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OKLAHOMA ACCOUNTANCY BOARD
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INITIAL FIRM APPLICATION

One registration satisfies the registration requirement for all offices of the firm (Oklahoma Accountancy Act, Section 15.15A).

Section 15.15 of the Oklahoma Accountancy Act (Law) 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. A firm whose registration is automatically revoked pursuant to this section may be reinstated by the Board upon payment of a fee to be set by the Board.

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." Title 18 allows out-of-state firms to register as the same type of firm in Oklahoma as they are registered in their home state (i.e. LLC, LLP, etc.).

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 Professional Certificate of Incorporation, the Professional Articles of Organization, or comparable form depending on the form of organization, filed with the Oklahoma Secretary of State (showing Secretary of State's "Filed" stamp), with all amendments thereto, and a copy of the Professional Certificate issued by the Oklahoma Secretary of State. In addition, out-of-state firms are required to submit proof that they are properly registered in their home state.

ANSWER ALL QUESTIONS OR INDICATE "N/A"

TYPE OF FIRM:

- CPA
- PA

TYPE OF ENTITY:

- General Partnership
- Professional Limited Liability Partnership
- Professional Corporation
- Professional Limited Liability Company
- Sole Proprietorship (With no office in this state)

1. Name of firm*: _____
*Must be exactly as shown on the Professional Certificate issued by the Oklahoma Secretary of State.
2. Percentage of ownership held by non-CPAs: _____
3. If this firm has ownership or affiliation with another public accounting firm, please indicate below.

4. List the total number of CPA/PAs on staff (do not include contract employees): _____
5. Date the firm will begin providing service to Oklahoma clients: _____

6. 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*

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.

7. Please list the names of all officers, directors and shareholders/members (owners) who are a resident of Oklahoma.

If an officer, show beside each name the title of the specific office held; indicate directors by "D" and shareholders/members by "S"; indicate Non-CPA shareholders/members by "N-CPA":

Names of Resident Officers, Directors and Shareholders/Members _____ Oklahoma CPA Certificate No. _____

(use continuing sheets if necessary)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 8. Does the firm perform attestation engagements (Audit, Review or Agreed Upon Procedure)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the firm perform compilations engagements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the firm perform audits of government entities/public schools?
<small>*Registrants must submit OAB Form R011 Application for Government Auditor List prior to engaging to perform an audit of an Oklahoma government entity/public school.</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the firm currently enrolled in a peer review program?
<small>*If you have not already done so, submit the firm's most recent peer review by secure electronic means or by mail.</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. If 'Yes' to #10, enter the firm's AICPA Firm Number: _____ | | |

Pass Reports	Pass with Deficiencies or Fail Reports
<input type="checkbox"/> Peer Review Report <input type="checkbox"/> Final Letter of Acceptance from the Sponsoring Organization	<input type="checkbox"/> Peer Review Report <input type="checkbox"/> Letter of Comments <input type="checkbox"/> Letter of Response <input type="checkbox"/> Signed Agreement to the Conditional Letter of Acceptance <input type="checkbox"/> Final Letter of Acceptance from the Sponsoring Organization <input type="checkbox"/> \$100 Peer Review Report Fee
Peer Review Enrollment Confirmation	
<input type="checkbox"/> Enrollment in an OAB approved peer review program is required within 12 months of performing initial audit or review engagement.	

12. List separately each office of the firm located in Oklahoma (or main mailing address, if out-of-state firm):

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

b. _____

*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.

13. Does every CPA and PA on your staff who serves Oklahoma clients hold a valid Oklahoma permit to practice or enter the state under the provisions of Section 15.12A of the Act? Yes No Code: 10:15-25-4[c]

If No, please attach an explanation

14. 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 15.15A(B)(1):

(use continuing sheets if necessary)

15. 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:

- **Changes in the partners or shareholders of the firm;**
- **Changes in the structure of the firm;**
- **Changes in the designated manager of the firm;**
- **Changes in the number or location of offices of the firm;**
- **Denial, revocation, or suspension of certificates, licenses, permits, or their equivalents to the firm or its partners, 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 Date

Email Address: _____ FEIN #: _____

FEE SCHEDULE

Registration Fee:	\$75
Permit Fee:	\$125
(Code: 10:15-27-8, 10:15-27-9 and 10:15-27-10)	
Total Fees Due:	\$200

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.).