



## INFORMATION UPDATING AND RETAINING OF PRACTICING CERTIFICATE (S) - MEMBERS

|                                      |             |
|--------------------------------------|-------------|
| <b>Retainment of Certificate (s)</b> |             |
| <b>For the Year:</b>                 | <b>2021</b> |

**(THE COMPLETION OF ALL FIELDS IS MANDATORY)**

I have read paragraph (6) of the Regulation 4.100 and Regulation 6.300, regarding the «Retainment of practicing certificate(s)» and I submit current application.

| <b>Applicant's details</b>   |               |          |
|--|---------------|----------|
| Full Name :  |               |          |
| Member Registration Number:  |               |          |
| Existing Practicing Certificate (s):   |               |          |
| Firm:  |               |          |
| Position in the Firm:  |               |          |
| <u>Mailing Address:</u>  |               |          |
| Street:  |               |          |
| City:  | Post. Code:   | Country: |
| Phone:   | Mobile Phone: | Fax:     |
| E-mail:  |               |          |
| <b><i>Firm's details (company, partnership, trade name, self-employed)</i></b> |               |          |
| Name:  |               |          |
| <u>Mailing Address:</u>  |               |          |
| Street:  |               |          |
| City:  | Post Code:    | Country: |
| Phone:   | Mobile Phone: | Fax:     |
| E-mail:  |               |          |
| Website address:   |               |          |



**In case the applicant is a shareholder / partner / manager (\*) in more than one Firm, he / she is invited to complete the table below with all the Firms in which he / she participates under the above positions.**

| <b>Firm Name</b> | <b>Position(*)</b> | <b>Statutory Auditor;</b> |
|------------------|--------------------|---------------------------|
|                  |                    |                           |
|                  |                    |                           |
|                  |                    |                           |
|                  |                    |                           |

**Trade Sector:**

Tag with ✓ the category (s) that best describes your operations / tasks:

- General Accounting services
- Auditing services
- Tax services
- Administrative Services
- Trust Services
- Business Consulting Services
- Insolvency Adviser Services
- Other:

**Professional Indemnity Insurance**

(a copy of the Insurance Policy to be attached)

Current Professional Indemnity Insurance is as follows:

Name of the Insurance Company:

Insurance Policy Number:

Amount of Insurance Coverage:

Insurance's policy expiry date:



**Statutory Auditor Registration in another Country**

If you are registered with a register of auditors of another competent authority of E.U. member state or third country, please complete the following:

Country:

Name of competent authority:

Registration number:

Has an auditor's license for you been revoked by a competent authority of an EU member state or third country? YES                      NO

If YES, please state:

Country:

Name of competent authority:

Date of revocation:

Reasons for revocation:

**Continuing Professional Development (CPD)**

|   |     |    |
|---|-----|----|
| Submission of the annual CPD declaration for the previous year: | YES | NO |
| Compliance with requirements of IES 8: [for Statutory Auditors] | YES | NO |

**Exercise of professional activities**

During the previous year, I **DID NOT** practice in the following areas:

- General Accounting Services
- Auditing Services
- Administrative Services
- Insolvency Services



| <b>Existing Practicing Certificates:</b> (tick √ in the applicable field) |                      |                            |
|---|----------------------|----------------------------|
| <b>Certificate</b>  | <b>Selection (√)</b> | <b>Annual subscription</b> |
| General Practicing  |                      | €250                       |
| Statutory Auditor   |                      | €35                        |
| Provision of Administrative Services                                      |                      | €150                       |
| Insolvency Practitioners  |                      | €170 (*)                   |

*(\*) For Insolvency Practitioners, the initial issue of the Certificate is made through a separate application upon recommendation of the Insolvency Service. The above subscription refers to the annual renewal of the Practicing Certificate of Insolvency Practitioner from the second year onwards. The amount of €170 is determined by the Insolvency Practitioners Laws and the relevant legislation.*

**NOTE:**  
**In case you do not wish to retain a specific certificate, please indicate in the appropriate box in the table above that you will not retain it. You must return the original certificate to the Institute accompanied with current Application. In addition, you must inform the Institute in writing that you will not continue to hold the specific Certificate. As a result of this your name will be removed from the Related Registry.**



### Declaration

I hereby confirm that, to the best of my knowledge and belief, the information contained in this application is true, accurate and complete. I understand that any false or misleading statement in this form may lead to disciplinary actions against me or may invalidate any decision taken on the basis of this application.

