



Appendix A Complaint Form

The Disciplinary Process of the Institute is set out in Bye Law 6 of the Institute's Bye Laws.

This form should be completed by any person wishing to make a complaint against a CPA member, firm, affiliated partner or registered student.

A COPY OF THIS FORM TOGETHER WITH ANY ATTACHED DOCUMENTATION SHALL BE FORWARDED TO THE MEMBER, FIRM, AFFILIATED PARTNER OR STUDENT WHO IS THE SUBJECT OF THIS COMPLAINT

Your Name:

Your Address:

Your Phone no:

Your email address:

Name and Address of CPA Member, Firm, Affiliated Partner or Student complaint is in relation to:

Please set out in as much detail as possible the circumstances giving rise to the complaint and the reasons for the complaint. [PLEASE USE ADDITIONAL PAGES IF REQUIRED]

Please attach copies of any relevant documentation to this form which you believe is relevant to the complaint.



Please indicate how you feel this complaint could be resolved to your satisfaction.

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information to carry out our responsibilities as a regulator and as a professional body. We may, either as required by law or to carry out those responsibilities, share your personal information to comply with the requirements of government departments, agencies, and regulators. For more information about our data protection policy, please go to <https://www.cpaireland.ie/Privacy-Policy>

The CPA Ireland member or firm who is the subject of the complaint will need to be shown all material relevant to the complaint against them. All correspondence between the CPA Ireland member or firm, the complainant and CPA Ireland is private and confidential, although it may be disclosed to persons representing CPA Ireland or the CPA Ireland member or firm, or to CPA Ireland support member. If CPA Ireland is asked by a government department, agency, or regulator to disclose information about the CPA Ireland member or firm, we may share information about the complaint.

Please tick this box if you DO NOT want us to share any evidence or correspondence with the CPA Ireland member or firm.

Please be aware that CPA Ireland may not be able to act on your complaint if we cannot disclose the supporting evidence to the accountant.

If there are any specific documents you do not wish us to share with the CPA Ireland member or firm, please mark them clearly as such. If you have any questions about making a complaint, please call our helpline on +353 (0)1 4251041.

Please attach copies of any relevant documentation to this form which you believe is relevant to the complaint.

Signed

COMPLAINANT

Date

Please send your completed form and supporting documents to dconway@cpaireland.ie or

Ms. Cáit Carmody.
The Secretary,
Institute of Certified Public Accountants in Ireland,
17 Harcourt Street,
Dublin 2.
D02 W963.