



Financial Reporting Council

Public Interest Entity (PIE) Auditor Registration Regulations Draft Version

April 2022

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Registered in England number 2486368.

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Part 1. Introduction

- 1.1 The FRC has made these Regulations as a written instrument in the exercise of the powers under Section 1239 of the Companies Act 2006 transferred to it under the Statutory Auditors (Amendment of Companies Act 2006 and Delegation of Functions etc) Order 2012 and in accordance with Regulations 3(1) and 3(8) of the Statutory Auditors and Third Country Auditors Regulations 2016 and Schedule 10 paragraph 5A of the Companies Act 2006.
- 1.2 These Regulations may be cited as the 'Financial Reporting Council Public Interest Entity ('PIE') Auditor Registration Regulations'.
- 1.3 These Regulations come into force on [date to be confirmed].
- 1.4 These Regulations provide for the FRC to establish and maintain a register of firms and individuals approved to undertake Statutory Audit Work for PIEs.
- 1.5 Firms and individuals must be registered in the PIE Auditor Register ('PAR') in order to undertake Statutory Audit Work for PIEs.
- 1.6 These Regulations should be considered alongside the PAR Guidance published by the FRC from time to time and any other document referred to in these Regulations.

Part 2. Definitions and interpretation

2.1 In these Regulations the following words have the following meanings:

Annual Return	means the annual return for PIE auditor registration which will be submitted to the FRC at the same time as a PIE Registered Audit Firm submits its annual return to its RSB.
Appeal Rules	means the rules which set out the procedures for appeals under Part 14 of these Regulations and which appear at Annex 2 to these Regulations.
Applicant	means a firm or individual who submits an Application or a Transitional Application to the FRC under these Regulations.
Application	means an application to be entered onto the PAR and includes a Transitional Application.
Authorised Contacts	means the person or persons appointed and authorised by the Principal Authorised Contact to make submissions in relation to a PIE Registered Audit Firm's entry on the PAR and whose name(s) has or have been notified to the FRC.
Audit Firm Governance Code	means the Audit Firm Governance Code published by the FRC from time to time.
Audit Report	has the meaning given to the term 'audit report' in regulation 2 of SATCAR 2016.
Condition	means a restriction on, or requirement of, registration, put in place in accordance with Part 8 of these Regulations.
Eligibility Criteria	means the criteria set by the FRC in accordance with Regulation 3(1)(f) of SATCAR 2016 for the purpose of determining whether persons are eligible for appointment as Statutory Auditors.
First Decision	has the meaning given in paragraph 14.1 of these Regulations.
Formal Notification	means notification by the FRC of a decision it has made in relation to an entry on the PAR (other than a decision resulting in a Registration Notice).
FRC	means the Financial Reporting Council Limited, a company limited by guarantee incorporated in England and Wales and the competent authority under SATCAR 2016.
Internal review	means a review of a First Decision conducted by the FRC in accordance with Part 14 of these Regulations.
Minimum Level of Professional Indemnity Insurance	means the minimum level of Professional Indemnity Insurance cover set from time to time by the FRC or the RSB with which a firm is registered (whichever amount is higher).

Notice Period	means a period of at least 20 working days' notice given by the FRC of a decision that it is minded to make under these Regulations. This period may be varied if agreed between the FRC and the recipient PIE Registered Audit Firm or PIE Registered RI.
PAR	means the PIE Auditor Register established and maintained by the FRC in accordance with these Regulations.
PAR Tribunal Panel	means the Tribunal appointed to consider an appeal in accordance with Part 14 of these Regulations.
PAR Guidance	means guidance issued from time to time by the FRC in relation to the PAR.
PIE	means Public Interest Entity and has the meaning given in regulation 2 of SATCAR 2016 save that for the purposes of these Regulations it excludes relevant authorities under section 2 of the Local Audit and Accountability Act 2014.
PIE Registered Audit Firm	means a Statutory Audit Firm which, at the relevant time, is registered to undertake Statutory Audit Work in respect of PIEs.
PIE Registered RI	means an RI who, at the relevant time, is registered to undertake Statutory Audit Work in respect of PIEs.
Principal	means an individual in a sole practice (where the firm is a sole practice), a person who is a partner (including both salaried and equity partners) (where the firm is a partnership), a member of a limited liability partnership (where the firm is a limited liability partnership), a director (where the firm is a corporate practice) or any individual who is held out as being a company director, partner, or member.
Principal Authorised Contact	means a Responsible Individual who is a Principal in a PIE Registered Audit Firm and who is appointed and authorised by that firm to be the main contact with the FRC and whose name has been notified to the FRC.
Recognised Supervisory Body/RSB	means a supervisory body, within the meaning of section 1217(1) of the Companies Act 2006, recognised in accordance with Schedule 10 of that Act (as amended).
Register of Statutory Auditors	means the register maintained pursuant to the FRC's Audit Register Instrument 2016 of those firms and individuals approved as eligible for appointment as Statutory Auditors by their RSB.
Registration Notice	means a notice issued by the FRC setting out its decision to grant an Application or Transitional Application and, where relevant, any Conditions or Undertakings that attach to the entry on the PAR.
Registration Requirements	means, as appropriate, the requirements for registration as a PIE Registered Audit Firm in paragraph 4.1 and/or the requirements for

	registration as a PIE Registered RI in paragraph 5.1 of these Regulations.
Relevant Change	means a change that must be notified to the FRC in accordance with paragraphs 15.4 and 15.5 of these Regulations.
RI (Responsible Individual)	means a natural person who is a Principal or employee (but not a sub-contractor or a consultant) of a Statutory Audit Firm and is registered with an RSB as a Statutory Auditor.
SATCAR 2016	means the Statutory Auditors and Third Country Auditors Regulations 2016.
Statutory Audit Firm	means a legal person or any other entity, regardless of its legal form (but not a natural person) that is registered with an RSB as a Statutory Auditor.
Statutory Audit Work	has the meaning given to the term 'statutory audit work' in section 1210 of the Companies Act 2006.
Statutory Auditor	means a legal or natural person or any other entity that is eligible for appointment under section 1212 of the Companies Act 2006 to undertake the work set out at section 1210 of the Companies Act 2006.
Transitional Application	means an application to be included on the PAR made under the Transitional Regulations.
Transitional Period	means the period from [date] up until and including [date].
Transitional Regulations	means the Transitional Regulations set out at Annex 1 to these Regulations.
Tribunal Panel	means the combined Tribunal and Appeal Panel constituted in accordance with the Tribunal and Appeal Panel Terms of Appointment issued by the FRC, and from which a PAR Tribunal Panel may be appointed.
Undertaking	means an agreement between the FRC and the PIE Registered Audit Firm/PIE Registered RI of steps that need to be taken by the PIE Registered Audit Firm/PIE Registered RI, in accordance with Part 9 of these Regulations.

