

Request to Discontinue Existing Licence – 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 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.

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 or by mail to the Office of the Registrar (see address above).