

# Affiliate member reinstatement form



## How do we use your data?

All the information we hold concerning you will be processed by AAT in accordance with internal policies and current regulations.

The data will be used by AAT to administer our relationship with you and to provide you with information and services relevant to you. We won't, without your consent, supply your information to any third party except where such transfer is necessary as part of the activity you are undertaking, or where we're required to by law.

Find out more [aat.org.uk/policies/privacy/fpn-professional-members](https://aat.org.uk/policies/privacy/fpn-professional-members)

**Please complete this form if you wish to apply to reinstate your affiliate membership.**

**Please complete this form in BLOCK CAPITALS. You must complete all sections to avoid delaying your application.**

If you have any questions about your application please call the Customer Service team on **+44 (0)20 3735 2468**. Lines are open 09.00 to 17.00 (UK time), Monday to Friday. Alternatively you can email [customersupport@aat.org.uk](mailto:customersupport@aat.org.uk)

## Personal details

AAT membership number

Mr                      Mrs                      Ms                      Miss                      Other *(please specify)*

First name(s)

Surname/last name

Address

Postcode

Country

Daytime telephone number

Mobile number

Email

Date of birth

## Reason for reinstating your membership

Please tell us why your affiliate membership lapsed. Please select the most appropriate answer.

Oversight, did not realise membership fee was due/lapsed

Change in personal circumstances

In order to claim senior body exemption

Encouraged by employer

Returned to an accountancy based role

Other *(please give details)*

Employer paying membership fees

## Your employment

Are you in employment?

Yes

No

If yes please provide details below.

Company/business name

Address

Postcode

Telephone number

Job title

## Your declaration

I confirm that the information in this application (or supporting it) is true and correct to the best of my knowledge and belief. I agree that:

- i. if at any time I become aware that any information in this application (or supporting it) is incorrect or if it changes in any way, I will notify AAT immediately
- ii. I will inform AAT, within one month, if I am subject to insolvency, a criminal conviction, a civil sanction, or a disciplinary finding by another professional body
- iii. if any information in this application (or supporting it) is incorrect, the application may be invalid and AAT's Council shall not be bound by any decision it has reached based on such information
- iv. AAT shall be entitled to suspend any membership granted on the basis of information in the application (or supporting it) whilst it investigates any reasonable concerns about my eligibility for such membership
- v. I may be liable to disciplinary action by AAT in respect of any information in this application (or supporting it) which is incorrect.

I agree that as part of any disciplinary investigation or proceedings carried out by AAT, it may use the information in this form, contact relevant third parties to request information, and disclose to governmental and other professional bodies: the alleged misconduct, the findings of its investigations, and the outcome of disciplinary proceedings.

**Signature**

I agree that AAT may publicise disciplinary orders and the facts relating to them in accordance with the *Disciplinary Regulations* in force from time to time.

I understand fully how information provided on this form, or in other correspondence with AAT will be used, particularly any sensitive data pertaining to my health, ethnicity, criminal or civil offences, disciplinary record and employment details.

I agree that as long as I remain an AAT Affiliate member, I shall abide by the provisions of the *Articles of Association*, the *Code of Professional Ethics*, the *AAT Regulations*, *Whistle-blowing guidance* and the *bye-laws*. Where I do not, I agree that AAT may take such action as is permitted in accordance with those Regulations and policies. I accept that I am not entitled to describe myself as an associate, full or fellow member a member of the Association or use any designatory letters. I accept that I cannot advertise any self-employed services in connection with AAT, and that in any communications I will refer to myself as an affiliate member.

I understand that if I am self-employed, or do become self-employed whilst an affiliate member and provide accountancy services, I am not eligible for money laundering supervision by AAT and must register to be supervised by HMRC under *The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017* in order to comply with the provisions of the *Regulations*. I agree to comply with AAT's CPD policy and will retain my CPD records for AAT's review for a period of at least five years. If I fail to comply or demonstrate such compliance when requested to do so, I understand this may lead to the removal of my membership from the Register.