2.2 In these Regulations, words denoting the singular may include the plural, and any reference to a statute includes that statute as amended from time to time; any statute re-enacting or replacing it; and any statutory instruments, regulations or rules made under that statute or otherwise, as re-enacted, re-issued or amended.

2.3 Part headings are not part of the Regulations and are for guidance only.

Part 3. Content of the PAR

3.1 The FRC shall ensure that the PAR is published.

3.2 The PAR shall include details of:

- a) each PIE Registered Audit Firm, including:
 - i. the name and principal address of the PIE Registered Audit Firm;
 - ii. the registration number from the Register of Statutory Auditors of the PIE Registered Audit Firm;
 - iii. the Responsible Individuals designated to undertake PIE Statutory Audit Work on its behalf;
 - iv. the name of the RSB with which it is registered to undertake Statutory Audit Work;
- b) each PIE Registered RI, including:
 - i. the name of the PIE Registered RI;
 - ii. the registration number from the Register of Statutory Auditors of the PIE Registered RI;
 - iii. the name of the PIE Registered Audit Firm at which the PIE Registered RI is employed or is a Principal;
 - iv. the name of the RSB with which they are registered to undertake Statutory Audit Work.
- c) any other information relating to a PIE Registered Audit Firm or PIE Registered RI that the FRC considers is appropriate and in the public interest to include.

Part 4. Registration Requirements for PIE Registered Audit Firms

- 4.1 The Registration Requirements for a PIE Registered Audit Firm are that meets the Eligibility Criteria, is a Statutory Audit Firm and that it:
- a) knows or has reasonable grounds to believe, it will undertake at least one audit of a PIE within the period of 12 months, (unless the FRC agrees a longer period) following the date on which its Application is received by the FRC;
 - b) has designated one or more individuals to apply to be PIE Registered RIs and has authorised and supports the Applications of these individuals to be PIE Registered RIs;
 - c) has in place, and will maintain, procedures to determine the continuing competence, experience and fit and proper status both of the designated PIE Registered RIs and of all Principals and employees involved in PIE Statutory Audit Work (including any such Principal or employees who are not PIE Registered);
 - d) has in place, and will maintain, procedures to ensure all Principals and employees involved in PIE Statutory Audit Work are aware of, and comply with, these Regulations;
 - e) can satisfy the FRC of its suitability to be a PIE Registered Audit Firm including demonstrating that it is fit and proper;
 - f) has provided all necessary evidence and information with its Application, along with any further explanations required by the FRC;
 - g) has paid to the FRC and/or its RSB, any registration fees set by the FRC and/or its RSB in relation to its Statutory Audit Work, including with PIEs;
 - h) has, and will maintain, in place appropriate resources and an appropriate system of quality management to enable it to perform PIE Statutory Audit Work to the required standards;
 - i) has, and will maintain, governance arrangements, Principals, management and ownership interest in the PIE Registered Audit Firm, which are suitable to operate or control a business that carries out PIE Statutory Audit Work;
 - j) has, or will, prior to commencing any PIE Statutory Audit Work, have at least the Minimum Level of Professional Indemnity Insurance and has supplied the Professional Indemnity Insurance information to the FRC;
 - k) has agreed that the FRC, the FRC's directors and staff and the FRC's Board and Committees cannot be held liable for damages for anything done or not done in dealing with the functions connected with registration under these Regulations, unless the act or omission is shown to have been in bad faith;

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- l) has supplied and will supply information or documents that may be required by the FRC to demonstrate compliance with the Registration Requirements;
 - m) commits to:
 - i. comply with these Regulations, any other relevant Regulations, procedures or rules of the FRC, including the Audit Firm Governance Code (where relevant);
 - ii. comply with any Conditions or Undertakings attached to its entry on the PAR;
 - iii. deal with the FRC, including its staff and representatives, in an open, cooperative and timely manner;
 - iv. notify the FRC in writing as soon as possible, and in any event within 5 working days, of becoming aware of a Relevant Change; and
 - v. comply with all relevant legislation, auditing standards, ethical standards and quality control standards relating to PIE audit engagements.

Part 5. Registration Requirements for a PIE Registered RI

- 5.1 The Registration Requirements for a PIE Registered RI are that they meet the Eligibility Criteria, are an RI and that they:
- a) are designated to apply to be a PIE Registered RI by a PIE Registered Audit Firm;
 - b) know, or have reasonable grounds to believe, that they will undertake PIE Statutory Audit Work within the period of 12 months, (unless the FRC agrees a longer period), following the date on which their Application to be entered on the PAR is received by the FRC;
 - c) have sufficient experience and competence to undertake PIE Statutory Audit Work;
 - d) can satisfy the FRC that they are fit and proper to undertake PIE Statutory Audit Work;
 - e) have provided all necessary evidence and information with their Application, along with any further explanations required by the FRC;
 - f) have paid to the FRC and/or their RSB, any registration fees set by the FRC and/or their RSB in relation to their Statutory Audit Work, including with PIEs;
 - g) have agreed that the FRC, its directors and staff and its Board and Committees cannot be held liable for damages for anything done or not done in dealing with the functions connected with registration under these Regulations, unless the act or omission is shown to have been in bad faith;
 - h) have supplied and will supply information or documents that may be required by the FRC to demonstrate compliance with the Registration Requirements;
 - i) commit to:
 - i. comply with these Regulations, any other relevant regulations, procedures or rules of the FRC;
 - ii. comply with any Conditions or Undertakings attached to their entry on the PAR;
 - iii. deal with the FRC's staff in an open, cooperative and timely manner;
 - iv. notify the FRC in writing as soon as possible, and in any event within 5 working days, of becoming aware of a Relevant Change;
 - v. maintain their knowledge and expertise of PIE Statutory Audit Work by completing appropriate continuing professional development; and

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- vi. comply with all relevant legislation, auditing standards, ethical standards and quality control standards relating to PIE audit engagements.

Part 6. Applications for Registration

- 6.1 Applications to become a PIE Registered Audit Firm or a PIE Registered RI must be submitted in accordance with these Regulations.
- 6.2 Applications made during the Transitional Period by a Statutory Audit Firm or RI may be made in accordance with the Transitional Regulations where (in the case of a Statutory Audit Firm) it is auditing a PIE at the start of the Transitional Period or (in the case of an RI) they know or have reasonable grounds to believe that they will undertake PIE Statutory Audit Work for at least one PIE within the period of 12 months, (unless the FRC agrees a longer period), from the date on which the relevant Transitional Application is made.
- 6.3 For Applications not being made in accordance with the Transitional Regulations, Applicants must:
- a) provide the Applicant's evidence that the Applicant meets the Registration Requirements; and
 - b) confirm that the Applicant agrees to comply with the Registration Requirements and these Regulations for as long as they remain on the Register.

