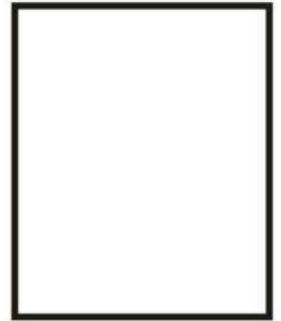




**INSTITUTE OF CHARTERED ACCOUNTANTS,
GHANA**



**APPLICATION FOR PRACTICE
LICENCE**

1. APPLICANT'S DETAILS

1.1 SURNAME:

1.2 OTHER NAMES (In full; not initials):

Male Female

NATIONALITY

AGE: (Last birthday)

DATE OF BIRTH YY / MM / DD

HOME / PERMANENT ADDRESS

Postal

Telephone:

E-mail:

2. CURRENT EMPLOYER / PRACTICE FIRM DETAILS

NAME (of Employer)	
POSTAL ADDRESS
LOCATION	
NATURE OF BUSINESS / SECTOR	

By submitting your application, you will be giving your consent to the processing and use of your personal data as defined in the Data Protection Act, 2012 (Act 843)

Have you ever been convicted of a criminal offence.

Yes

No

3. FORMAL APPLICATION

The Chief Executive, ICAG

Dear Sir,

I hereby apply for:

CERTIFICATE TO PRACTICE

Under section 36(1-5) of the Institute of Chartered Accountants, Ghana Act 2020, Act 1058

I am an ICAG member having been admitted in (year) with registration number, My current year annual subscription of GH¢ is fully paid up and covered by receipt number Dated Please find enclosed the required supporting appendix duly completed together with copies of all certificates. I understand that a criminal record will prevent me from being issued with a practicing licence. I therefore, warrant that every information provided by me with regards to this application is accurate, true and complete.

Your faithfully,

Signature

Date

**Name & Signature of
Admission Committee Member**

APPENDIX TO APPLICATION FOR ICAG PRACTICE LICENCE

(Under section 36 (1-5) of the Institute chartered Accountants, Ghana Act, 2020, Act 1058)

1. SUMMARY OF APPLICANT'S RELEVANT KEY DETAILS

1.1 Name of applicant: Surname Other names (in full)

(Please add a statutory declaration if name is not exactly as on ICAG membership certificate)

1.2 Membership of ICAG: 1.2.1 Date of Admission

2. SUMMARY OF APPLICANT'S RELEVANT 'PRACTICAL WORK EXPERIENCE'

Please refer to the note below

Names & Address of Employer/Practice Firm	Brief Job Description	DURATION			No. of Months	WORK EXPERIENCE AND DURATION CONFIRMED BY (REFEREES)
		From Month	Year	To Month		
						Name: Position in organisation: Signature and official stamp
						Name: Position in organisation: Signature and official stamp
						Name: Position in organisation: Signature and official stamp
Additional work experience as per the supplementary sheet attached						
TOTAL WORK EXPERIENCE						
ANALYSED AS FOLLOWS:						
IN PRACTICE:		Pre-qualification				
		Post-qualification				
		Total with practicing firm/ firms				
OTHERS						
TOTAL RELEVANT WORK EXPERIENCE						

A SUPPLEMENTARY SHEET IS PROVIDED FOR ADDITIONAL INFORMATION

An applicant for a Practice licence shall:

- a. have minimum of three years' post-qualification experience in public practice; or
- b. have a minimum of 4 years' experience in public practice of which not less than two years is post-qualification experience in public practice; and
- c. have obtained not less than three years' legal residence in Ghana in respect of a non-resident Ghanaian citizen or, obtained not less than 5 years' legal residence in Ghana in respect of a non-Ghanalian citizen; and
- d. submit together with the application, a character reference from a member of the Institute and a competence reference from a supervisor(s) who should be a holder of practice licence.

NOTE

Contd. SUMMARY OF APPLICANT'S RELEVANT 'PRACTICAL WORK EXPERIENCE'

Please refer to the note below

Names & Address of Employer/practice Firm	Brief Job Description	DURATION			No. of Months	WORK EXPERIENCE AND DURATION CONFIRMED BY (REFEREES)
		From Month Year	To Month Year			
						Name: Position in organisation: Signature and official stamp
						Name: Position in organisation: Signature and official stamp
						Name: Position in organisation: Signature and official stamp
Additional work experience as per the supplementary sheet attached						
TOTAL WORK EXPERIENCE						
ANALYSED AS FOLLOWS:						
IN PRACTICE:		Pre-qualification				
		Post-qualification				
		Total with practicing firm/ firms				
		OTHERS				
		TOTAL RELEVANT WORK EXPERIENCE				

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An applicant for a Practice licence shall:

- have minimum of three years' post-qualification experience in public practice; or
- have a minimum of 4 years' experience in public practice of which not less than two years is post-qualification experience in public practice; and
- have obtained not less than three years' legal residence in Ghana in respect of a non-resident Ghanaian citizen or, obtained not less than 5 years' legal residence in Ghana in respect of a non-Ghanaian citizen; and
- submit together with the application, a character reference from a member of the Institute and a competence reference from a supervisor(s) who should be a holder of practice license.

NOTE