

11 September 2024

Dear Practitioner,

RENEWAL OF CERTIFICATES/FIRM LICENSES FOR 2025 PRACTICE

This is to remind you of the timelines for renewal of Certificates of Practice and Firm Licenses, in accordance with Sections 29 & 32 of the Accountants Act 2013, if you plan to practice in the year 2025.

The online platform for applications for the year 2025 renewal of Certificates of Practice and Firm Licenses is open.

Please follow the steps below to complete your application:

1. Visit the ICPAU portal at www.icpau.co.ug
2. Search for Member Login and log into your membership account

Certificate of practice:

1. It is advisable to start by completing and submitting your CPD record form
2. Select the 'Practice Application' menu, click on Certificate of Practice and follow the prompts

Firm License:

1. Submit your firm's completed practice return
2. From the practice application menu, select 'Firm License Application' and follow the prompts
3. Note that the system will not allow you to submit your Firm License application until all practitioners in the firm have applied for their Certificates of Practice

Please note that;

- 1) Your Certificate of Practice and Firm License will be processed after completion of inspection, full payment of the year 2025 subscription fees, practice fees and other outstanding dues, if any.
- 2) There is a surcharge for late re-application/renewal.

Should you require further guidance, please contact standards@icpau.co.ug.



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SECRETARY/CEO