

Application guidance

Following this guidance will help you throughout the application process and avoid delays with your application.

1. Do your homework

Applying to become an AAT licensed member is a significant step in your career. Ensure you have familiarised yourself with the support and information available at aat.org.uk/beyourownboss and aat.org.uk/licence

2. Check you're eligible to apply

In order to be approved as an AAT licensed member, you must also hold AAT professional membership. If you're not a current professional member, find out more and start your application at aat.org.uk/professional. Please also refer to our eligibility guidance to check that you meet our requirements to be licensed at aat.org.uk/licence-eligibility-exemptions

3. Prepare your supporting information

In order to complete your application, you'll need to prepare some details in advance. You'll need to:

- complete the AAT diagnostic tests (see part 2)
- apply for a Basic Disclosure Certificate to submit to your anti-money laundering (AML) supervisor (see part 3)
- arrange Professional Indemnity Insurance (see part 3)
- arrange continuity of practice cover (see part 3)
- register with the Information Commissioners Officer (ICO) (see part 3)
- arrange fee payment (see part 5).

4. Complete your application carefully

- Please complete this form in BLOCK CAPITALS.
- All sections with green headers are mandatory – you must complete all of these sections in full to avoid delays in your application.
- Sections with blue headers may not apply to you – please check and complete the sections that apply.
- Useful support and guidance is included in each section.

5. Send your application to us with your fee and Basic Disclosure Certificate*

Your annual licence fee and one-off admission fee must be paid in full when you submit your application, which will be processed on receipt. You can pay by credit/debit card. Or, if you already pay your membership fees by Direct Debit, we will collect your payment by this method and you won't need to arrange a separate payment. When you have arranged your fee payment and completed your application, please send them to us by email or post.

- Email applications@aat.org.uk

6. Respond quickly to our queries

When we've received your application form and fee, we'll review the information you've supplied and contact you within ten working days. We may need some extra information from you, based on the information included on your form. We'll do our best to contact you about any queries as quickly as possible and are usually able to approve applications within two weeks. If you don't receive confirmation of receipt of your application within this time, or you have any questions, please don't hesitate to contact us.

Once we're satisfied that you have met all the criteria, we will approve your licence and you'll receive confirmation by email. Your licence will be effective immediately and valid for one year,** when you'll need to renew. We'll then send your certificate and licensed member welcome guide.

7. Register with HMRC as soon as you're approved

Understanding your employment status and registering appropriately with HMRC as soon as your business is active is crucial as it will affect how you pay tax and whether you have any employment rights.

8. Requirements of the Companies Act 2006

If your business has been incorporated as a limited company or an LLP, you are required by law to include certain information in signs, stationary, website and promotional material. Please visit www.gov.uk/running-a-limited-company/signs-stationery-and-promotional-material

Here to help

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

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-licensed-member

*Please note that we cannot process your application without your Basic Disclosure Certificate if you have selected us as your AML supervisor.

***Your renewal will be due on the first of the month, regardless of the date your licence is approved. For example, if your licence is approved on 20 August, your renewal date will be 1 August each year.

Part 1

In the first part of your application form, you'll need to tell us about yourself and the business you want to run. This includes providing information on the following areas:

- your personal and business contact details
- your membership and practice status
- your business model
- additional parties including shareholders, directors, employees or subcontractors
- your clients.

1.1 Your details

AAT membership number *(if applicable)*

Mr Mrs Ms Miss Other *(please specify)*

First name(s)

Surname/last name

Address

City or town

County

Postcode

Daytime telephone number

Mobile number

Email

Date of birth

Which licence are you applying for?

AAT Licensed Accountant

AAT Licensed Bookkeeper

1.2 Your business contact details

Company/business name *(write your name here if you do not have a business name yet)*

Is your business address the same as your personal address?

Yes

No

If 'No', please supply details below.

Address

City or town

County

Postcode

Daytime telephone number

Mobile number

Email

Website

Do you have any other businesses where you offer accountancy or bookkeeping services to clients?

Yes

No

If 'Yes', please complete **Part 6 – Additional businesses** at the end of this application.

