

This application letter should be made on the firm's letterhead with the names of the owners beneath the letterhead. It should be emailed in addition to the completed new firm registration form with all relevant attachments to qam@icagh.com

Date:

The Chief Executive Officer
Institute of Chartered Accountants, Ghana
P.O. Box GP 4268
Accra

Dear Sir,

APPLICATION TO REGISTER AND LICENCE A PRACTISING FIRM

In accordance with Section 41 (1) of the Institute of Chartered Accountants, Ghana Act, 2020, Act 1058, I wish to apply for the registration and licensing of my firm which has been duly registered with the Registrar General's Department as a sole practice/partnership under the firm name *insert name of firm*.

The firm is solely owned by *insert name of sole practitioner* who is a member of the Institute with membership number *insert membership number* and in good standing.

OR if a partnership

The names of the partners who are members of the Institute and their membership numbers are as follows:

Please list the names of all the partners

Name of Partner	Membership Number
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We can confirm that all the partners are in good standing with the Institute at the time of putting in this application.

The firm was registered to provide the following services; *insert the object of the firm* and will be operating from *insert physical locational address here*.

Kindly find attached the firm's registration documents from the Registrar General's Department.

I hope my application will be given the necessary consideration.

Hoping to hear from you soon.

Yours faithfully,

Signature of the applicant

Name of the applicant