**Date**

For more information about AAT's policies please refer to [aat.org.uk/about-aat/professional-standards](http://aat.org.uk/about-aat/professional-standards)

## Consent

### Using your personal data

We'd like to contact you to offer free support, updates and news to boost your career and help you get the most from us. If you do not wish to receive any of these communications, please tick the appropriate boxes below. Even if you tick all of the options below to opt out, you'll still receive transactional messages relating to your account. You can update your preferences at any time through your MyAAT account.

**Emails** We'll send you emails packed full of support and resources to help you boost your career. We usually send these around twice a month, or once a week if you're studying with us.

**Telephone calls** We'll call you about any queries you send us and you may also receive an occasional phone call to check you're happy with your services from us.

**Text messages** We'll occasionally send you text messages to let you know about important mail that is coming your way, such as certificates.

**Post** We'll send you occasional promotional information in the post.

### Third party sharing of data

We would like to share your name and postal address with trusted third parties so they can provide you with relevant opportunities that may interest you. Do you agree to your information being shared in this way? You may change your preferences at any time through your MyAAT account.

Yes, I'm happy for my details to be shared

No, thank you

## Fees

In order to reinstate your membership, you must pay a reinstatement fee and your annual membership fee. Details of current fees are available at [aat.org.uk/fees](https://aat.org.uk/fees)

Your membership will start from the first day of the month your reinstatement is approved. You will need to renew your membership on an annual basis from this date.

### Tax relief

As AAT is an approved professional membership body, you may be able to claim tax relief against your annual subscription fees. This may allow you to claim back up to 20% of your paid membership fees each year. For full details on tax relief and making a claim, visit [hmrc.gov.uk](https://hmrc.gov.uk)

### Conditions

The AAT Council reserves the right to change any fee on giving due notice. If your application is unsuccessful or withdrawn, and there is a debit on your account, we will put the balance of your application fees, after a retention fee equivalent to the admission fee has been deducted, towards the outstanding debt. We will refund any remaining money after these two deductions.

## Your payment

Please indicate below how you would like to pay. We will process your payment on receipt of application.

### Credit/debit card

The easiest way to pay is by credit or debit card. Either enter your card details in the section below or call us to pay over the phone. We accept all Mastercard, Visa, Maestro and Electron cards but do not accept American Express or Diners cards.

### Cheque/postal order

All cheques and postal orders must be crossed A/C Payee only, and made payable to 'Association of Accounting Technicians'. Please also write your name and AAT membership number on the back and return it to us with your application.

### Bankers draft

Please make your payment payable to AAT. Please also write your name and AAT membership number on the back and return it to us with your application. All drafts must be paid in Sterling and drawn on a UK bank.

### Credit/debit card details

All card details are handled in accordance with PCI compliance and destroyed confidentially after use.

I authorise you to charge my credit/debit card with the amount of

Cardholder's name

Card number

Card type *(please tick one)*

CCV/CVC no. *(last three digits on reverse)* Issue no. *(if applicable)*

Mastercard

Visa

Visa Debit

Maestro

Start date

Expiry date

Electron

**If your billing address is different to your personal address please provide this below.**

Address

Postcode

**Cardholder's signature**

**Date**

We will process your payment on receipt of application.

## Register to pay by Direct Debit

Once your application has been approved you can pay your future annual membership fees in instalments by setting up a Direct Debit. Please complete the online Direct Debit form at [aat.org.uk/directdebit](http://aat.org.uk/directdebit)

You can choose to pay in up to four instalments.

## Returning your form

**Please return your completed form, along with payment (if applicable) to:**

**Email:** [customersupport@aat.org.uk](mailto:customersupport@aat.org.uk)

**Post:** Customer Support, Association of Accounting Technicians 140 Aldersgate Street London EC1A 4HY

You will hear from us within ten working days. If you do not receive confirmation of receipt of your application within this time, or you have any questions, please don't hesitate to contact us. Email us at [customersupport@aat.org.uk](mailto:customersupport@aat.org.uk) or call us on **+44 (0)20 3735 2468**. Lines are open 09.00 to 17.00 (UK time), Monday to Friday.