1.3 Your membership and practice status

Please confirm your AAT membership status.

- a) I'm in the process of applying for AAT professional membership or awaiting approval
- b) I'm already an AAT professional member (*with AATQB, MAAT or FMAAT status*)

Please confirm if you are already offering services on a self-employed basis and complete the relevant section below.

- a) I'm not offering services yet

When do you intend to start providing services to clients?

How many hours per month do you intend to work in your business?

What do you estimate your gross fee income* to be in the first year?

- b) I'm already offering services to clients

When did you start providing services to clients?

When was your last accounting reference date (year end)?

How many hours per month do you work in your business?

What was the gross fee income* of your business for the last accounting year? (*if applicable*)

What do you expect your gross fee income* to be in the next accounting year?

If you trade through a limited company or partnership, please provide your gross fee income* from your business.

Please note that:

- *AAT licensed members must hold AAT professional membership (AATQB, MAAT or FMAAT status) before their licence can be approved*
- *AAT professional members are not permitted to run a practice without a licence*
- *if you advise that you are an AAT professional member and you are providing services to clients without an AAT licence, our Professional Standards team will contact you to discuss your existing business activity.*

*Gross fee income

Your annual gross fee income is the income that comes from you providing services as a sole trader, with a partner (including as a partner in a limited liability partnership), as a director of a limited company or principal of a corporate entity. It does not include income from services that are not covered by your AAT licence, or any income from undertaking work on a subcontract basis for which you are indemnified by the person you are subcontracting to. It's calculated on an accruals basis and excludes VAT. It also excludes the recovery of disbursements and expenses that don't form part of the chargeable fee for the services rendered and VAT.

1.4 Your business model

Which of the following models will your business trade as?

Sole trader

Limited company

Partnership

Limited liability partnership

If you trade as a limited company or limited liability partnership, please provide the company registration number

If you trade through a limited company, partnership or limited liability partnership please confirm your percentage share

1.5 Your additional parties

How many partners, directors or shareholders are there in your firm (not including you)?

If there are none, please enter '0'.

How many employees are there in your firm? If there are none, please enter '0'.

Please do not include yourself or any partners, shareholders or directors.

How many subcontractors are there in your firm? If there are none, please enter '0'.

Please do not include yourself or any partners, shareholders or directors.

Please note that if you have subcontractors, you must have written arrangements specifying responsibilities, supervision and requirements for independence, confidentiality and competence.

Partner, director and shareholder details *(if applicable)*

If you have indicated that there are additional partners, directors or shareholders within your firm, please provide their details below and their percentage share. Your shares, when combined with those of your additional parties must equal 100%. Use the **additional parties section** if you have more than two partners, directors or shareholders.

Mr

Mrs

Ms

Miss

Mr

Mrs

Ms

Miss

Other *(please specify)*

Other *(please specify)*

First name(s)

First name(s)

Surname/last name

Surname/last name

Professional body *(if applicable)*

Professional body *(if applicable)*

AAT membership number *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Percentage share

Do they offer accountancy services to clients? Yes
(If they offer only administration support, select 'No')

No

Do they offer accountancy services to clients? Yes
(If they offer only administration support, select 'No')

No

1.6 Your clients

How many clients do you currently have?

Please provide an estimate below of how many clients you expect to engage with during the next 12 months.

Number of sole traders

Number of partnerships

Number of limited liability partnerships

Number of limited companies

Number of charities

Number of self-assessments

Number of other clients

Do you handle clients' money?

Yes

No

Please note that:

- *you must issue letters of engagement to each client – you can use our templates to help you with this*
- *you must hold a client bank account and act in accordance with AAT's Clients' Money policy available at aat.org.uk/aatstandards if you handle clients' money*
- *continuity of practice cover is required if you have seven or more clients (see section 3.4).*

Part 2

In this section you will need to:

- tell us about the services you wish to offer and the experience you have in each area
- confirm you've passed the online diagnostic tests

If you're applying to be an AAT Licensed Accountant, you'll also need to:

- confirm your practice management experience.

2.1 Your services

Please tick which services you would like your licence to cover.

