

# Request to Discontinue Existing Licence and to Remove Name from the Roll of Active Public Accountants in Ontario Form 9-1H

CPA Ontario ID.:

To: Chartered Professional Accountants of Ontario

I \_\_\_\_\_ (please print name) hereby request that you consider this application to discontinue my existing public accounting licence and consequently remove my name from the Roll of Active Public Accountants in Ontario, effective (mm/dd/yyyy):        /        /        for the following reason(s):

Licence Enclosed OR        Licence Destroyed or Location Unknown

## Practice Update

CPA Ontario Firm ID.:

Please choose **one** of the following:

I do not have a firm or professional corporation registered with you.

OR

I am a partner, sole practitioner of \_\_\_\_\_ (specify firm), a firm registered with CPA Ontario.

I understand that I must restrict my practice to work that does not require a public accounting licence.

OR

I am a sole shareholder of \_\_\_\_\_ (specify professional corporation), a professional corporation registered with CPA Ontario. I understand that I must restrict my practice to work that does not require a public accounting licence.

Certificate of Authorization is enclosed

Certificate of Authorization destroyed or location unknown

Professional Corporation's Certificate of Authorization is Destroyed or Location Unknown and I hereby undertake that if the original Certificate of Authorization is ever recovered, it will be forwarded forthwith to the Chartered Professional Accountants of Ontario.

My firm/professional corporation \_\_\_\_\_ (please specify) ceased or will cease

operating on (mm/dd/yyyy):        /        /

If the professional corporation has been issued a certificate of authorization, that certificate must be returned to us and the shareholder restrictions in the articles of incorporation must be amended.

Please note that the *Public Accounting Act, 2004* (the "Act") prohibits any person from engaging in the "practice of public accounting" without a public accounting licence (PAL). If you intend to "provide accounting services to the public" that do not require a licence, such as taxation, accounting and compilation engagements prepared with the prescribed Notice to Reader, you are required to register and maintain a practice with CPA Ontario. For the most up-to-date information on when a public accounting licence is required, please review the *Act*, and CPA Ontario's Bylaws and Regulations which can be found at [cpaontario.ca](http://cpaontario.ca).

Licence Number \_\_\_\_\_ X \_\_\_\_\_ /        /        Signature        Date (mm/dd/yyyy)

Please submit a completed copy of Form 9-1H to CPA Ontario by email at [PALQuestions@cpaontario.ca](mailto:PALQuestions@cpaontario.ca) or by mail to the Office of the Registrar (see address above).