

# Services I wish to offer



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

The **Help sheet** provides guidance in completing this form.

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 [membershipsupport@aat.org.uk](mailto:membershipsupport@aat.org.uk)

## Personal details

First name(s)

Surname / last name

AAT membership number

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## Returning your form

Please return your completed form, along with payment and your application to join the scheme for Members in Practice to:

Customer Service team, Association of Accounting Technicians 140 Aldersgate Street London EC1A 4HY

## Your services

Select which services you would like to be approved in. Please read the definition of each service in the *Member in practice regulations and guidance* at [aat.org.uk/mipregulations](http://aat.org.uk/mipregulations) before completing this section.

If you want to offer a service to clients, all columns must be completed.

Services regulated by AAT on the scheme for members in practice	1. Services offered <i>(please tick)</i>	2. No. of months of work experience	3. Work experience gained in past 12 months <i>(please tick if appropriate)</i>	4. % of time spent
<b>Accountancy</b>				
Bookkeeping				
Financial accounting and accounts preparation				
Budgeting and forecasting				
Management accounting				
Payroll				
Independent examination				
Limited assurance engagement				
Forensic accounting				
Internal audit				
<b>Taxation</b>				
Value Added Tax				
Personal income tax				
Business income tax				
Corporation tax				
Capital Gains Tax				
Inheritance tax				
<b>Consultancy</b>				
Business plans				
Computerised accountancy systems				
Company secretarial services				
Other services you offer <i>(please specify)</i>				
<b>Total % of time spent on all services offered must equal 100%</b>				

## Your work experience and CPD

Please provide details of your work experience and CPD below. Examples have been given as a guide.

Please use the below table to add the names of your employers or self-employment, your job role and length of time worked there. If you need more room please write on a separate sheet.

Employers name	Job role	Date of employment
<i>Example – Smiths Accounting Ltd</i>	<i>Accounts Assistant</i>	<i>June 2008 – August 2012</i>
		mm / yyyy - mm / yyyy
		mm / yyyy - mm / yyyy
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On the following pages, please provide details of your work experience and CPD in all the services you are applying to offer. Please refer to the example below to find out what level of information is required.

These details must be provided in order to process your application.

## EXAMPLE Value Added Tax

Name of the employer(s) where you gained work experience

*Smiths Accounting Ltd*

Work experience

- *Preparation of VAT returns*
- *Dealing with HMRC on behalf of clients*
- *Advice on what VAT rate should be charged and VAT planning*
- *Provided explanation of the principles of VAT*
- *Calculations of the VAT to be paid to, or receivable from, HMRC*

CPD in the last 12 months (*summary of activities undertaken and learning outcomes*).

*I have kept myself up to date in value added tax by attending the AAT Tax update in Bristol on 13 March 2013 followed the Budget updates in April, researched HMRC and Direct.gov websites. By doing this I have kept up to date with Deregistration, change of details, transfer of VAT number and insolvency, the VAT rates and VAT deadlines. I now feel that I am up to date and will assess my continuing learning needs in my CPD plans to keep up to date with all legislation.*

CPD for the next 12 months (*summary of planned activities and identified learning needs*).

*I need to keep up to date with relevant changes in VAT rules. I'm specifically interested in rules on EC VAT and EC sales lists. I plan to refer to the HMRC website and see if there is a relevant podcast available on AAT's website. I also plan to attend the AAT Taxation Update mastercourse in Spring 2014.*

## Bookkeeping

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Financial accounting and accounts preparation

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Budgeting and forecasting

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Management accounting

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Payroll

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Independent examination

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Limited assurance engagement

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Forensic accounting

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Internal audit

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Value Added Tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*



## Personal income tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Business income tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Corporation tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Capital Gains Tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Inheritance tax

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Business plans

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Computerised accountancy systems

Name of the employer(s) where you gained work experience

Work experience

CPD in the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD for the next 12 months *(summary of planned activities and identified learning needs).*

## Company secretarial services

Name of the employer(s) where you gained work experience

Work experience

CPD for the last 12 months *(summary of activities undertaken and learning outcomes).*

CPD in the next 12 months *(summary of planned activities and identified learning needs).*