



# CHANGE OF A QUALIFIED PERSON RESPONSIBLE FOR TRAINING (QPRT)

## Please Complete and Return This Form To

The Training & Professional Development Department  
Botswana Institute of Chartered Accountants  
P/Bag 0021, Gaborone  
Tel: (+267) 3972992,  
Email: [atesupport@bica.org.bw](mailto:atesupport@bica.org.bw)

### APPLICATION DETAILS

Name of employer

Type of organisation (please tick) Accountancy Practice  Financial Services  Commercial  Public Sector

Address

Telephone (daytime)

Email

Qualified person responsible for training (QPRT)<sup>1</sup>

Applicant's signature

Date

Reasons for change of QPRT

### NUMBER OF QUALIFIED ACCOUNTANTS

Partners/directors/senior accounting staff<sup>†</sup>

Accounting staff

Other professional/technical staff

Total

<sup>†</sup> Please enter the number of

- partners if your organisation is engaged in public practice
- directors if your organisation belongs to a corporate body (ie, a limited company whose directors are engaged in public practice)
- senior accounting staff if your organisation is engaged in industry, commerce or the public sector.

1. The QPRT must be an Associate or Fellow member of BICA. This person must also be a partner in a public practice organisation, or a director or equivalent if the organisation is not in public practice.

2. Changes in circumstances include a change of QPRT, re-organisation, merger, de-merger, change of location and significant changes in work experience provided.

### DATA PROTECTION-our commitment to you

The protection of personal privacy is an important concern to the BICA and any personal data collected will be treated in accordance with current data protection legislation. The information collected by BICA, may be used for statistics and profiling, communications and research purposes, examination and training administration, billing and risk assessment purposes, and to enable us to keep you up to date with relevant product and service developments. This information may be shared with third parties in pursuit of the above.