Part 7. Assessment of Applications

- 7.1 Upon receipt of an Application, the FRC shall decide whether the Applicant meets the Registration Requirements and whether there is any reason in the public interest not to grant the Application.
- 7.2 Where the FRC decides that the Applicant meets the Registration Requirements and that there is no reason in the public interest not to grant the Application, it will:
- a) issue a Registration Notice to the Applicant confirming that the Application has been granted and the Applicant's entry on the PAR will take effect on and from the registration date set out in the Registration Notice;
 - b) if the Applicant is a Statutory Audit Firm, confirm the date of its first Annual Return;
 - c) monitor compliance of the PIE Registered Audit Firm or PIE Registered RI with the Registration Requirements including by way of periodic registration reviews.
- 7.3 Where the FRC decides that the Applicant does not meet the Registration Requirements or that it would not be in the public interest to grant the Application without additional Conditions or Undertakings, it may:
- a) refuse the Application;
 - b) grant the Application with Conditions;
 - c) agree Undertakings with the Applicant and then grant the Application.
- 7.4 Where the FRC is considering refusing to grant the Application, it shall:
- a) inform the Applicant of:
 - i. its intention to refuse to grant the Application;
 - ii. the reasons for refusing to grant the Application;
 - iii. the earliest date at which the Applicant would be able to re-apply; and
 - iv. the duration of the Notice Period;
 - b) invite written representations from the Applicant within the Notice Period;
 - c) consider any written representations received within the Notice Period from the Applicant;
 - d) reach a final decision as to whether or not to refuse or grant the Application.

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- 7.5 Where an Application is refused, the FRC shall notify the Applicant of its decision and the reasons for the refusal and the earliest date at which the Applicant may re-apply.
- 7.6 Where the FRC is minded to grant an Application with Conditions attached, the FRC shall follow the process set out at paragraph 8.3 below before reaching its final decision.
- 7.7 If the FRC decides to grant an Application with Conditions attached it shall:
- a) issue a Registration Notice to the Applicant confirming:
 - i. that the Application has been granted with Conditions attached;
 - ii. the Conditions that apply;
 - iii. the reasons for the Conditions; and
 - iv. that the Applicant's entry on the PAR will take effect on and from the date set out in the Registration Notice.
 - b) if the Applicant is a Statutory Audit Firm, confirm the date of its first Annual Return.
- 7.8 Where an Application is being granted subject to Undertakings agreed in accordance with Part 9 below, the FRC shall:
- a) issue a Registration Notice to the Applicant confirming:
 - i. that the Application has been granted with Undertakings;
 - ii. the Undertakings that have been agreed; and
 - iii. that the Applicant's entry on the PAR will take effect on and from the date set out in the Registration Notice.
 - b) if the Applicant is a Statutory Audit Firm, confirm the date of its first Annual Return.

Part 8. Conditions

- 8.1 The FRC may consider attaching Conditions to the entry of a PIE Registered Audit Firm or PIE Registered RI, at the time that an Application is granted, and at any other time during which a PIE Registered Audit Firm or PIE Registered RI is on the PAR.
- 8.2 Conditions may be applied if, in the reasonable opinion of the FRC, they are necessary in the public interest or in order for the PIE Registered Audit Firm or PIE Registered RI to meet the Registration Requirements.
- 8.3 Where the FRC is considering applying Conditions to an entry on the PAR, it shall:
- a) inform the PIE Registered Audit Firm, PIE Registered RI or Applicant of:
 - i. its intention to apply Conditions;
 - ii. the Conditions it intends should apply;
 - iii. the duration for which the Conditions would apply;
 - iv. the reasons it considers Conditions would be appropriate; and
 - v. the duration of the Notice Period;
 - b) invite written representations from the PIE Registered Audit Firm, PIE Registered RI or Applicant, as appropriate, within the Notice Period;
 - c) consider any written representations received within the Notice Period from the PIE Registered Audit Firm, PIE Registered RI or Applicant, as appropriate;
 - d) reach a final decision as to whether or not to apply Conditions and, if Conditions will be applied, the form that these Conditions will take.
- 8.4 Where Conditions are applied, they shall take effect from the date set out in the Registration Notice where paragraph 7.6 applies or, in all other cases, set out in the Formal Notification of the Conditions sent by the FRC.
- 8.5 Where Conditions relating to a PIE Registered RI are in place, the PIE Registered Audit Firm at which they work must have internal quality control procedures to monitor compliance with the relevant Conditions.
- 8.6 Compliance with Conditions shall be monitored by the FRC.
- 8.7 Any PIE Registered Audit Firm or PIE Registered RI whose inclusion on the PAR is subject to Conditions, must notify the FRC as soon as possible, and at least within 5 working days of becoming aware, if it has reason to believe it has (or may have) breached or will (or may) in future breach any of these Conditions.

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- 8.8 The FRC may vary or end Conditions at any time. Where the FRC is minded to vary Conditions, it shall (unless paragraph 12.3 applies) follow the process in paragraph 8.3 before any variation takes effect. Where a Condition is varied or ended, this variation or ending shall take effect from the date set out in the relevant Formal Notification sent by the FRC setting out its decision.
- 8.9 Conditions may be published on the PAR unless the FRC believes it would not be in the public interest to do so.
- 8.10 The FRC may issue PAR Guidance concerning the process for attaching, varying, ending and publishing Conditions.

Part 9. Undertakings

- 9.1 The FRC may invite a Statutory Audit Firm and/or RI to agree to Undertakings either:
- a) in connection with an Application from that Statutory Audit Firm or RI; or
 - b) at any other time during which that PIE Registered Audit Firm or PIE Registered RI is on the PAR.
- 9.2 Undertakings may be sought if, in the reasonable opinion of the FRC, they are necessary in the public interest or compliance with such Undertakings is necessary in order for the PIE Registered Audit Firm or PIE Registered RI to meet the Registration Requirements.
- 9.3 Where the FRC considers that Undertakings are appropriate, it shall seek to agree these with the Applicant, PIE Registered Audit Firm or PIE Registered RI, as appropriate. An Applicant, PIE Registered Audit Firm or PIE Registered RI, as appropriate, who wishes to accept an invitation to agree Undertakings proposed by the FRC must confirm their agreement within 10 working days of the receipt of the invitation.
- 9.4 Where Undertakings are agreed, they shall, where paragraph 7.8 applies, take effect from the date set out in the Registration Notice or, in all other cases, take effect from the date set out in the relevant Formal Notification.
- 9.5 Where Undertakings relating to a PIE Registered RI are in place, the PIE Registered Audit Firm at which they work must have internal quality control procedures to monitor compliance with the relevant Undertakings.
- 9.6 Compliance with agreed Undertakings shall be monitored by the FRC.
- 9.7 Any PIE Registered Audit Firm or PIE Registered RI whose inclusion on the PAR is subject to agreed Undertakings, must notify the FRC as soon as possible, and at least within 5 working days of becoming aware, if it has reason to believe it has (or may have) breached or will (or may) in future breach an agreed Undertaking.
- 9.8 The FRC may end an Undertaking at any time. It may vary an Undertaking with the agreement of the PIE Registered Audit Firm or PIE Registered RI which is the subject of the Undertaking. Where an Undertaking is varied or ended, this variation or ending shall take effect from the date set out in the relevant Formal Notification.
- 9.9 The FRC may decide to publish information on the PAR relating to an Undertaking if it believes it to be in the public interest to do so.
- 9.10 The FRC may issue PAR Guidance concerning the processes for agreeing, varying, ending and publishing Undertakings.

