



Accredited Accountant scheme application including PCG Affiliate membership

Section 1

The firm

Name of firm:	
Address:	
Contact name:	
Website address:	
Email address:	
Telephone number:	
Mandatory Professional body accreditation, ICAEW or ACCA or other?	ICAEW Yes/No (please circle) ACCA Yes/No (please circle) Other: please state:
Number of qualified partners – please indicate qualifications?	
Number of non-qualified partners?	
Number of qualified fee-earning staff – please indicate qualifications?	
Number of non-qualified fee-earning staff?	
Number of support staff?	
Please describe the services you offer	
Areas of expertise?	
Number of clients?	
Number of freelancer clients?	
Number of revenue enquiries opened into clients in last 5 years?	
Number of revenue enquiries opened into freelance clients in last 5 years?	
Have you had any PI claims? If yes please provide details	
Number of PI claims involving settlement with details?	

Details of any disciplinary action?	
Number and nature of complaints from freelancers?	
System of handling complaints?	

Section 2

Services and fees

What is your fee structure? Fixed, time spent etc?	
If fixed, what specific services are fixed?	
What are your various charge out rates?	
Do you offer payment terms?	
Do you take payment by credit card?	
Do you undertake any contingency fee work?	
Do you give a guaranteed turnaround of accounts preparation?	
Do you offer any money-back guarantees?	
How do you measure customer service?	
How often do you communicate with clients?	
Do clients have a point of contact; is it a person or a team? If person please name	
Do you have out of hours contact?	
What is it?	
When can clients contact you?	
Do you maintain testimonials? (Please provide samples)	

Section 4

Technical: IR35

Do you offer an IR35 contract review service?	
Do you have a guaranteed turnaround time?	

Section 5

Technical: S660A

Do you offer a Section 660A review service?	
Do you have a guaranteed turnaround time?	

Section 6

Technical: Other

To which technical journals do you subscribe?	
What continuing professional development (CPD) programme do you have in place?	
Have you got tribunal experience – if yes please provide details?	
What software do you use for accounts/return preparation?	
Do you have a fee protection scheme? Is it in house or external?	
Do you have a brochure? (Please supply)	
Do you have business cards? (Please supply)	
Do you advertise? (Please supply samples)	

We apply to participate in the Professional Contractors Group's accredited accountant scheme and agree to pay the relevant fees and to be bound by the terms and conditions. We understand that if our application is successful, we will be notified in due course and invited to attend PCG Accredited Accountant training course, followed by a formal assessment. If we are successful in this final stage of the process, our details will be published in the list of accredited accountants on PCG's website and we will be permitted to display the PCG Accredited Accountant logo on our website and marketing collateral. We understand that our accreditation will be subject to an annual review.

We agree that PCG may hold and process all personal and business information which we are supplying with this application form and any further information we supply during the course of our participation in the scheme. We understand that our details will be used only for this purpose and will not be divulged to third parties save for those involved in helping PCG to deliver and market this scheme.

Signature:		Date:	
Name:			

Payment details

Amount payable

	Number	Price	VAT	Total payable
First partner in the practice or office (including 1/8 th page advert in PCG magazine)	1	£725	£26.87	£851.87
Additional partners or managers in the office or practice		£400	£	£
Total payable			£	£
Non-refundable deposit payable with application (£150)		£150	£26.25	176.25
Balance payable on acceptance of application (= total payable less deposit)			£	£

Method of payment

- I am paying by cheque (Please make payable to "Professional Contractors Group Limited")
- I am paying by bank transfer (PCG Ltd – sort code 20-79-29 account number 00519065 – as a payment reference please write Accredited Accountant scheme deposit and your company name)

If you have questions, please call PCG:



0208 897 9970

Please fax, post or email your completed form:



0208 759 1946



FREEPOST PCG

(no stamp required)



admin@pcg.org.uk