

INDEX

TO CA ACT, BYLAWS, REGULATIONS,
RULES OF PROFESSIONAL CONDUCT AND
COUNCIL INTERPRETATIONS

Abbreviations used are as follows:

Reg - Regulation
R - Rule of professional conduct number
RPP - Rules of Practice and Procedure
CI - Council interpretation number
p - paragraph(s)
s. - section
ss. - sub-section

Accountant	
with respect to insolvency practice	R 204.7, CI 204.7
Accounting standards	R 206.1 – 206.3, CI 206
Advertising and promotion	R 217.1, CI 217.1,
general advertising	CI 217.1/p 1-4
comments to the press	CI 217.1/p 4
endorsement of products or services	R 217.3, CI 217.3
false or misleading	R 217.1(a), CI 217.1/p 5-8
fees	CI 217.1/p 6
international names or representation	
arrangements	CI 401/p.3-5
publication of articles	CI 217.1/p 4
scrutiny of advertising copy	CI 217.1/p 3
seminars	CI 217.2/p 5-6
stationery	CI 217.1/p 5
substantiation of statements	R 217.1(a)
unfavorable reflections	R 217.1(b), CI 217.1/p 9
use of public relations or other agents	CI 217.1/p 3
use of the term "specialist"	CI 217.1/p 10-15
Advocacy services	R 201.4, CI 201.4
Applicant	
bankruptcy or insolvency of	Reg 4-1, s.5
definition of	1.1.4
admission to membership of	Reg 4-1
not considered students subject to	
authority of Institute	6.3
evaluation	Reg 6-2, s.17
experience	Reg 6-2, s.20
Association with firms	R 403, R 503
Association with corporations practising	
public accounting	R 409
Assurance engagements	R 206.1, CI 206
with respect to independence	R 204.1-204.6, CI 204.1-204.6
Audit committee	
approval of audit and non-audit services	R 204.4(21), CI 204.4, p. 123-126
member serving on	R 206.3, CI 206, P. 15
Auditor	

ICAO MEMBER'S HANDBOOK

independence of of Institute resignation of	R 204.1-204.6, CI 204.1-204.6 B 243(4) CI 201.1/p 10-16
Auditing standards	R 206.1, CI 206
Bankruptcy of a firm or professional corporation personal	Reg 4-6, s.25 4.11.1, Reg 4-3, s.7
board of directors trustees in	R 204.7, CI 204.7
Borrowing from clients	R 209, CI 209
Breaches of rules - duty to report	R 211, CI 211
Brochures - see Advertising	
Certificate of membership	4.15, Reg 4-1, s.18
Changes in professional appointments	R 302, 303, CI 302, 303
Clients	
audit clients	R 204.1-204.6, CI 204.1-204.6
changing professional adviser	R 302, 303, CI 302, 303
duty to disclose benefits received	R 207
duty to disclose conflicts of interest	R 210, CI 210
duty of confidence	R 208, CI 208
information as to business connections	R 210, CI 210
non-assurance services to assurance client	R 204.1, CI 204.1-204.6 p. 127-189
resignation at request of	CI 201.1/p 10-16
review clients	R 204.1-204.6, CI 204.1-204.6
trust funds and other property of	R 212.1, CI 212.1
Commissions	
payment or receipt of	R 216, CI 216
Committees of the Council	3.17
Committees of the Institute	3.18
Communication with predecessor	R 302, 305, CI 302
Competence	R 203.1
Compliance with bylaws, rules & regulations	2, R 101
Compliance with regulatory legislation	CI 201.1/p 1-4
Compliance with professional standards	R 206, CI 206
Conduct	
affecting public interest	R 201-218
general	Foreword, R 201
Confidentiality	R 208, CI 208
Conflict of interest	R 210, CI 210
Contingent fees	R 215, CI 215
Convictions	R 102.1
Cooperation with practice inspections and professional conduct investigations	R 203.2
Cooperation with successor	R 303, CI 303
Council interpretations - power of Council to make	1.2
Criminal or similar offence	R 102.1, 201.2
Criticism of professional colleague	CI 201.1/p 5-9
Cross-referenced	
with respect to related business or practice	Reg 4-6, s.1
Definitions	
bylaws, general	1.1.5

