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OKLAHOMA ACCOUNTANCY BOARD  
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## INITIAL FIRM REGISTRATION FORM

One registration satisfies the registration requirement for all offices of the firm (Law: Section 15.15A.F).

**Section 15.15 of the Oklahoma Accountancy Act specifies that the Board shall register any firm seeking to provide professional services to the public. All such registrations shall expire on the last day of June of each year and may be renewed annually for a period of one (1) year by registrants in good standing upon filing the registration and upon payment of the annual fee not later than June 30 of each year.**

**Name of professional entity:**

**Title 18, Chapter 18, Section 807, of the Oklahoma Statutes states: "The name of every professional entity shall end with one or more of the words or abbreviations permitted in the applicable associated acts; provided, that such words or abbreviations shall be modified by the word 'professional' or some abbreviation of the combination, including, without limitation: 'P.C.', 'P.L.P.' or 'P.L.L.C.'. Provided further, each of the regulating boards may by rule adopt further requirements as to the names of professional entities organized to render professional services within the jurisdiction of such regulating board."**

**Proof that the firm has complied with the requirements of the Oklahoma Secretary of State must accompany this form (Law: Section 15.15A.B.3).** Proof consists of a copy of the Certificate of Incorporation or the Articles of Incorporation as filed with the Oklahoma Secretary of State, with all amendments thereto, and a copy of the Professional Certificate of Incorporation or the Professional Certificate of Authority issued by the Oklahoma Secretary of State. In addition, out-of-state firms are required to submit proof that they are registered as a professional corporation in their home state.

### ANSWER ALL QUESTIONS OR INDICATE "N/A"

1. Type of Entity:

CPA            PA

2. Type of Firm:

General Partnership

Professional Limited Partnership/Professional Limited Liability Partnership

Professional Corporation

Professional Limited Liability Company

3. \*Name of firm: \_\_\_\_\_

**\*Must be exactly as shown on the Professional Certificate of Incorporation or the Professional Certificate of Authority issued by the Oklahoma Secretary of State.**

4. Names of all officers, directors and shareholders residing in Oklahoma must be registered and holding individual permits to practice public accounting in Oklahoma.

**If an officer, show beside each name the title of the specific office held; indicate directors by "D" and shareholders by "S":**

Names of Resident Officers, Directors and Shareholders \_\_\_\_\_ Oklahoma CPA Certificate No. \_\_\_\_\_

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(use continuing sheets if necessary)

5. Names of all non-resident officers, directors, and shareholders who come into Oklahoma to serve clients located in Oklahoma **(must be registered and holding individual permits to practice public accounting in Oklahoma or practicing in Oklahoma under the Substantial Equivalency provision set forth in Section 15.12A).**

**If an officer, show beside each name the title of the specific office held; indicate directors by "D" and shareholders by "S":**

Names of Non-Resident Officers, Directors and Shareholders \_\_\_\_\_ Oklahoma CPA Certificate No. \_\_\_\_\_

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(use continuing sheets if necessary).

6. List the total number of CPA/PAs on staff (do not include contract employees): \_\_\_\_\_

7. If this firm has ownership or affiliation with another public accounting firm, please indicate below.

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8. Date the firm will begin providing service to Oklahoma clients: \_\_\_\_\_

9. Will the formation of this firm affect the registration with the Board of another firm?      Yes      No

If yes:      Name Change Only      Firm Restructured      Firm Dissolved\*

10. List the firm or firms to be dissolved on the Board's records and the effective date of the dissolution:

**\*You are required by Section 15.15A.D of the Oklahoma Accountancy Act to file a Notice of Dissolution with the Board when a registered firm restructures or dissolves.**

11. Please indicate all types of work in which the firm is engaged by answering "yes" or "no" to each:

Attest Services	<input type="checkbox"/>	Compilations	<input type="checkbox"/>	Advisory Services	<input type="checkbox"/>
Tax Return Preparation	<input type="checkbox"/>	Tax Planning	<input type="checkbox"/>	Investment Counseling	<input type="checkbox"/>
Financial Planning	<input type="checkbox"/>	Consulting	<input type="checkbox"/>	Management Services	<input type="checkbox"/>
Litigation Support	<input type="checkbox"/>	Bookkeeping Services	<input type="checkbox"/>		

