for a period of five (5) years preceding the date of the application.(use additional sheet of paper if necessary)

Name and address of Firm	Position Held	From (date)	To (date)	Main Clients Handled

Provide a letter from a practicing firm(s) confirming your experience in performing Audit and Assurance Services in full time for a period of not less than five (5) years or seven (7) years on part time basis. The recommender for the licence must have been holding a valid practicing certificate and in good standing for a period of not less than six (6) years immediately preceding the date of the application specifying the following;

- *That you have spent the equivalent of five (5) years in experience in performing Audit and Assurance Services in full time basis or seven (7) years in part-time capacity;*
- *Level of responsibilities in performing Audit and Assurance Services generally and the duration of such responsibilities (e.g. manager, supervisor/ senior, clerk/assistant and the period such position held)*
- *Names and contacts of the partners to whom you were responsible for your work.*
- *Other work experience gained since registration as a Certified Public Accountant of Kenya.*

NB: Where experience in performing Audit and Assurance Services is gained through more than one firm, details confirming your experience as above should be obtained from each of the firms in question.

6. Names and contact of Partners under whom you served in No.5 above.

Name of Partner	Firm Name	Registration number of the partners	Period	
			From	To

7. Relevant training and certification courses attended in one (1) year preceding the date of Application (Use additional sheets of paper where necessary)

Description of Training and Certification Courses	Date Attended
(a)	
(b)	
(c)	
(d)	

8. Indicate the Number of CPD Hours obtained in the three(3) years preceding the date of the Application.....
(Provide a copy of your CPD Statement)

SECTION B

9. I, -----hereby apply for the grant of an Audit and Assurance License under the provisions of the Accountants Act No.15 of 2008 and the Guidelines. The details of my practice are as provided below;

9.1 Name or Style of Practice-----

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

Physical location-----

Town/District -----

Mail Address-----

Telephone No-----

Email Address-----

Contact Partner-----

9.3 Branch Offices:

Physical Location

Town/District

State whether the Practice will be ☐ Full time ☐ Part time
 If If part time, give approximate proportion of working time to be spent in practice
 (in percentage terms) ☐ less than 20% ☐ 20-50% ☐ over 50%

Non-Kenyans should enclose a copy of a valid work permit

10. Declaration

10.1 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.

10.2. 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, relevant Practice 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 <input type="checkbox"/>	Not in good standing <input type="checkbox"/>
Firm review Status		Date..... Review Number.....	
Approved/Rejected Minute No.....		Deferred Minute No.....	
RQAC Chairman's Signature.....		Date.....	

LICENSE APPLICATION FORM*(Guideline 25)***THE ACCOUNTANTS ACT
No.15 of 2008****INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA
APPLICATION FOR GRANT OF TAX LICENSE (CATEGORY "T")**

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. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof. <input type="checkbox"/>) -----	
	(Block Letters)
2) Other Names-----	
	(Block Letters)
3) Practising Number-----	Date of Registration-----

(Provide certified copy of the Practising Certificate)

- 4) Confirmation of payment of Annual License Fee of **Kshs. 5,000 (for Kenyans)** or **Kshs. 10,000 for non-Kenyans)**

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.

- 5) Practical experience in performing Tax Services for a period of two (2) years preceding the date of the application. (use additional sheet of paper if necessary)

Name and address of Organization	Position Held	From(date)	To (date)	Main Clients Handled

--	--	--	--	--

- 6) Work experience gained since qualifying (Use additional sheet of paper if necessary)

Name and Address of Organization	From (date)	To (date)	Position Held	Description of Responsibilities

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

- 7) Relevant training and certification courses attended in one (1) year preceding the date of Application (Use additional sheets of paper where necessary)

Description of Training and Certification Courses	Date Attended
(a)	
(b)	
(c)	
(d)	

- 8) Indicate the Number of CPD Hours obtained in the three (3) years preceding the date of the Application.....
(Provide a copy of your CPD Statement)

SECTION B

- 9) I, -----hereby apply for the grant of

an Tax License under the provisions of the Accountants Act No.15 of 2008 and the Guidelines. The details of my practice are as provided below;

9.1 Name or Style of Practice-----

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

Physical location-----

Town/District -----

Mail Address-----

Telephone No-----

Email Address-----

Contact Partner-----

9.3 Branch Offices:

Physical Location

Town/District

--	--	--	--

10) State whether the Practice will be ☐ Full time ☐ Part time

11) If part time, give approximate proportion of working time to be spent in practice
(in percentage terms) ☐ less than 20% ☐ 20-50% ☐ over 50%

Non-Kenyans should enclose a copy of a valid work permit

12) Declaration

12.1. 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.

12.2. I further commit to fulfill any requirements set by the Institute of Certified Public Accountants of Kenya (ICPAK) relating to Professional Standards, Continuing Programmes of Education, relevant Practice 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 ☐

Firm review Status

Date.....