By signing this application, I certify that I will abide by the provisions of the relevant Regulations and the Code of Ethics of Professional Accountants of the Institute of Certified Public Accountants of Cyprus. I have settled my obligations to the Institute in relation to the annual membership subscription. Additionally, I certify the following:

- (1) **Professional Indemnity Insurance** – I have a Professional Indemnity Insurance as required by part 4 of Institute’s Regulations and I will renew it upon expiration.
- (2) **Retention of Professional Competence** – I will comply with the requirements of continuing professional development as stated in Regulation 2.700. As a statutory auditor I comply with the requirements of IES 8.
- (3) **Business Continuity Requirements** – I have made specific arrangements for Business Continuity as required by paragraph 8 of Regulation 4.100.
- (4) **Professional Behavior** – I will comply with the Regulations of Professional Behavior of the Institute and all technical standards and guidelines that apply to my work.
- (5) **Monitoring** – I confirm that I am aware of the requirements of Regulation 4.600 for the supervisory role of ICPAC and will provide all the information necessary to help ICPAC to complete its monitoring process effectively.
- (6) **Disciplinary offences** – I confirm that I have read paragraph 3 of Regulation 3.100 on disciplinary offences and there is nothing I should draw attention to ICPAC – **A certificate of clean criminal record is attached.**
- (7) **Notifications** – I undertake to immediately notify ICPAC in writing of any events relating to the exercise of my professional activities, such as changes to name, address, provision of services, termination of work etc.
- (8) **Prevention and Suppression of Money Laundering** – I will comply with the requirements relating to The Prevention and Suppression of Money Laundering Laws and relevant directives issued by the Institute.
- (9) **I have not been convicted of any criminal, disciplinary or other unethical offense and I am not in bankruptcy.**
- (10) **I provide all the necessary evidence relating to this application.**
- (11) **Processing of Personal Data** – I also confirm my previously provided acknowledgement and where relevant consent(s), relating to personal data processing, as reflected in the Personal Data Processing & Privacy Information Notice.

**OR**

I attach the completed Personal Data Processing & Privacy Information Notice.

Applicant’s signature:

Date:



## Notification of Payment

Payment Amount (*fill in as applicable*):

|                                  |        |
|----------------------------------|--------|
| General Practicing Certificate   | [€250] |
| Insolvency Practitioner          | [€170] |
| Statutory Auditor                | [€35]  |
| Administrative Services Provider | [€150] |

### **Total**

To pay the above amount you can choose one of the following ways:

1. Pay through our website [www.icpac.org.cy](http://www.icpac.org.cy)
2. By Cheque – Please attach the relevant cheque.
3. By Credit / Debit Card – If you choose to settle your subscription via credit / debit card, please fill in the relevant details shown below. The specific data and information shall be used only once for the specific payment, after which they shall be destroyed without any copies being retained.



| Credit / Debit Card Details |      |                     |                  |        |
|-----------------------------|------|---------------------|------------------|--------|
| Credit Card Number:         |      | <u>Expiry Date:</u> |                  |        |
| Card Type:                  | Visa | Mastercard          | American Express | Diners |
| Cardholder Name:            |      |                     |                  |        |
| Cardholder Signature:       |      |                     | Date:            |        |
| Cardholder contact number:  |      |                     |                  |        |



## **Personal Data Processing & Privacy Information Notice**

### **Why we collect your personal data and how we use it**

Based on the new EU privacy regulation, also known as GDPR, we inform you that ICPAC collects, stores, processes and uses personal data as reflected in this application form, as explained below. As part of our operational business processes and routines which affect you, we may process personal data based on one or more of the following legal bases defined in and allowed by GDPR, specifically (a) your explicit consent; (b) specific legislation; (c) our legitimate interests; or (d) a contract we may enter with you for the provision of a service or product to you. In certain occasions, we may also process your personal data in discharging obligations we perform in the public interest or when exercising public authority assigned to us.

Specifically in relation to processing your application, we use your personal data to seek clarifications or further information from you; include your personal details on the Members Register of ICPAC and / or other Regulators as applicable; accept and process disciplinary claims which you log with us (or which are lawfully logged by others against you); and communicate with you for all matters related to your membership with us such as trainings, circulars, pronouncements, other 3<sup>rd</sup> party services, etc. In case of a ruling against you following a disciplinary process, we shall publish specific details and the outcome of that process (including reprimands, fines or other penalties) in the Accountancy magazine. Based on our legal and regulatory obligations, we also collect special categories of data as defined in the GDPR, such as a copy of your identity or passport and a police-certified Criminal Record. In a limited number of instances, we also collect and process data relating to a medical condition, for example when applying for a Continuing Professional Development (CPD Waiver Declaration).

Please note that incorrect, inaccurate or misleading information for any of the mandatory fields may not allow us to process your application or fulfil the objectives for which such data is collected.