ICAO MEMBER'S HANDBOOK

independence rules	R 204
Descriptive style re: practice name	R 402
Discharges, judicial	R 102.1
Disciplinary matters	Reg 7-1, 7-2, 7-3
District Associations	3.19
Documentation and working papers	R 218, CI 218
Documents	
delivery of by the Institute generally	14
delivery of in appeal proceedings	RPP 24
delivery of in discipline proceedings	RPP 8
delivery to the Institute	14.5
Duty	
to communicate with incumbent	R 302, 305, CI 302
to report breaches of rules	R 211, CI 211
Election audits	
Ontario	CI 204A
Canada	CI 204B
Endorsements	R 217.3, CI 217.3
False documents and oral representations	R 103, 205, CI 205
Family and personal relationships	
Fee quotations	R 214, CI 214
Fees	
and pricing	R 204.4(34)/CI 204.1-204.6, p 190-192
contingent	R 215, CI 215
payable to Institute	4.21, Reg 4-2
retired or equivalent exemption	Reg 4-2, ss.26-28
deferral/waiver in special circumstances	Reg 4-2, ss.30-32
Fellows	4.5
Firm(s)	
association with another	R 503
bankruptcy or insolvency of	Reg 4-6, s.25
definition of	1.1.13
disciplining of	4.16.6.2
maintenance of policies and procedures	R 501, R 502
names and registration	4.16, Reg 4-6, R 401, CI 401
representative	Reg 4-6, s.13
rules applicable only to	R 501, 502, 503
Independence	R 204.1-204.8, CI 204.1
accounting records & financial	
statements, preparation of	R 204.4(23),(24)/CI p 134-144
actual or threatened litigation	CI 204.1-204.6, p 198-199
actuarial services, listed entity	R 204.4(26)/ CI 204.1-204.6, p 152-153
assurance and auditing procedures	
engagements	R 204.1-204.4
assurance client,	
generally	R 204.1-204.6/CI 204.1-204.6
non-audit or non-review client	R 204.4(9)/CI 204.1-204.6, p 28, 81-82
audit committee approval, services	
to a reporting issuer	R 204.4(21), CI 204.1-204.6, p 123-126
close business relationships	R 204.4(13)/CI 204.1-204.6, p 89-93
compensation of audit partners	R 204.4(35)/CI 204.1-204.6, p 193-195
contingent fees	CI 204.1-204.6, p 196; R 215, CI 215
corporate finance and similar activities	R 204.4(33)/CI 204.1-204.6, p 186-187
disclosure, prohibited interests	
and relationships	R 204.5

ICAO MEMBER'S HANDBOOK

documentation, threats and safeguards	R 204.3
employment with assurance client	R 204.4(17)/CI 204.1-204.6, p 102-109
engagement period	CI 204.1-204.6, p 53-55
expert services	R 204.4(29)/CI 204.1-204.6, p 174-176
family and personal relationships	R 204.4(14),(15)/CI 204.1-204.6, p 94-101
fees and pricing	R 204.4(34)/CI 204.1-204.6, p 190-192
financial interests	R 204.4(1)-(9)/CI 204.1-204.6, p 60-62
framework, threats and safeguards	CI 204.1-204.6, p 17-38, 59-199
gifts and hospitality	R 204.4(36)/CI 204.1-204.6, p 197
human resources services	R 204.4(32)/CI 204.1-204.6, p 184-185
internal audit services	R 204.4(26),(27)/CI 204.1-204.6, p 155-162
IT services	R 204.4(28)/CI 104.1-204.6, p 164-171
journal entries and source documents	R 204.4(23)/CI 204.1-204.6, p 141,143
legal services	R 204.4(30)-(31)/CI 204.1-204.6, p 177-183
litigation support services	CI 204.1-204.6, p 172-173
loans and guarantees	R 204.4(10)-(12)/ CI 204.1-204.6, p 83-88
long association, assurance client	R 204.4(20)/CI 204.1-204.6, p 119-122
management functions, assurance client	R 204.4(22)
non-assurance services, for assurance client	CI 204.1-204.6, p 127-189
partners and professional colleagues, compliance with rules	R 204.6
pricing	R 204.4(34)/CI 204.1-204.6, p 192
recent service, assurance client	R 204.4(17)-(19)/CI 204.1-204.6, p 110-112
religious organizations	CI 204.1-204.6, p 117
reporting issuer, definition	CI 204.1-204.6, Definitions, p 56-58
safeguards	R 204.1-204.3/CI 204.1-204.6, p 45-51
serving as a officer or director, assurance client	R 204.4(18)-(19)/CI 204.1-204.6, p 113-116
small or owner-managed entities	CI 204.1-204.6, p 52
social clubs	CI 204.1-204.6, p 118
tax services	CI 204.1-204.6, p 188-189
threats to independence	R 204.1.-204.3/CI 204.1-204.6, p 39-44
valuation services, reporting issuer	R 204.4(25)/CI 204.1-204.6, p 145-151
Indemnification	12.3
Insolvency	
of a member	4.11, Reg 4-3, s.7
of a student	Reg 4-1, s.5
of a firm or professional corporation	Reg 4-6, s.25
practice, independence	R 204.7, CI 204.7
Joint appointments	R 304
Legal privilege	CI 208.1/p 1-3
Liability insurance	4.12, Reg 4-4
Licensing	
public accounting	9, Reg 9-1
board	3.18.1.5, 9.9, Reg 9-1 ss.20ff
Life membership	4.6
Maintenance of reputation of profession	R 201.1, CI 201.1
compliance with regulatory legislation	CI 201.1/p 1-4