Review Number

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

RQAC Chairman's Signature-----

Date-----

THE ACCOUNTANTS ACT
No.15 of 2008

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA

**APPLICATION FOR GRANT OF ACCOUNTING, CONTROLS AND CONSULTING
LICENCE
(CATEGORY “M”)**

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. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof. <input type="checkbox"/>) -----	
	(Block Letters)	
2)	Other Names-----	
	(Block Letters)	
3)	Practising Number-----	Date of Registration-----

(Provide certified copy of the Practising Certificate)

4. Confirmation of payment of Annual License Fee of **Kshs. 5,000 (for Kenyans)** or **Kshs. 10,000 for non-Kenyans)**

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.

5. Practical experience in performing Accounting, Controls and Consulting Services with practicing Firm (s) for a period of two (2) years preceding the date of the application.(use additional sheet of paper if necessary)

Name and address of Firm	Position Held	From (date)	To (date)	Main Clients Handled

Provide a letter from a practicing firm(s) confirming your experience in performing Accounting, Controls and Consulting Services in full time for a period of not less than two (2) years or four (4) years on part time basis. The recommender for the licence must have been holding a valid practicing certificate and in good standing for a period of not less than three (3) years immediately preceding the date of the application specifying the following;

- That you have spent the equivalent of two (2) years in experience in performing Audit and Assurance, Tax; Accounting, Controls and Consulting Services in full time basis or four (4) years in part-time capacity;*
- Level of responsibilities in performing Accounting, Controls and Consulting Services generally and the duration of such responsibilities (e.g. manager, supervisor/ senior, clerk/assistant and the period such position held)*
- Names and contacts of the partners to whom you were responsible for your work.*
- Other work experience gained since registration as a Certified Public Accountant of Kenya.*

NB: Where experience in performing Accounting, Controls and Consulting Services is gained through more than one firm, details confirming your experience as above should be obtained from each of the firms in question.

6. Names and contact of Partners under whom you served in No.5 above.

Name of Partner	Firm Name	Registration number(s) of the partners	Period	
			From	To

7. Relevant training and certification courses attended in one (1) year preceding the date of Application (Use additional sheets of paper where necessary)

Description of Training and Certification Courses	Date Attended
(a)	
(b)	
(c)	
(d)	

8. Indicate the Number of CPD Hours obtained in the three (3) years preceding the date of the Application.....
(Provide a copy of your CPD Statement)

SECTION B

9. I, -----hereby apply for the grant of an Accounting, Controls and Consulting License under the provisions of the Accountants Act No.15 of 2008 and the Guidelines. The details of my practice are as provided below;

9.1 Name or Style of Practice-----

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

Physical location-----

Town/District -----

Mail Address-----

Telephone No-----

Email Address-----

Contact Partner-----

9.3 Branch Offices:

Physical Location

Town/District

State whether the Practice will be ☐ Full time ☐ Part time
f part time, give approximate proportion of working time to be spent in practice

(in percentage terms) ☐ less than 20% ☐ 20-50% ☐ over 50%

Non-Kenyans should enclose a copy of a valid work permit

10) Declaration

10.1 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.

10.2. I further commit to fulfill any requirements set by the Institute of Certified Public Accountants of Kenya (ICPAK) relating to Professional Standards, Continuing Programmes of Education, relevant Practice 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 <input type="checkbox"/>	Not in good standing <input type="checkbox"/>
Firm review StatusDate.....Review Number			
Approved/Rejected Minute No-----Deferred Minute No-----			
RQAC Chairman's Signature-----		Date-----	

FIRM LICENCE APPLICATION FORM

THE ACCOUNTANTS ACT No.15 of 2008
INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA

APPLICATION FOR FIRM LICENCE

Tick the Category of the License:

- Category A
- Category C
- Category T
- Category M

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.....

PART 1: FIRM INFORMATION

- 1). Firm Name _____
(Block Letters)
- 2) Type of Entity (a) Sole Proprietorship----- (a) Partnership. _____
- 3) Registration Number _____ Date of Registration _____

Provide certified copy of the Registration Certificate and Partnership Deed (where the entity is a Partnership)

Physical location-----
Town/District -----
Mail Address-----
Telephone No-----
Email Address-----
Contact Partner-----

Branch Offices (If any):

Physical Location

(Please submit a copy of the Lease or License Agreement of the office(s))

PART 2: PARTNER/PROPRIETOR INFORMATION

4. Names of existing Partners, their Registration and Practicing Certificate Numbers and Contact Details

Name	Registration No	Practicing Cert. No.	License Number and Category	Contact Details

5. Details of the Managing Partner

Name	Registration No	Practicing Cert. No.	License Number and Category	Contact Details

PART 3 TURNOVER AND LICENSE FEE PAYMENT

6. Tick the appropriate annual turnover band for a year prior to the date of the Application:

Lower band (Kshs. 0M-Kshs. 5M)

Middle band (Kshs. 5M-Kshs. 50M)

Higher band (Greater than 50M)

7. Confirmation of payment of the Applicable Firm and Branch License Fee as Per Schedule I

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.

8. Declaration

8.1. Ibeing the Managing Partner or Proprietor of the firm 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 Committee. I have read the Accountants Act, and I am aware of the penalties stipulated in connection with the provision of misleading information.

- 8.2. I further commit to fulfill any requirements set by the Institute of Certified Public Accountants of Kenya (ICPAK) relating to Professional Standards, Continuing Programmes of Education, 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 ☐

Firm review Status Date..... Review Number.....

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

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