Part 10. Waivers

- 10.1 If a PIE Registered Audit Firm or PIE Registered RI becomes aware that it no longer meets, or may no longer meet now or in the future, one or more of the Registration Requirements, it may apply to the FRC for a waiver from compliance with one or more relevant Registration Requirements.
- 10.2 The PIE Registered Audit Firm or PIE Registered RI must, when applying for a waiver, state:
- a) the circumstances and reasons for the application;
 - b) whether the non-compliance is current or anticipated;
 - c) to which Registration Requirement(s) the (potential) non-compliance relates;
 - d) the action that is being taken to remedy the (potential) non-compliance;
 - e) whether it has notified the RSB of which it is a member, and if so, provide a copy of such notification; and
 - f) in relation to which Registration Requirement(s) it is seeking a waiver, for what duration and on what basis.
- 10.3 The FRC may grant a waiver from compliance with one or more of the Registration Requirements to a PIE Registered Audit Firm or PIE Registered RI on such terms as it considers appropriate if it is satisfied that:
- a) all reasonable steps are being taken to avoid non-compliance and/or minimise the extent and/or duration of the non-compliance;
 - b) there is reasonable justification for the current or anticipated non-compliance;
 - c) the waiver will not adversely affect any PIE; and
 - d) it would not be contrary to the public interest to grant the waiver.
- 10.4 The FRC's decision on whether or not to grant a waiver will be set out in a Formal Notification which shall confirm:
- a) the decision;
 - b) the reasons for the decision;
 - c) if a waiver is granted, the length of time for which it will apply;
 - d) any terms or conditions attached to the waiver;

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- e) any other steps that the FRC requires the PIE Registered Audit Firm or PIE Registered RI to take.
- 10.5 The FRC may extend a waiver if it remains satisfied that the conditions in paragraph 10.3 are met. It may end or vary the terms of the waiver if it considers any of the conditions in paragraph 10.3 are no longer satisfied.
- 10.6 Where a waiver is extended, varied or ended, the extension, variation or ending shall take effect from the date set out in the Formal Notification.
- 10.7 Any waiver may be published on the PAR if the FRC believes it is in the public interest to do so.
- 10.8 The FRC may issue PAR Guidance concerning the processes for granting, varying, ending and publishing waivers.

Part 11. Suspension of registration

- 11.1 The FRC may suspend the entry of a PIE Registered Audit Firm or PIE Registered RI on the PAR if the FRC has reasonable grounds to believe that:
- a) the PIE Registered Audit Firm or PIE Registered RI is not complying, or may not be complying, with the Registration Requirements; and/or
 - b) the continuance of the PIE Registered Audit Firm or PIE Registered RI's entry on the PAR would be likely to adversely affect a PIE; and/or
 - c) it would be in the public interest to do so.
- 11.2 The period of suspension shall be determined by the FRC.
- 11.3 Where the FRC is considering suspending an entry on the PAR, (unless paragraph 12.3 applies) it shall:
- a) inform the PIE Registered Audit Firm or PIE Registered RI of:
 - i. its intention to suspend their registration;
 - ii. the length of the proposed suspension;
 - iii. the reasons that it considers the suspension to be appropriate; and
 - iv. the Notice Period;
 - b) invite written representations from the PIE Registered Audit Firm or PIE Registered RI, as appropriate, within the Notice Period;
 - c) require the PIE Registered Audit Firm or PIE Registered RI, as appropriate, to notify the FRC within the Notice Period of all PIE Statutory Audit Work in which it is currently engaged;
 - d) consider any written representations received within the Notice Period from the PIE Registered Audit Firm or PIE Registered RI, as appropriate;
 - e) reach a final decision as to whether or not to suspend the entry on the PAR and, if the suspension will be applied, the length of that suspension.
- 11.4 If a suspension is being applied, the FRC shall send a Formal Notification of the suspension to the PIE Registered Audit Firm or PIE Registered RI, setting out:
- a) the fact of the suspension;
 - b) the length of the suspension; and

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- c) the reasons for the suspension.
- 11.5 Where a suspension is applied, it shall take effect from the date set out in the relevant Formal Notification and shall be published on the PAR unless the FRC believes that it would not be in the public interest to do so.
- 11.6 The FRC may extend or end a suspension at any time. Where the FRC is minded to extend a suspension it shall follow the process set out at paragraph 11.3 above. Where a suspension is extended or ended, this shall take effect from the date set out in the relevant Formal Notification.
- 11.7 During a period of suspension, the PIE Registered Audit Firm or PIE Registered RI, as appropriate, must comply with any instructions from the FRC, which may include that it must:
- a) resign from any ongoing PIE Statutory Audit Work or appointments; and/or
 - b) not accept re-appointment or any new appointments to undertake PIE Statutory Audit Work (including any that are at a tender stage when the suspension is imposed); and/or
 - c) not sign PIE Audit Reports unless agreed with the FRC.
- 11.8 The FRC may issue PAR Guidance concerning the processes for implementing, extending and ending a suspension.

Part 12. Urgent decisions

- 12.1 The FRC may make a decision to suspend a PIE Registered Audit Firm or PIE Registered RI from the PAR or apply or vary Conditions to their entry, without complying with the processes set out at paragraphs 8.3 and 11.3 above, if it considers that in the circumstances it is in the public interest to do so.
- 12.2 In these circumstances, the FRC shall:
- a) send the PIE Registered Audit Firm or PIE Registered RI Formal Notification, as appropriate, of its decision as soon as possible, notifying the PIE Registered Audit Firm or PIE Registered RI of:
 - i. the decision to suspend registration, or impose Conditions immediately upon, their entry in the PAR;
 - ii. the details of any Conditions that are being imposed;
 - iii. the length of any suspension;
 - iv. the reasons for the FRC's decision;
 - v. the reasons for making the decision as an urgent decision;
 - vi. the deadline by which written representations are invited;
 - b) invite written representations from the relevant PIE Registered Audit Firm or PIE Registered RI, as appropriate, during the period referenced at paragraph 12.2a)vi;
 - c) require the PIE Registered Audit Firm or PIE Registered RI to notify the FRC within the period referenced at paragraph 12.2a)vi of all PIE Statutory Audit Work in which it is currently engaged;
 - d) consider any written representations received within the period referenced at paragraph 12.2a)vi from the PIE Registered Audit Firm or PIE Registered RI;
 - e) decide whether to maintain or amend its decision.
- 12.3 An urgent decision to suspend registration or apply Conditions to an entry in the PAR shall take effect from the date set out in the relevant Formal Notification and shall be published on the PAR unless the FRC considers that it is not in the public interest to do so.
- 12.4 The FRC may extend the suspension or vary the Conditions, provided it complies with the processes set out in paragraph 8.3, paragraph 11.3 or this Part 12, whichever applies, before reaching its decision. It may end the suspension or Conditions at any time.
- 12.5 Any decisions made under paragraph 12.4 shall take effect from the date set out in the relevant Formal Notification.