ICAO MEMBER'S HANDBOOK

criticism of a professional colleague	CI 201.1/p 5-9
Meetings	
Council	3.7
general	5
Member	
definition of	1.1.17
Members not in public practice	R 205, CI 205
Membership	
admission to	4.1, Reg 4-1, s.2
readmission	4.22
resignation	4.17
Membership certificate	4.15
Mental incompetence	3.3.3
Misleading practice names	R 401, CI 401
Misleading documents and	
oral representations	R 103, 205, CI 205 4.1/p 1, 204.2
Non-member associated with member	
in practice of public accounting	R 406, 408
Obtaining or attracting clients	R 217.2, CI 217.2
Office by representation	R 405
Officers of Institute	3.16
Operation of members' offices	R 404, CI 404
Organization	
definition of	1.1.19
Part-time office	R 404.2, CI 404.2 & .3
Practice inspection	10, Reg 10-1, R 203.2
Practice of public accounting	
definition of	1.1.21
in corporate form	R 409
Practice names	R 401, R 402, CI 401
Professional colleague	
criticism of	CI 201.1/p 5-9
Professional corporations	
bankruptcy or insolvency of	Reg 4-6, s.25
definition of	1.1.24
establishment of	Reg 4-6, s.20
registration of, registration certificate	Reg 4-6, s.18
responsibility of, disciplinary authority over	4.16
restriction of registration certificate	Reg 4-6, s.20.4
review of decision; certificate of authorization	
not granted or revoked	Reg 9-1, s.27.2, s.45
shareholders of	Reg 4-6, s.19, s.20.2, s.21
Professional development – mandatory	4.13, Reg 4-5, s.2
Professional engagements	R 217.2, CI 217.2/p 1-2
Professional liability insurance	4.12, Reg 4-4
Professional practice	R 401-409, R 501-503
association with firms	R 403
descriptive styles	R 402
in corporate form	R 409
member responsible for acts of	
non-members	R 406, R 408
names	Reg 4-6, s.4, R 401, 402.1, CI 401
operation of office	R 404
related business or practice	Reg 4-6, s.4, R 407
representatives	R 405
rules applicable only to firms	R 501, 502, 503
Professional service without fee (contingent fees)	R 215, CI 215
Professional services	Foreword to Rules, Application section

ICAO MEMBER'S HANDBOOK

Professional standards	R 201-218, CI 201-218
Proxy voting	5.7
Public accounting	
licensing	9, Reg 9-1
board	9.9, Reg 9-1, s.27
Public representatives on Council	3.1
Publicity - see Advertising	
Quorum	
Council	3.10
general meetings	5.5
Reasonable observer	Foreword to Rules, R 204.1-204.3 CI 204/ p4
Readmission to membership	4.22
Recognition of accounting bodies outside Canada	Reg 6-2, s.4
Referrals	R 306.2
Regulations - power of Council to make	2.1
Related business or practice	Reg 4-6, s.4 R 407
Relations with other public accountants	R 306, 408 CI 303
Reporting disciplinary action	
by other provincial institutes	R 102.2
to other provincial institutes	Reg 7-3, s.22.3
Reputation of profession	R 201.1, CI 201.1
criticism of professional colleague	CI 201.1/p 5-8
Requirement to reply	R 104
Resignation of auditor	CI 201.1/p 10-16
Retention of documentation and working papers	R 218, CI 218
Revocation of membership	
non-payment of fees or charges	Reg 4-2, s.35
not while practice inspection or disciplinary action pending	Reg 4-2, s.35
suspended members	4.19.3
Rules of professional conduct - passing and approval	7.1
Seminar sponsorship	R 217.2, CI 217.2/p 5-6
Social clubs	
Solicitation	R 217.2, CI 217.2
clientele of a deceased member	CI 217.2/p 7
distribution of materials	CI 217.2/p 4-6
professional engagements	CI 217.2/p 1
seminar sponsorship	CI 217.2/p 5-6
trade shows	CI 217.2/p 3
Special assignments	R 305, 306
Specialist, Specialty of practice	CI 217.1/p 10-15
Specified auditing procedures engagements	R 204.1-204.6, CI 204.1-204.6
Students	
approval to train	6.7
bankruptcy or insolvency of	Reg 4-1, s.5
definition of	1.1.34
exemption from requirements	Reg 6-1
instruction & examination	6.2.1
registration & re-registration	6.2, 6.4.1
registration not to be lost or discontinued while disciplinary action pending	6.4.3
responsibilities re: employment of students	Reg 10-1, s.46
Students' association	3.19

ICAO MEMBER'S HANDBOOK

Suspension of membership	
interim (discipline)	RPP 10
mental incompetence or disability	Reg 4-3 s. 4
non-payment of fees or charges	4.18.1, Reg 4-2, s.33
Trade shows	CI 217.2/p 3
Trust funds, handling of	R 212.1, CI 212.1
Trustees	
bankruptcy	R 204.7, CI 204.7
duty to maintain records	R 212.1
independence	R 204.7, CI 204.7
property of others	R 212.2
trust bank account	R 212.1
Unauthorized benefits	R 207, CI 207
Unlawful activities	R 213
Working papers	R 218, CI 218