

Associate bookkeeping membership application 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-bookkeeping](https://www.aat.org.uk/policies/privacy/fpn-bookkeeping)

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**. Line are open 09.00 to 17.00 (UK time), Monday to Friday. Alternatively you can email customersupport@aat.org.uk

1.1 Your 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

1.2 Fit and proper assessment

You must declare any information regarding any personal insolvency, corporate insolvency, criminal convictions, disciplinary sanctions, civil sanctions and other financial and legal issues that we need to be aware of. To read our 'fit and proper' requirements and the wider policy framework, please visit aat.org.uk/aatstandards

I have been subject to a disciplinary sanction made by another professional body	Yes	No
I have been declared bankrupt <i>(this includes corporate insolvency – when an individual is or was a director of an entity which is or was insolvent)</i>	Yes	No
I have been subject to a debt relief order	Yes	No
I have entered into an arrangement with my creditors <i>(this includes corporate insolvency – when an individual is or was a director of an entity which is or was insolvent)</i>	Yes	No
I have been convicted of a criminal offence which is not spent under <i>The Rehabilitation of Offenders Act</i>	Yes	No
I have been found guilty of a civil sanction <i>(examples of civil offences include those under the Companies Act, health and safety legislation or UK tax laws)</i>	Yes	No
I have been issued with a County Court Judgment	Yes	No

If you have answered 'Yes' to one or more of the statements above and have previously disclosed this information to AAT, please tick this box to confirm your circumstances have not changed.

If you have answered 'Yes' to any of the questions above, please provide supporting information below so it can be reviewed by our Professional Standards team.

1.3 Self-employed declaration

I am providing self-employed accountancy or bookkeeping services to the public.	Yes	No
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If you answered 'Yes', you will be required to apply for a licence. Find out more and download an application at aat.org.uk/licence

1.4 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 30 days, 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. 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.

Signature

I agree that when necessary to fulfil its role as a supervisory authority pursuant to *The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017* or for the detection of and prevention of criminal activities, AAT may disclose information about me to the relevant Government agencies.

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 convictions or civil sanctions, disciplinary record and employment details.

I shall abide by the provisions of the *Articles of Association*, the *Fit and proper requirements*, 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 confirm that I will use the designatory letters, 'AATQB' only while I remain an AAT associate member.

I agree that if I intend to provide bookkeeping services, accountancy services or trust or company services to clients within the UK, Channel Islands or Isle of Man during my membership, I will apply for a licence in accordance with the *Licensing Regulations* and will refrain from providing any services until such a time as I have received approval from AAT to do so. I understand I must also be registered for anti-money laundering supervision with the relevant supervisory authority within the jurisdiction where my business operates.

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

1.5 Your fees

If you are a current student or affiliate your bookkeeping membership fee will become due when your existing subscription expires, you do not need to send payment with your application.

If you are a former student or affiliate and do not have a current subscription, your bookkeeping membership fee must be paid with your application. Details of the current fee is available at aat.org.uk/fees

Your membership will start from the first day of the month your application 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

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.

1.6 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.

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. It's the most flexible way to pay and allows you to split your fee in up to four monthly instalments. Please apply at [aat.org.uk/directdebit](mailto:customersupport@aat.org.uk)

Returning your form

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

Email: customersupport@aat.org.uk

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 or call us on **+44 (0)20 3735 2468**. Lines are open 09.00 to 17.00 (UK time), Monday to Friday.