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- 12.6 If a suspension has been put in place, the PIE Registered Audit Firm or PIE Registered RI must comply with any instructions from the FRC, as set out in paragraph 11.7 above.
- 12.7 The FRC may issue PAR Guidance concerning the processes for making urgent decisions to suspend registration or impose Conditions.

Part 13. Removal from the PAR

- 13.1 A PIE Registered Audit Firm's entry on the PAR shall cease to have effect if:
- a) it ceases to be a registered Statutory Audit Firm;
 - b) it ceases to exist;
 - c) it does not submit its Annual Return in accordance with Part 16 below;
 - d) the FRC decides to remove the PIE Registered Audit Firm from the PAR;
 - e) it is determined pursuant to proceedings under the Audit Enforcement Procedure that, for such period of time as is so determined, the PIE Registered Audit Firm must not undertake PIE Statutory Audit Work and/or must not hold PIE Registered Audit Firm status.
- 13.2 A PIE Registered RI's entry on the PAR shall cease to have effect if:
- a) they cease to be a Principal or employee of the PIE Registered Audit Firm which designated their PIE RI status;
 - b) they cease to be a Statutory Auditor or to be registered as an RI;
 - c) the firm in which the individual was designated as a PIE Registered RI ceases to be a PIE Registered Audit Firm;
 - d) the FRC decides to remove the PIE Registered RI from the PAR;
 - e) it is determined pursuant to proceedings under the Audit Enforcement Procedure that, for such period of time as is so determined, the PIE Registered RI must not undertake PIE Statutory Audit Work and/or must not hold PIE Registered RI status.
- 13.3 The FRC may decide to remove a PIE Registered Audit Firm or PIE Registered RI from the PAR, on a voluntary basis where:
- a) an application is made by a PIE Registered Audit Firm or PIE Registered RI for removal of their entry from the Register;
 - b) the PIE Registered Audit Firm which designated a PIE Registered RI notifies the FRC that the PIE Registered RI no longer wishes to hold PIE Registered RI status and it has agreed to this request; or
 - c) the PIE Registered Audit Firm which designated a PIE Registered RI notifies the FRC that the PIE Registered RI should no longer hold PIE Registered RI status.
- 13.4 The FRC may decide to remove a PIE Registered Audit Firm or PIE Registered RI from the PAR, on an involuntary basis where:

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- a) the FRC ceases to be satisfied that the Registration Requirements are being met or believes that it is in the public interest for the PIE Registered Audit Firm or PIE Registered RI to be removed from the PAR; or
 - b) the PIE Registered Audit Firm or PIE Registered RI has not undertaken PIE Statutory Audit Work in the preceding 12 month period or such longer period as the FRC considers appropriate.
- 13.5 Where the FRC decides to remove a PIE Registered Audit Firm or PIE Registered RI from the PAR it must indicate the earliest date at which the PIE Registered Audit Firm or PIE Registered RI may re-apply either:
- a) after a fixed period of time; or
 - b) when the FRC is satisfied that the PIE Registered Audit Firm or PIE Registered RI meets the Registration Requirements and there is no reason in the public interest that the firm or individual should not be on the PAR.
- 13.6 Where the FRC is considering removing a PIE Registered Audit Firm or PIE Registered RI from the PAR under 13.4, it shall:
- a) inform the PIE Registered Audit Firm or PIE Registered RI of:
 - i. its intention to remove it from the PAR;
 - ii. the proposed length of the removal from the PAR;
 - iii. the reasons for the proposed removal;
 - iv. the Notice Period;
 - b) invite representations from the relevant PIE Registered Audit Firm or PIE Registered RI within the Notice Period;
 - c) require the PIE Registered Audit Firm or PIE Registered RI to notify the FRC within the Notice Period of all PIE Statutory Audit Work in which it is currently engaged;
 - d) consider any representations received within the Notice Period from the PIE Registered Audit Firm or PIE Registered RI;
 - e) reach a final decision as to whether or not to remove the entry from the PAR and, if so, the length for which the entry will be removed.
- 13.7 If a decision is made to remove the entry from the PAR, the FRC shall send a Formal Notification of the removal to the PIE Registered Audit Firm or PIE Registered RI, setting out:
- a) the fact of the removal;
 - b) the length of the removal;

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- c) the reasons for the removal; and
 - d) any other instructions that the FRC requires the firm or individual to take, which may include that they must:
 - i. resign from any ongoing PIE Statutory Audit Work or appointments;
 - ii. not accept re-appointment or any new appointments to undertake PIE Statutory Audit Work (including any that are at a tender stage when the removal is imposed);
 - iii. notify the FRC of all PIE Statutory Audit Work in which it is engaged at the date of its removal from the PAR;
 - iv. remove all references to being a PIE Registered Audit Firm or PIE Registered RI, as appropriate, from their website and other client facing materials.
- 13.8 Where a decision is made to remove an entry from the PAR, it shall take effect from the date of the relevant Formal Notification and it shall be published unless the FRC believes it would not be in the public interest to do so.
- 13.9 The FRC may issue PAR Guidance concerning the processes for deciding whether to remove and/or reinstate a PIE Registered Audit Firm or PIE Registered RI.
- 13.10 Where the removal was made under paragraph 13.5b), the FRC may consider reinstatement of the entry at any time. If upon considering reinstatement the FRC is satisfied that the Statutory Audit Firm or RI meets the Registration Requirements and there is no reason in the public interest that they should not be on the PAR, it shall reinstate the entry to the PAR and shall send a Formal Notification of its decision to the firm or individual.
- 13.11 A decision to reinstate an entry shall take effect from the date set out in the Formal Notification and shall be published on the PAR unless the FRC believes it is not in the public interest to do so.

