

# Application to add services to your registration or licence on the scheme for members in practice



Please complete this form if you would like to add services to your current registration or licence.

If you have any questions about your application please call the Membership Support team on **0845 863 0801** (UK) or **+44 (0)20 7397 3001** (outside UK). 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

Mr  Mrs  Ms  Miss  Other *(please specify)*

First name(s)  Surname / last name

Address

Postcode

Daytime telephone number  Mobile number

Email  AAT membership number

### For office use only

Date received	BK	<input type="checkbox"/>	LAE	<input type="checkbox"/>	CT	<input type="checkbox"/>
Comments and paras	FA and AP	<input type="checkbox"/>	FOA	<input type="checkbox"/>	CGT	<input type="checkbox"/>
	B and F	<input type="checkbox"/>	IA	<input type="checkbox"/>	IHT	<input type="checkbox"/>
	MA	<input type="checkbox"/>	VAT	<input type="checkbox"/>	BP	<input type="checkbox"/>
	P	<input type="checkbox"/>	PIT	<input type="checkbox"/>	CAS	<input type="checkbox"/>
	IE	<input type="checkbox"/>	BIT	<input type="checkbox"/>	CSS	<input type="checkbox"/>

## Your services

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	Services you wish to add to your licence or registration <i>(please tick)</i>	Evidence enclosed <i>(please tick)</i>		
		Qualification	Work experience	CPD
<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				

## CPD and work experience

To add a service to your licence or registration you must demonstrate your competence in each area by providing relevant work experience and CPD.

Your work experience should include the main duties you have undertaken in each of the services you wish to add.

Your CPD should cover the previous 12 months and should confirm the activities undertaken and detail what you learnt from the activities. You are also required to provide details of how you intend to keep up to date in all of the services over the next 12 months. It is up to you to decide which CPD activities you will do. It can be anything from courses, webinars, podcasts, reading or research, to receiving email subscriptions or discussing issues with colleagues.

### EXAMPLE

Name of the service you would like to add

VAT

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.*

If you wish to add more than three services to your licence or registration, please copy this page, complete and attach with your application.

Name of the service you would like to add

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).*

Name of the service you would like to add

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).*

## Service (continued)

Name of the service you would like to add

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).*

## 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.

**Signature**

**Date**

## Contact us

**Please return your completed form to:**

Membership Support team Association of Accounting Technicians 140 Aldersgate Street London EC1A 4HY

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