



Accredited Accountant scheme application

Section 1

The firm

| | |
|---|--|
| Name of firm: | |
| Address: | |
| Contact name: | |
| Website address: | |
| Email address: | |
| Telephone number: | |
| Mandatory Professional body accreditation, ICAEW or ACCA? | ICAEW Yes/No (please circle) ACCA Yes/No (please circle) |
| 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? | |
| Areas of expertise? | |
| Proven examples of expertise? | |
| Additional services offered? | |
| Number of clients? | |
| Number of freelancer clients? | |
| Number of enquiries opened into clients as a whole? | |
| Number of enquiries opened into freelance clients? | |
| Number of PI claims? | |
| Number of PI claims involving settlement with details? | |
| Details of any disciplinary action within last five years? | |
| Number and nature of complaints from freelancers? | |
| System of handling complaints? | |

For further information

www.pcg.org.uk



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Professional Contractors Group Limited

Building 4, Heathrow Boulevard, 280 Bath Road, Sipson,
West Drayton, Middx, UB7 0DQ

t: 0845 125 9899 f: 0845 644 4105 e: admin@pcg.org.uk

Section 2

Services and fees

| | |
|--|--|
| Please describe the services you offer | |
| 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, person or team? | |
| Do you have out of hours contact? | |
| What is it? | |
| When can clients contact you? | |
| What do your clients value the most about your service? | |
| Do you maintain testimonials? (Please provide samples) | |
| What differentiates your firm from others? | |

Section 3

Your office

| | |
|-----------------------------------|--|
| Do you have more than one office? | |
| Do you have free on site parking? | |
| Do you have disabled access? | |
| Do you have a location map? | |

Section 4

Technical: IR35

| | |
|---|--|
| Do you offer an IR35 contract review service? | |
| Do you have a guaranteed turnaround time? | |
| How would you approach a review / enquiry? | |

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Section 5

Technical: S660A

| | |
|--|--|
| Do you offer a Section 660A review service? | |
| Do you have a guaranteed turnaround time? | |
| How would you approach a Section 660A enquiry? | |

Section 6

Technical: Other

| | |
|--|--|
| To which technical journals do you subscribe? | |
| What continuing professional development (CPD) programme do you have in place? | |
| What experience of tax appeals do you have? | |
| What software do you use for accounts/return preparation? | |
| Do you have an in-house fee protection scheme? | |
| Do you use an external insurance scheme? | |
| Do you have a brochure? (Please supply) | |
| Do you have business cards? (Please supply) | |
| Do you advertise? (Please supply samples) | |

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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 | 1 | £500 | £75.00 | £575.00 |
| Additional partners or managers in the office or practice at £400 each | | £400 | £ | £ |
| Total payable | | | £ | £ |
| Non-refundable deposit payable with application (£150 per office) | | £150 | £22.50 | 172.50 |
| 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:

 0845 125 9899

Please fax, post or email your completed form:

 0845 644 4105

 **FREEPOST PCG**
(no stamp required)

 **admin@pcg.org.uk**

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