



(Reg.11 (1) (b))

APPLICATION FOR MEMBER FIRM RESTORATION

Full Name of Entity:

Physical Address:

.....

Postal Address:

.....

Member firm Principal Officer full names

Office telephone:

Mobile number :

Email Address:

AML Compliance Officer full names.....

Email address

Contact number

Partners/Directors/Members who are in the Accountancy profession:

Full Name

BICA Membership Number

Signature

1.

2.

3.

4.

5.

6.

Details of the professional accounting services that the entity provides or intends to provide:.....
.....
.....
.....
.....
.....
.....

Please indicate by ticking the box if the firm offers company secretarial services

Yes

No

CONDITIONS FOR REGISTRATION

An application to register a member firm must comply with the following conditions:

1. The firm holds **adequate professional indemnity insurance**, a copy of which is herewith attached.
2. The firm and its partners give a written undertaking to be **bound** by the disciplinary provisions of the rules of the Institute individually.
3. Provide a certified copy of registration or certificate of incorporation to BICA
4. Provide resolution authorizing the signatory to sign on behalf of the firm
5. List of member firm beneficial owners and their contact details
 - (a).....
.....
 - (b).....
.....
 - (c).....
.....
 - (d).....
.....
6. **To be submitted by each Director or Partner of the Firm**
 - Fit and proper questionnaire
 - Curriculum Vitae detailing experience and qualifications
 - Certified Copy of Identity Document
 - Police Clearance Certificate
7. Provide the firm’s Quality Control Manual (ISQC 1 or relevant Framework based)

REMITTANCE: P..... (exclusive of VAT)

Signature:

Date:.....

***By the Accountable Officer**

* Please attach a copy of the resolution authorizing the signatory to sign on behalf of the firm.

Please send your completed form to:

Botswana Institute of Chartered Accountants

Plot 50374, Second Floor, Block 3,

Fairgrounds Financial Centre,

Private Bag 0021, Gaborone, Botswana

Phone: +267 3972 992 Fax: +267 397 2982

Email: bica@bica.org.bw Website: www.bica.org.bw