### **How long we keep your personal data (retention period)**

Personal data may be maintained by us in physical and / or electronic form and be processed in ways designed to respect the principles of purpose limitation; data minimization; data accuracy; integrity and confidentiality; and retention limitation. In line with our retention policy, your personal data shall be maintained for a defined retention period following cessation of your membership with us, irrespective of the reason for such cessation, as per ICPAC's retention policy. At the end of the retention period, defined operational processes or routines shall result in personal data being deleted or destroyed in controlled ways. In some circumstances we may anonymise your personal information (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

### **Ways to access, update or delete your personal data handling preferences**

Under GDPR you have the right to request access to the personal data we hold relating to you. You may also inform us for the need to update your personal data as your circumstances change, remembering however, your ongoing obligation to provide us complete and accurate information. The GDPR also allows you to object to certain types of processing (such as automated profiling) or to withdraw your consent to processing for those cases where the said processing is performed based on such a consent from you. Finally, you have the right to be provided with your personal data in an easily readable format so that you can transfer it to another Data Controller if you so wish.

If, for some extreme reason, you wish us to completely delete your personal data, we will contact you to understand - and if possible address the reason for your request - and to take those measures that, at our discretion, will correct the underlying matter which has caused concern to you. If despite those efforts, you continue to wish to delete your data completely, subject to the provisions of the next paragraph we will proceed with the relevant actions within the specified timelines in accordance with the GDPR, and we will notify you accordingly.

To exercise any of the above rights, please email our Data Protection Officer ("DPO") at [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy).





To the extent there are no legal, professional or regulatory requirements that allow or compel us to continue processing your personal data or not to proceed with your request for another lawful reason, we shall comply and inform you in accordance with GDPR. Even in those cases where we shall not proceed with the execution of your request, we commit to inform you of the status of such instructions and the rationale underlying our decision.

#### **Access to your personal data**

Within ICPAC, your personal information can be accessed by or may be disclosed internally on a need-to-know basis, based on user access rights management processes. Your personal information may also be accessible and / or accessed by authorized third parties, including suppliers and advisers as outlined in our Privacy Policy available <https://www.icpac.org.cy/selk/privacyPolicy.aspx>.

#### **Technical & Organisational Privacy Measures**

A core element of our mission is to empower our members by providing knowledge, training, guidance and support. Equally importantly, your right to privacy and the protection of your personal data are very high in our priorities. Therefore, although in the technologically advanced age we live no one can guarantee that such data will never be accessed by unauthorized personnel or misused, we inform you that we use appropriate technical and organizational means designed to protect the confidentiality, integrity and availability of your data. Such measures include a number of specialized tools and technologies for network and information security, targeted implementation and compliance procedures which are consistent with GDPR, restrictions and limits even to authorized members of our team when accessing your personal data, and other equally important protection and security measures.

#### **Queries & Complaints**

ICPAC is committed to acknowledge, consider and respond to all queries and complaints that it receives from any natural person who believes is affected by our processing of his / her data. To communicate such queries or complaints please contact us on [dpo@icpac.org.cy](mailto:dpo@icpac.org.cy), and we shall seek to respond to the substance of your query as soon as practical, within a 30-day window as stipulated by GDPR.

If despite our responses and actions to address your concerns, you are not satisfied, you have the right to address the matter to the Cyprus Data Protection Commissioner whose offices are at Jason street 1, 2nd Floor, Nicosia 1082. The Commissioner's office can be reached on +357 22818456 and their email address is [commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy).



I have read and understand the information, terms and conditions of this notice. I understand and acknowledge that certain types of processing performed by ICPAC emanate from specific legislation or other legal bases which are not dependent on my express consent. I also understand that other types of processing that ICPAC may perform require my explicit consent, hence I hereby provide and confirm such consent for the preferences to which I answered “YES” below:

*~Receive news, alerts and updates regarding pronouncements, standards, etc., relevant to my profession*

*~Receive notices for training opportunities and seminars*

*~Sharing of my personal contact details with carefully pre-selected 3<sup>rd</sup> party Service or Product Providers*

*~Contacting me via email, post sms or call, for providing or confirming references for new applicants to ICPAC*

*~Contacting academic / professional institutions I declare on my application, to confirm my respective credentials*

*~Contacting my past and present employer for confirmation of employment and work experience particulars*

*~In case my application is unsuccessful, retain the submitted information for 2 years after ICPAC's decision*

**Full Name:**

**Signature:**

**Date:**



**Have you attached the necessary documents?**

Original Clean Criminal Record (*issued within the previous 3 months*)

Personal Data Processing & Privacy Information Notice

Payment of annual subscription / fees

Copy of the Professional Insurance Indemnity