

# Application for public practice scheme – notes for the completion of the form

**Please read the following notes before completing the form. If you have any queries about any aspect of your application, or would like to discuss it informally before filling in the form, please telephone the Membership Department for advice on +44(0)20 7580 4741.**

The scheme encompasses any chartered member (not a graduate) of ICSA who advertises or carries on the business of offering services in governance, risk, compliance, company secretarial, legal (including HR) or accounting to individual or business clients, for financial gain.

## **Business details**

The business name, business address, telephone number and email address you give on the application form will be used to compile the *Register of chartered secretaries in public practice*, which is available in an electronic format on the website. If the business address of your practice is different from the address ICSA currently uses for correspondence, the business address which you provide will be entered on ICSA's membership register and used for all future correspondence.

## **Services to be offered to the public**

The information which you provide in this section will be recorded on ICSA's membership database and will help ICSA to monitor the range of services which chartered secretaries provide. The information will also be used to answer requests from members of the public for a specific provider of a particular service.

Please ensure you are individually qualified/authorised and where applicable, compliant with the regulatory body to provide the services you are offering to the public. For example, to provide investment advice to members of the public, you must have the authorisation of one of the self-regulatory bodies established under the Financial Services Act 1986 or similar legislation, if applicable, in your own jurisdiction.

## **Professional indemnity insurance**

Members of the scheme are required to hold insurance to cover all the activities, which the member is undertaking or proposes to undertake either:

- (a) under ICSA's scheme;
- (b) under a policy which the Membership Committee considers to be equal to or better than the cover provided by ICSA's scheme; or
- (c) where members are employed by other organisations providing services within the activity areas to clients of the organisation under a scheme by the employer.

Members of the scheme are reminded that they are liable for any excess over and above their own level of cover, in addition to the policy excess.

## **Continuing professional development**

In support of your application, you must submit evidence of a minimum of 20 hours continuing professional development (CPD) for the current and/or the previous calendar year. This increases to 35 hours per annum once your practising certificate is issued.

## **Anti-money laundering**

The UK's Anti-Money Laundering Regulations, and equivalent legislation in other jurisdictions, apply to a number of different business sectors, including trust or company service providers, financial and credit businesses, accountants and estate agents. This includes any person offering company secretarial services.

Proof of your registration with a relevant anti-money supervisor, or evidence that you are not required to register in your jurisdiction, must accompany your application.

Additional information can be found at: [gov.uk/guidance/money-laundering-regulations-introduction](http://gov.uk/guidance/money-laundering-regulations-introduction)

## **Return address**

The completed form and supporting documentation should be sent to:

Membership Department  
ICSA: The Governance Institute  
Saffron House  
6–10 Kirby Street  
London EC1N 8TS  
United Kingdom

## **Byelaws 17.1, 17.2, 17.3, 17.4 and 17.5 read as follows:**

- 17.1 Subject to byelaw 17.3 a member can only carry on public practice as a Chartered Secretary, if they have a valid practising certificate issued under regulations made under byelaw 17.2 by the Council for that purpose.
- 17.2 The Council can in its absolute discretion from time to time, amend, revise, revoke or add to the regulations relating to practising certificates.
- 17.3 A member can engage in public practice as a Chartered Secretary without holding a practising certificate if they practice in a country for which Council has not for the time being made regulations governing the issue of practising certificates to members in practice as Chartered Secretaries.
- 17.4 If a member in public practice ceases to practice they must return their practising certificate and confirm in writing that all business stationery, websites and advertising have been altered to remove all references to them being a practising member of the Institute or any implication that they are a practising member of the Institute.
- 17.5 Regulations under byelaw 17.2 must set out, among other things:
  - a. the definition of 'public practice as a Chartered Secretary';
  - b. the qualification and experience required to hold a practising certificate;
  - c. the professional standards and rules which must be upheld to hold a practising certificate;
  - d. the fee for granting and renewing a practising certificate;
  - e. the circumstances when a practising certificate can be withheld, withdrawn or suspended including an appeals procedure; and
  - f. the procedure for dealing with complaints against members in public practice including an appeals procedure.