Other: \_\_\_\_\_

12. Does the firm perform audits and/or reviews?      Yes      No

13. Does the firm perform governmental audits for Oklahoma entities?      Yes\*      No  
\*If yes, has the firm filed the Registration Form for Independent Auditors Engaged in Audits of Governmental Entities as required?      Yes      No

14. Has your firm had a peer review?      Yes      No

If "Yes", please provide the date of the peer review year end: \_\_\_\_\_

Please attach:

- a copy of your most recent peer review report and the final letter of acceptance from the sponsoring organization, if such report is unmodified with or without comments; or
- a copy of the report, letter of comments, letter of response, the signed agreement of the conditional letter of acceptance, and final letter of acceptance if the report is modified in any respect or adverse.

If "No", please provide the audit/review engagement date for the first engagement your firm performed after June 30, 2004: \_\_\_\_\_

## REGISTRATION OF PUBLIC ACCOUNTING OFFICES SERVING OKLAHOMA CLIENTS

Section 15.15A of the Oklahoma Accountancy Act provides that the Board shall issue a permit to practice public accounting to any firm seeking to provide professional services to the public in Oklahoma.

14. List separately each office of the firm which provides or will provide service to Oklahoma clients:

Street Address City, State and Zip	Mailing Address (if different from street address)	Telephone Number	Name of Designated Manager*
a. _____			
b. _____			
c. _____			

(use continuing sheets to list additional offices)

**\*If the office of the firm is located within the State of Oklahoma, the person appointed by the shareholders of the firm to be responsible for the administration of that office must be domiciled in Oklahoma.**

15. Specify by the letter above which of the offices is to receive the documents to renew the registration of the firm each year \_\_\_\_\_.

16. **Required: Each staff CPA or PA employed by the firm and serving Oklahoma clients must hold a permit to practice, unless practicing under mobility.** This is in addition to the permits required for shareholders of the firm listed in Questions 2 & 3.

Does every CPA and PA on your staff who serves Oklahoma clients hold a valid Oklahoma permit to practice?    Yes    No    (Code: 10:15-25-4.c) **If no, please attach an explanation.**

17. List all states in which the firm or its predecessor has applied for or been issued a permit or its equivalent within the five (5) years immediately preceding the filing of this application (Law: Section 15.15.A.B.1): \_\_\_\_\_  
(use continuing sheets if necessary)

18. Has any shareholder, partner, owner of the firm or its predecessor ever had a permit or its equivalent denied, revoked or suspended from practice by any Federal or State regulatory authority or foreign country or are any charges or investigations pending at this time?    Yes    No  
**If Yes, attach a written explanation.**

**Section 15.15A.C. of the Oklahoma Accountancy Act requires the following to be reported by letter to the Board within 30 calendar days from the date of occurrence:**

- 1. Changes in the shareholders of the firm;**
- 2. Changes in the structure of the firm;**
- 3. Changes in the designated manager of the firm;**
- 4. Changes in the number or location of offices of the firm;**
- 5. Denial, revocation, or suspension of certificates, licenses, permits, or their equivalents to the firm or its shareholders or employees other than in this state.**

I certify that all the information provided on this registration and permit application is true and correct and that I have not omitted or suppressed any information which would have a bearing on the registration.

Signature\_\_\_\_\_

Shareholder/Partner/Member/Owner/Designated Manager

### FEE SCHEDULE

**Registration and Office Permit Fee - \$150.00**  
**(Code: 10:15-27-8 and 9)**

*Please be aware that most information provided to the OAB is considered an open record and may be released, except where such release is specifically prohibited by the Oklahoma Accountancy Act, the Oklahoma Open Records Act, or the Federal Privacy Act (i.e., social security numbers, transcripts, examination grades, etc.).*