Part 14. Internal reviews and appeals

- 14.1 If a PIE Registered Audit Firm, a PIE Registered RI or an Applicant does not agree with a decision made under paragraphs 7.3a), 8.3d), 8.8, 10.4, 10.5, 11.3e), 11.6, 12.1, 12.4, 13.6e), Annex 1 paragraph 4a) or b) (or a decision under 13.10 not to reinstate an entry on the PAR), in relation to their Application or entry on the PAR ('the First Decision'), they should submit a request in writing for internal review to the FRC within 20 working days of the date of the First Decision.
- 14.2 The FRC may, of its own initiative, conduct an internal review of a First Decision.
- 14.3 If the FRC decides to conduct an internal review of a First Decision on its own initiative, the FRC shall notify the relevant PIE Registered Audit Firm, PIE Registered RI or Applicant at least 20 working days before commencing the internal review.
- 14.4 The FRC shall not review a First Decision more than 20 working days after it was made unless it is necessary in the public interest.
- 14.5 An internal review of the First Decision can only be brought on one or more of the following grounds:
- a) the decision was materially flawed or unlawful;
 - b) there is new information which is likely to lead to a different decision;
 - c) the process followed in reaching the decision was manifestly unfair;
 - d) it is necessary in the public interest or to prevent an injustice.
- 14.6 Following receipt of a request for an internal review, the FRC shall undertake an internal review of the First Decision. The internal review shall be conducted by a person or persons who is/are at least as senior as the First Decision maker and who was/were not involved in the First Decision.
- 14.7 The outcome of an internal review may be that:
- a) the First Decision is upheld;
 - b) the First Decision is revoked, varied or replaced by any other decision that could have been made by the First Decision maker in accordance with these Regulations;
 - c) the decision is remitted back to the First Decision maker to make the decision again.
- 14.8 Where an internal review of a First Decision is undertaken in accordance with paragraphs 14.1 or 14.2, the effective date for the First Decision shall:

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- a) not be the date specified in the Registration Notice or Formal Notification (as appropriate) that is the subject of the internal review unless the FRC determines that any deferral would not be in the public interest;
 - b) subject to a) above, where it is upheld under paragraph 14.7a) or revoked, varied or replaced under paragraph 14.7b), be the date specified in the Formal Notification sent by the FRC setting out the outcome of the internal review; or
 - c) after remittal under paragraph 14.7 c), be the date specified in the Formal Notification sent by the FRC after the decision has been made again by the First Decision maker.
- 14.9 If a PIE Registered Audit Firm, a PIE Registered RI or an Applicant wishes to appeal against the outcome of the internal review, they should submit a notice of appeal to the FRC, within 20 working days of the date of the Formal Notification of the outcome of the internal review.
- 14.10 An appeal against the outcome of the internal review shall be considered by a PAR Tribunal Panel.
- 14.11 The outcome of an appeal before the PAR Tribunal Panel may be that:
- a) the outcome of the internal review is upheld;
 - b) the outcome of the internal review is revoked, varied or replaced by any other decision that could have been made by the First Decision maker in accordance with these Regulations;
 - c) the decision is remitted back to the First Decision maker (or another designated person) to make the decision again.
- 14.12 The PAR Tribunal Panel may make an order for the costs of an appeal in accordance with the process set out in the Appeal Rules.
- 14.13 Where there is an appeal against the outcome of an internal review, the outcome of the internal review shall not take effect until the conclusion of the appeals process unless the FRC determines that any deferral would not be in the public interest.
- 14.14 Any decision made by the PAR Tribunal Panel shall come into force on the date of the PAR Tribunal Panel's decision, unless otherwise stated by the PAR Tribunal Panel. Decisions of the PAR Tribunal Panel shall be published (unless the PAR Tribunal Panel determines that it is not in the public interest to do so) and shall be final.
- 14.15 The process for appeals to the PAR Tribunal Panel are set out in the Appeal Rules.
- 14.16 An appeal can only be brought against the outcome of the internal review on one or more of the following grounds:
- a) the decision was materially flawed or unlawful;
 - b) there is new information which is likely to lead to a different decision;

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- c) the process followed in reaching the decision was manifestly unfair;
 - d) it is necessary in the public interest or to prevent an injustice.

Part 15. Changes to entries on the PAR

- 15.1 The FRC shall make any amendments to the PAR that it considers necessary to keep the PAR accurate and up to date.
- 15.2 Where the FRC has made decisions that are to be published, the PAR shall be updated on the date that these decisions take effect.
- 15.3 Upon becoming aware of a Relevant Change affecting it, a PIE Registered Audit Firm or PIE Registered RI must notify the FRC as soon as possible and a maximum of 5 days after becoming aware of that Relevant Change.
- 15.4 A Relevant Change for a PIE Registered Audit Firm shall be that:
- a) it is appointed to undertake the Statutory Audit Work of a PIE;
 - b) an audited entity for which it undertakes Statutory Audit Work has or will:
 - i. become a PIE. The notification shall include details of the name of the audited entity and of why it is or will become a PIE;
 - ii. ceased or cease to be a PIE. The notification shall include details of the name of the audited entity and of why it has (or will have) ceased to be a PIE;
 - c) it is removed or resigns from its appointment to undertake the Statutory Audit Work of a PIE;
 - d) it believes that it no longer meets, or may no longer meet now or in the future, any one or more of the Registration Requirements for PIE Registered Audit Firms;
 - e) it believes that a PIE Registered RI that it has designated to undertake PIE Statutory Audit Work is:
 - i. or may, no longer be meeting the Registration Requirements for a PIE Registered RI;
 - ii. no longer its employee or Principal;
 - f) there are changes in the contact details of;
 - i. the PIE Registered Audit Firm;
 - ii. one or more of its PIE Registered RIs;
 - iii. its Principal Authorised Contact or Authorised Contacts;

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- g) any other change has occurred, or will occur, which the PIE Registered Audit Firm considers may affect its entry on the PAR or its ability to conduct PIE Statutory Audit Work.

15.5 A Relevant Change for a PIE Registered RI shall be that:

- a) they will commence or cease, or have commenced or ceased, Statutory Audit Work for a particular PIE;
- b) an audited entity for which they undertake Statutory Audit Work will, or has, become a PIE or ceased to be a PIE. The notification shall include details of the name of the audited entity and of why it is or will or is reasonably expected to become (or has ceased to be) a PIE;
- c) they will cease, or have ceased, employment with the PIE Registered Audit Firm through which they registered as a PIE Registered RI;
- d) they will cease, or have ceased, to carry out PIE Statutory Audit Work;
- e) their contact details have changed;
- f) they believe that they no longer meet, or may no longer meet now or in the future, any one or more of the Registration Requirements for PIE Registered RIs;
- g) any other change has occurred, or will occur, which the PIE Registered RI considers may affect their entry on the PAR or their ability to conduct PIE Statutory Audit Work.

15.6 Upon receipt of a notification under paragraph 15.4 or 15.5, the FRC shall determine:

- a) what (if any) changes need to be made to, and reflected in, the PAR; and
- b) any further steps that are required as a result of the information provided, including (but not limited to) consideration of Conditions, Undertakings, suspension or removal from the PAR in accordance with these Regulations, or the granting of a waiver.

15.7 The FRC shall send a Formal Notification to the PIE Registered Audit Firm or PIE Registered RI of any decisions made under paragraph 15.6.

15.8 The FRC may issue PAR Guidance concerning the processes for deciding what if any action to take in the event of notification of a Relevant Change.

