

I'm not a bot



Reply to professional clearance letter template

Sample reply to professional clearance letter template. What is a professional clearance letter. How do i write an employee clearance letter. Professional clearance letter example. Clearance letter. Professional clearance letter response template. How to reply to professional clearance letter.

We've put together a special toolkit for ICNZB Members, featuring 5 templates to make handling clearance requests a breeze. This pack includes a request template, follow-up, transfer records/subscriptions, and two response versions, all with helpful notes to guide you through the process. We've also got a technical helpsheet that explains ICAEW members' responsibilities when clients want to switch accountants. Remember, clients have the right to choose their accountant and make changes if needed. Section 320 of the ICAEW Code of Ethics covers this, so be sure to check it out. If you receive a letter of professional enquiry, always get client permission to contact the new accountant, verify disclosure issues, respond promptly, and clearly state any matters that need attention. When providing your response, follow paragraph R320.7 of the ICAEW Code of Ethics, which requires honesty and transparency. Don't worry; if you're honest in your statement without malice, UK law has got your back! Just remember to only say what you sincerely believe is true and avoid making reckless accusations. Don't call it 'professional clearance'; that's a misnomer – the decision to accept appointment belongs to the new accountant. When seeking an accountant's involvement, it's essential not to use terms like "permission" or "clearance." Instead, obtaining client consent is usually required before responding to a professional inquiry. This consent should preferably be in writing and aligns with the principle of confidentiality outlined in section 114 of the ICAEW Code of Ethics. If a client refuses consent, you must not provide a substantive response but can inform the prospective accountant that consent has been denied, except for special considerations in audit or review engagements. Outstanding fees do not justify withholding a response; you're entitled to raise this matter, though typically after obtaining client consent. When it comes to anti-money laundering and terrorism, questions about suspicious activity reports should be avoided in replies, but the prospective accountant should still be informed of relevant matters honestly and unambiguously. If you discover irregularities, it's essential to mention these in your response, such as unreported rental income. Members can consult the ICAEW Ethics Advisory Service for guidance on anonymous discussions. When dealing with a new accountant who didn't make a professional inquiry, consider whether the issue lies with them or their client before taking further action, and consider writing to inform them of any relevant facts that should be brought to their attention. Special circumstances - audit or review appointments, withdrawn due to non-compliance In cases where you've terminated your professional relationship with a client due to their non-compliance with laws and regulations, you must provide relevant facts and information regarding the identified or suspected non-compliance to the prospective accountant, even if the client refuses permission. This obligation is outlined in paragraph R320.8 of the ICAEW Code of Ethics. You may use wording such as: "Our former client has not given us authority to respond to your professional enquiry." Our response is limited to our obligation under the ICAEW Code of Ethics to disclose details of non-compliance connected with our ceasing to act. In cases of a change in statutory audit appointment, if currently in office, you're under no obligation to resign. If you elect not to resign, the client company may need to implement relevant Companies Act procedures to progress the new appointment. On ceasing to hold office, consider your notification requirements under the Companies Act 2006 and remind the audit client of their obligations. It's common practice to combine a professional enquiry with a request for record transfer and provision of information. Paragraph R320.7C of the ICAEW Code of Ethics requires prompt dealing with any reasonable request for record transfer. You may have the right of a particular lien where there are outstanding fees, further guidance available in the Exercising liens helpsheet. The purpose of exercising a lien is to assist prompt settlement from a slow client and not to exact payment from a client who has a genuine dispute over fees. Take reasonable and prompt steps to resolve any dispute relating to fee amount, as outlined in paragraph R330.11 of the code. When a prospective accountant asks for information about the client's affairs, you're obliged by paragraph R320.7D to provide such information if lack thereof might prejudice the client's interests and the client is unable to provide it themselves. There's no obligation to provide information that has already been provided to the client and is available from them. Information from documents owned by you rather than the client may still need to be provided, but you shall not normally charge for such records and information unless there's good reason contrary. Examples of such reasons include where a significant amount of work is involved or if the request is for information going back a number of years. The new accountant needs to get files from old ones sometimes when previous info was already given to client but now they want it again like tax returns copies. If there's a change in auditor, the old one has to give access to important stuff if the new one asks nicely and follows some rules. When you stop working with a client, it's good practice to do a checklist and send them a letter saying goodbye. You can talk to people at ICAEW for help if you need it. They have some rules about using their materials too.