

APPLICATION FOR DE-REGISTRATION

Your firm's application for de-registration will be reviewed in line with the Rules for Registration of Firms – Rule 6.1 – 6.3, Administrative deregistration.

Please answer **all** questions or state not applicable where necessary.

Name of firm:

RICS Firm number:

1. Please state the date you wish de-registration to be effective from:
 - a. If applicable, please state the date the firm ceased trading
2. Please state the reason for de-registering:

Please note: If your firm is continuing to trade, you will need to demonstrate that it does not meet the criteria for mandatory regulation.

3. Is the firm considering or has it entered into insolvency proceedings?

If yes, please answer the following questions:

- Who has been appointed as the insolvency practitioner?
- Date in which your firm entered into insolvency
- Current stage of the insolvency proceedings? (*we need to know this information so we can consider your compliance with Rule 11 of RICS Rules of Conduct for Firms*).
- Please confirm if any of your creditors are your clients

4. Is the firm being acquired by, or merging with another firm?

If yes, please provide the details of the firm:

Firm Name:

Contact Name:

Address:

Email address:

Telephone No:

Is this firm regulated by RICS?

If yes please provide the RICS firm number:

5. Are any partners or directors of the firm setting up a new practice?

If yes, please provide their details so a firms details form can be issued

6. Are any partners or directors of the firm retiring from RICS Membership?

If yes, please provide membership numbers and names

7. Does the firm have adequate and appropriate professional indemnity insurance/run-off cover in place to cover all aspects of the firm's current and past surveying activities?

If you have provided evidence of your current professional indemnity insurance, you must provide confirmation to RICS Regulation that you intend to convert this cover to run-off.

Can you provide evidence that run-off cover has been obtained?

If yes, please forward this with your completed form. If you have answered No, then your de-registration will not be processed until we have received this confirmation.

If yes, please provide a copy of your firm's professional indemnity insurance schedule/cover note. Failure to provide this information will delay your de-registration application.

If you have answered no to this question, please supply detailed information with your application to de-register your firm.

Please note it is a requirement under the Rules of Conduct for Firms, Rule 9 – *A firm shall ensure that all previous and current professional work is covered by adequate and appropriate professional indemnity cover which meets standards approved by the Regulatory Board*

If you do not have professional indemnity insurance/run-off cover then you are advised to contact your broker and discuss this requirement

8. Is your professional indemnity insurance/run-off cover a continuous policy?

If you have answered yes, do you give permission for RICS Regulation to contact your broker and/or insurer to confirm that this policy is still active?

Name of Broker or Managing Agent:

Policy or reference:

Renewal date:

9. Does the firm hold clients' money?

What is the total value of clients' money held?

How many clients' does the firm hold money for?

How many client accounts, including discrete client accounts, does the firm have?

a. Are there any shortfalls/deficits/overdrawing on the client account?
If yes, what arrangements have you made for the return/refund/transfer of clients' money to the client?

b. Do you have any historical money belonging to a client you cannot trace, or funds that cannot be identified?

If yes, please state the amount and what arrangements you have made for these funds?

c. Are all client accounts closed?

If no, please confirm the expected date of the closure of the accounts

d. Have you made any arrangements for this?

If yes, please provide details

If no, your de-registration application will not be processed until all client accounts have been closed and confirmation received.

- e. Have you transferred the client money to another agent?
- f. Have you informed the clients formally, in writing, and obtained their written agreement to transfer the funds to the new agent?

Please state the name and address of the new agent

10. Does the firm have any outstanding complaints?

If yes, have any of them required notification to your insurers?

Are there any issues/disputes/incidents, other than the information provided, which are likely to lead to a formal complaint?

If you have any outstanding complaints, please forward a copy of your complaints log with this application.

11. Are there any other issues that RICS should be aware of before approving your de-registration from RICS Regulation?

If yes, please provide details:

Designated Professional Body Scheme (General Insurance Distribution Work)

Set out below are the surrender rules extracted from the DPB Scheme Rules 2018:

A DPB Licensed firm may surrender its DPB Licence by giving 28 days' notice to the Head of Regulation or a nominated representative. In such cases, the Head of Regulation or nominated representative may require the DPB Licensed firm to:

- a. Submit information on its conduct of DPB Regulated Activities;
- b. Pay outstanding charges which have been levied under these or related rules; and/or
- c. Agree to a monitoring visit by a nominated representative.

Please confirm the following:

- a. My firm has a DPB Licence if 'No' please proceed to the declaration
- b. From what date did your firm cease to rely on the RICS licence?
- c. Has your firm operated in full compliance with the DPB scheme rules during the time it relied upon the licence?
- d. Approximately how many general insurance contracts have been dealt with under cover and in reliance of the DPB licence?
- e. Are there any outstanding complaints about general insurance matters

DECLARATION

On receipt, of confirmation from RICS of my firm's de-registration, I will:

- Inform the firms' clients in writing that the firm is no longer regulated by RICS
- Inform the firm's clients' in writing that the clients' money held in the firm's client accounts is no longer protected by the RICS Clients' Money Protection Scheme
- Inform the firm's professional indemnity insurers that the firm is no longer regulated by RICS
- Remove all reference to "Regulated by RICS", "Chartered Surveyor" and the "RICS logo" from all firm stationery and advertising, including websites
- Ensure no reference is made in advertising or stationery that the firm is authorised by RICS to carry out General Insurance Distribution Work.

I, the undersigned as the nominated Contact Officer, or Chartered Surveyor Principal do certify that the above information is correct to the best of my knowledge and belief.

Name:	Date:
RICS Membership No:	

Please Note:

- The firm or its members may not be permitted, to de-register or resign from RICS membership where there is an open case within the Regulation Department, or if there are any outstanding queries or payments. If applicable, RICS staff will carry out external checks with other professional bodies.
- RICS will carry out checks, on de-registered firms, from time to time, to ensure the removal of all reference to RICS from the firm's advertising material.
- De-registration from RICS may affect your status with other bodies, i.e. NAEA, ARLA, ARMA etc, especially if you hold clients' money.

Please return to:

By email: regulation@rics.org

By Fax: 020 7334 3746

By Post: RICS Regulation, 55 Colmore Row, Birmingham. B3 2AA. UK