Part 16. Annual Return to the FRC

- 16.1 A PIE Registered Audit Firm's Annual Return must be submitted by its Authorised Contacts within 30 working days of the PIE Registered Audit Firm's Annual Return date.
- 16.2 The FRC may extend the date for submission of the Annual Return to the FRC if it is satisfied that there are circumstances which justify the extension of the time limit.
- 16.3 The Annual Return shall include confirmation that the PIE Registered Audit Firm:
- a) has complied, and will comply, with the Registration Requirements;
 - b) has completed all of the relevant questions on the latest annual return submitted to the RSB of which it is a member (including the supplementary return which specifies PIE Audit information).
- 16.4 At a date subsequent to the Annual Return being submitted, the FRC shall review the status of the PIE Registered Audit Firm and assess whether it is satisfied that the PIE Registered Audit Firm is meeting the Registration Requirements and that there is no reason in the public interest why any action is required in relation to their entry on the PAR.
- 16.5 If a PIE Registered Audit Firm does not submit its Annual Return as required, its entry on the PAR shall cease to have effect and it shall be removed from the PAR.
- 16.6 The FRC may issue PAR Guidance concerning the process for completing an Annual Return.

Part 17. General rules

- 17.1 In the event of a conflict between these Regulations and the regulations, rules, and guidance of the relevant RSB, these Regulations will take precedence.
- 17.2 In making decisions under these Regulations the FRC may consider any information that comes to its attention from any source that is relevant to assessing whether a PIE Registered Audit Firm, PIE Registered RI or an Applicant meets the Registration Requirements or the public interest considerations for inclusion on the PAR.
- 17.3 Any information relied upon by the FRC in its decision making will be provided to the PIE Registered Audit Firm, PIE Registered RI or Applicant, subject to any legal restrictions on disclosure.
- 17.4 The FRC can, exercising the investigation powers granted to it under Schedule 2 of SATCAR 2016, require relevant information, about a PIE Registered Audit Firm, a PIE Registered RI and/or their PIE engagements in order for the FRC to undertake its functions under these Regulations.
- 17.5 The FRC may (subject to any legal restrictions on disclosure) share information with RSBs and/or within the FRC as it considers appropriate and necessary and may use this information for its functions that are not related to these Regulations.
- 17.6 The FRC may provide a copy of any Formal Notifications or Registration Notices that it issues to the RSBs of which the relevant PIE Registered Audit Firm or PIE Registered RI is a member and/or to a PIE Registered Audit Firm where the Formal Notification or Registration Notice relates to a PIE Registered RI that it has designated for PIE Statutory Audit Work.
- 17.7 Any Formal Notification, Registration Notice, other decision, order, or other document which needs to be served on a PIE Registered Audit Firm, PIE Registered RI, Applicant or other entity or individual under these Regulations will be sent by email or post, or delivered by hand:
- a) if sent by email it will be sent to the latest email address notified by the addressee, and service will take effect immediately;
 - b) if sent by post, it will be sent by first class mail to the latest address given by the addressee and service will take effect two working days after posting; or
 - c) if it is delivered by hand to the addressee, service will take effect immediately.

Any information, application or other document which is submitted by a PIE Registered Audit Firm, PIE Registered RI, Applicant or other entity or individual to the FRC will be treated under the timescales shown in a) to c) above.

ANNEX 1 Transitional Regulations

Regulations for Applications made during the Transitional Period

1. A Transitional Application must include confirmation and supporting evidence where required:
 - a) that the Applicant is registered with an RSB as a Statutory Audit Firm or an RI and provide the name of the RSB with which they are registered;
 - b) that the Applicant will adhere to these Regulations and all other Regulations, procedures and rules of the FRC;
 - c) for a Statutory Audit Firm:
 - i. the individuals that the Statutory Audit Firm wishes to designate for PIE Registered RI status;
 - ii. how many PIE Audit Reports have been signed by the Statutory Audit Firm in the last 12 months, unless the FRC agrees a longer period;
 - iii. how many PIE Audit Reports it expects to sign in the next 12 months, unless the FRC agrees a longer period;
 - d) for an RI:
 - i. that they have signed PIE Audit Reports in the last 12 months, unless the FRC agrees a longer period;
 - ii. that they expect to sign PIE Audit Reports in the next 12 months, unless the FRC agrees a longer period; and
 - iii. that they have undertaken continuing professional development in the last 12 months, unless the FRC agrees a longer period, that is appropriate for PIE audit work.
2. Upon receipt of a Transitional Application, the FRC shall decide whether the Transitional Application meets the requirements of these Transitional Regulations and whether there is any reason in the public interest not to grant the Transitional Application.
3. Where the FRC decides that the Applicant satisfies the requirements in these Transitional Regulations and that there is no reason in the public interest not to grant the Transitional Application, it will:

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- a) issue a Registration Notice to the Applicant confirming that the Transitional Application has been granted and the Applicant's entry on the PAR will take effect on and from the date set out in the Registration Notice;
 - b) if the Applicant is a Statutory Audit Firm, confirm the date of its first Annual Return;
 - c) monitor compliance of the PIE Registered Audit Firm or PIE Registered RI with the requirements of these Transitional Regulations.
4. Where the FRC decides that the Transitional Application does not meet the requirements of these Transitional Regulations or that it would not be in the public interest to grant the Transitional Application, it may:
- a) refuse a Transitional Application;
 - b) grant a Transitional Application with Conditions in accordance with the processes set out at Part 8 above;
 - c) agree Undertakings with the Applicant before a Transitional Application is granted in accordance with the processes set out at Part 9 above.
5. Conditions may be imposed, or Undertakings may be agreed, where, in the reasonable opinion of the FRC, they are necessary in the public interest or in order for the PIE Registered Audit Firm or PIE Registered RI to meet the requirements of these Transitional Regulations.
6. Parts 1 to 17 of the Regulations shall apply to a Transitional Application for all matters not covered in these Transitional Regulations.

ANNEX 2 Appeal Rules

Procedures for appeal under Part 14

Part 1 – Introduction

- 1.1 The FRC has made these Rules to set out the procedures for Appeals under Part 14 of these Regulations.
- 1.2 These Rules shall be known the 'Appeal Rules'.
- 1.3 These Rules should be considered alongside any applicable PAR Guidance and/or any other document referred to in these Rules and Regulations.

Part 2 – Definitions and interpretation

2.1 In these Rules the following words have the following meanings:

Appeal	means an appeal of an internal review brought under paragraph 14.9 of these Regulations.
Appeal Hearing	means an oral hearing before the PAR Tribunal Panel and includes hearings conducted in whole or in part via telephone or electronic communication.
Appellant	means the Party bringing an Appeal in accordance with these Rules and paragraph 14.9 of these Regulations.
Board	means the board of directors of the FRC established and appointed under the FRC's Articles of Association.
Chair	means the Chair of the PAR Tribunal Panel.
Convener	means any person appointed by the FRC to exercise administrative functions, and who shall be responsible for: a) providing administrative support to the PAR Tribunal Panel; b) the appointment of the PAR Tribunal Panel; and c) for the appointment of a person for the purposes of Rule 3.5.
Costs	means costs, expenses and disbursements.
Notice of Appeal	means the document lodged pursuant to paragraph 14.9 of these Regulations seeking to Appeal the outcome of an internal review and setting out the grounds of Appeal.
Notice of Hearing	means written notification in accordance with Rule 4.2.
Party	means the PIE Registered Audit Firm, a PIE Registered RI, an Applicant or the FRC, as the context requires.
Rule	means any provision of these Appeal Rules.

