



Notification of Change of Details



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You must notify CPA Ireland of changes to your details or those of your firm (CPA regulated firms) within 10 working days.

SECTION 1: PERSONAL/FIRM INFORMATION

Membership ID

Member Name

Firm Name

Compliance Principal

SECTION 2: NOTIFICATION OF CHANGE

I wish to notify CPA Ireland of a change in details as follows and in accordance with Bye Law 13, Practice and Audit Regulations;

Change of address – please complete section 4.

Change of compliance principal – please complete section 5.

Appointment/removal of a partner/director/principal in a CPA firm – please complete section 6.

Changes to the shareholders, voting rights, management/administrative board– please complete section 7.

Other changes– please complete section 8.

Date of intended change:

SECTION 3: SIGNATURE

I confirm that the information contained in this form is accurate and complete to the best of my knowledge and belief.

Name:

1

Signature:

Date:

¹Electronic signatures using Adobe or DocuSign are accepted.

SECTION 4: CHANGE OF ADDRESS

Please complete this section if you have changed address, wish to add or remove a branch address.

Head Office Change

Old address:

New address:

Branch Office Change

Please outline details of change

Please confirm that letterheads, stationery and website details are being updated.

SECTION 5: CHANGE OF COMPLIANCE PRINCIPAL

If the compliance principal is changing, please outline details below. The form should be signed by the current compliance principal, not the incoming compliance principal. For statutory audit firms the compliance principal must be a statutory auditor. For non audit firms the compliance principal must be a practising certificate holder.

Name of current compliance principal:

Name of incoming compliance principal:

CPA Ireland membership number:

If a member of another Prescribed Accountancy Body please provide membership number:

SECTION 6: APPOINTMENT/REMOVAL OF A PARTNER/DIRECTOR/PRINCIPAL

Appointment of a partner/director/principal/responsible individual I wish to appoint the following²:

- i.** New partner to the partnership;
- ii.** New director to the company;
- iii.** Responsible Individual;
- iv.** Other – please specify details

Name of individual:

Removal of a partner/director/principal/responsible individual³ I wish to remove the following:

- v.** Partner in the partnership;
- vi.** Director to the company;
- vii.** Responsible Individual;
- viii.** Other – please specify details

Name of individual:

² All applications to appoint a non CPA member as a new partner/director in a CPA regulated firm should be accompanied by an affiliated partner application form and an independent reference. An individual who is a CPA member and is being appointed as a partner/director in your firm must have a practising certificate.

To appoint an individual as a Responsible individual please submit an application for Responsible Individual status with an independent reference.

³ If the individual being removed is a CPA member they must complete a cessation form to advise us of the details of the change to their authorisation status.

**SECTION 7: CHANGED TO THE SHAREHOLDINGS/ VOTING RIGHTS OR
MANAGEMENT/ ADMINISTRATIVE BOARD**

Please ensure that you have consulted Bye Law 13 and [Guidance on control requirements for statutory audit firms](#) to ensure that any proposed changes do not impact on the continuing eligibility of your firm.

Please complete the table below to reflect the changes in ownership, voting rights etc.⁴
Please submit a copy of an updated shareholder/partnership agreement.

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Shareholders Name				
Address Line 1 :				
Address Line 2 :				
Address Line 3:				
Number of shares:				
% of shareholding:				
% of total voting rights:				
Statutory auditor in the state or in any other Member State – yes or no:				
Statutory audit firm in the state or in any other Member State – yes or no				
Qualification:				
Member of administrative/management board – yes or no				

⁴ A statutory audit firm must be controlled by statutory auditors in terms of voting rights and the administrative/management board must be controlled by statutory auditors in terms of voting rights and head count.

Details of beneficial ownership will be verified to the RBO register

SECTION 8: OTHER CHANGES

Please set out below other changes that are relevant to your registration and approval by CPA Ireland;