Part 3 – The appeal process

- 3.1 A PIE Registered Audit Firm, a PIE Registered RI or an Applicant may Appeal the outcome of an internal review to the PAR Tribunal Panel.
- 3.2 An Appeal is only available in respect of the outcome of an internal review of a First Decision (as defined in paragraph 14.1 of these Regulations).
- 3.3 A Party wishing to Appeal the outcome of an internal review must submit to the Board a Notice of Appeal which shall:
 - a) be in writing;
 - b) identify the internal review decision appealed against, with reference to the relevant Formal Notification;
 - c) state the ground(s) of appeal; and
 - d) confirm whether the Party seeking the Appeal would like the matter to be considered on the papers only or with an Appeal Hearing.
- 3.4 Neither the scope of the Appeal nor the grounds stated in the Notice of Appeal shall be amended except with the leave of the PAR Tribunal Panel appointed to hear the Appeal.
- 3.5 Upon receipt of a Notice of Appeal, the FRC shall notify the Convener as soon as practicable and the Convener shall appoint a person from the Tribunal Panel to consider whether to give leave to bring the Appeal. The appointed person shall be a lawyer (a current or former member of the judiciary, a barrister, an advocate or a solicitor) and shall not sit on any subsequent PAR Tribunal Panel in connection with the related Appeal (if any). The Convener shall provide the Board with details of the person so appointed and notify each affected Party.
- 3.6 The person so appointed shall within 10 working days of their receipt of a Notice of Appeal consider whether to give permission to Appeal and will grant permission if they are satisfied that:
 - a) there is an arguable case for an Appeal on one or more of the grounds set out in paragraph 14.16 of these Regulations; and
 - b) the Appeal was lodged in accordance with paragraph 14.9 of these Regulations.
- 3.7 Following a decision to give or to refuse leave to Appeal, the person appointed shall notify the Convener of the decision and provide reasons in writing for that decision, and the Convener shall notify each affected Party of the decision and reasons.
- 3.8 If the person appointed under Rule 3.5 gives leave to Appeal, the Convener shall, as soon as practicable:

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- a) appoint a PAR Tribunal Panel from the Tribunal Panel to determine the Appeal in accordance with the provisions of these Rules and Regulations. Any such appointment shall be in accordance with the Tribunal and Appeal Panel Terms of Appointment issued by the Board; and
 - b) notify the affected Parties of the appointment.
- 3.9 A PAR Tribunal Panel shall exercise its functions in accordance with these Rules and Regulations and the Tribunal and Appeal Panel Terms of Appointment issued by the Board.
- 3.10 The PAR Tribunal Panel may, in accordance with paragraphs 14.11 and 14.12 of these Regulations:
- a) uphold the outcome of the internal review;
 - b) revoke, vary or replace the outcome of the internal review with any other decision that could have been made under these Regulations by the maker of the First Decision;
 - c) remit the decision back so that the maker of the First Decision (or another suitable or designated person) to make the decision again;
 - d) make an order for the Costs of an Appeal to be paid by a Party.
- 3.11 The PAR Tribunal Panel shall issue a written decision, which shall be signed by its Chair, setting out its decision and reasons and send it to the affected Parties and the Board.
- 3.12 At any time before a decision is issued by the PAR Tribunal Panel, an Appellant may withdraw its Appeal by notice in writing to the Convener.

Part 4 – The appeal procedure

- 4.1 Within 5 working days of the appointment of a PAR Tribunal Panel the Chair will confirm whether the Appeal will be determined on the papers or whether it will be listed for an Appeal Hearing, such decision to be in the discretion of the Chair.
- 4.2 Where there is to be an Appeal Hearing, the PAR Tribunal Panel shall serve a Notice of Hearing on the affected Parties no less than 15 working days before the date arranged for any Appeal Hearing. The Notice of Hearing shall:
 - a) state the date, time and venue; and
 - b) warn that the PAR Tribunal Panel may proceed with the Appeal Hearing in the absence of any Party.
- 4.3 Where the matter will be determined on the papers, the PAR Tribunal Panel shall notify the affected Parties in writing of the likely date on which the determination will be made.
- 4.4 If there is more than one Appeal arising from the same internal review decision, all such Appeals shall, unless the PAR Tribunal Panel otherwise decides, be heard together.
- 4.5 The PAR Tribunal Panel Appeal Hearing shall be held in public subject to the PAR Tribunal Panel, upon the application of any Party or of its own volition, directing that all or part of the Appeal Hearing shall be held in private where it considers that publicity could prejudice the interests of justice, or that a private hearing may otherwise be in the public interest.
- 4.6 The PAR Tribunal Panel may exclude from the Appeal Hearing any person whose conduct has disrupted or is likely to disrupt proceedings.
- 4.7 An Appeal shall be by way of a review only and not by way of a rehearing, providing always that:
 - a) where an Appeal is made on the grounds set out in paragraph 14.16b) of these Regulations, the PAR Tribunal Panel may receive any new evidence in writing; and
 - b) the PAR Tribunal Panel may permit a Party to adduce evidence that was not before the maker of the First Decision or the internal reviewer if the PAR Tribunal Panel is content that there is a good reason as to why that evidence was not before the earlier decision maker.
- 4.8 The PAR Tribunal Panel may take into account such adduced new evidence or information, whether or not such evidence would be admissible in a court. The Tribunal shall at all times apply the rules of natural justice.
- 4.9 After announcing the PAR Tribunal Panel's decision the Chair may invite representations as to whether Costs should be awarded against either Party.

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- 4.10 After hearing representations from the Parties, the PAR Tribunal Panel may order a Party to pay all or part of the Costs incurred by the other Party by a specified date.
- 4.11 The PAR Tribunal Panel may order the Appellant to pay all or part of the PAR Tribunal Panel's Costs in respect of the Appeal also by a specified date.
- 4.12 The PAR Tribunal Panel shall have regard to the following when assessing whether a Party should be liable for the Costs of the other Party, or for the PAR Tribunal Panel's Costs in respect of the Appeal:
- a) the Party's ability to pay;
 - b) the decision on the Appeal; and
 - c) whether it is it fair and equitable in all the circumstances.
- 4.13 Where the PAR Tribunal Panel orders a Party to pay the Costs of the other Party, the Chair may:
- a) summarily assess the Costs award; or
 - b) request the Parties to agree the amount of the Costs award.



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