The services you can provide depend on the licence you hold. Each service is categorised within one of four tiers based on risk level, with Tier 1 having the highest risk level and Tier 4 being the lowest risk.

An overview of each service is shown on pages 8–16 and full details are available at aat.org.uk/licence

Service	Tier	AAT Licensed Bookkeeper	AAT Licensed Accountant
Bookkeeping	4		
Financial accounts and accounts preparation for sole traders and partnerships			
VAT			
Computerised accountancy systems			
Payroll			
Financial accounts and accounts preparation for statutory purposes	3	These services are not available for AAT Licensed Bookkeepers	
Budgeting and forecasting			
Management accounting			
Personal Income Tax	2		
Business Income Tax			
Inheritance Tax			
Capital Gains Tax			
Corporation Tax	1		
Limited assurance engagement			
Independent examination			
Company secretarial services <i>Due to the risk of money laundering, please note that if you are approved to offer Company secretarial services, your details will be passed to HMRC who hold a register of all TCSPs (Trust and Company Service Providers). This is a legal requirement.</i>			
Internal audit			
Forensic accounting			

2.2. Work experience

For each of the services you wish to be licensed in you will need to confirm that you have work experience in key areas of the service. You will need to have practical experience in all the key areas and be able to competently perform them.

If you do not have work experience in all of the key areas of a service we cannot approve your licence in this service. You can apply to add the service when you have the required work experience.

It is important that you are competent in all aspects of each service you intend to offer to clients, full details about what each licence service includes can be found at [AAT licences and services | AAT](#)

Tier 4 services

Bookkeeping

This service relates to the recording of actual transactions in monetary terms to trial balance only, without any adjustments. This service is categorised as a Tier 4 service.

You will need to have experience in the following areas in order to be approved in this service:

- bank reconciliations
- making and maintaining accurate records of financial transactions and keeping the business up to date and compliant
- recording cash transactions.

I confirm that I have work experience in all of the above areas

Financial accounting and accounts preparation for sole traders and partnerships

This service relates to the preparation of financial accounts for sole traders and partnerships but specifically excludes any accounts required for statutory purposes under the prevailing Companies Acts. This service is categorised as a Tier 4 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing trial balance profit and loss and balance sheets for sole traders and partnerships
- discussing and explaining accounts with clients
- analysis of trial balance
- making accounting or financial adjustments.

I confirm that I have work experience in all of the above areas

Value added tax

This service relates to the preparation of VAT returns and is categorised as a Tier 4 service..

You will need to have experience in the following areas in order to be approved in this service:

- preparing quarterly VAT returns
- correcting errors to VAT returns
- advising on Making Tax Digital (MTD)
- advising on VAT registration thresholds.

I confirm that I have work experience in all of the above areas

Computerised accountancy systems

This service relates to the installation of and training on accounting software for clients. This service is categorised as a Tier 4 service.

You will need to have experience in the following areas in order to be approved in this service:

- knowledge of various accountancy systems
- assisting in choosing an appropriate software package
- setting up a client on a computerised package
- training and assisting clients on accountancy software.

I confirm that I have work experience in all of the above areas

Payroll

This service relates to the calculation of the net pay due to a client's employees after taking into account all deductions and reimbursement of expenses. This service is categorised as a Tier 4 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing monthly and weekly payroll including processing of statutory pension and year-end procedures
- producing payroll reconciliations on a monthly basis
- discussing tax calculations with staff and clients
- discussing payment queries with staff and clients
- pensions administration and submission including auto enrolment
- Real Time Information (RTI), Statutory payments processing (e.g. Sick Pay (SSP)).

I confirm that I have work experience in all of the above areas

Tier 3 services

Financial accounts and accounts preparation for statutory purposes

This service relates to the preparation of the full and abbreviated statutory accounts that are compliant with prevailing legislation including the Companies Act and current UK GAAP. This service is categorised as a Tier 3 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing accounts from a variety of sources, such as base records, bank statements or completed bookkeeping packages
- preparing statutory accounts from the company's financial accounts at the end of the financial period
- keeping accounts accurate and up to date
- advising about and meeting deadlines for submissions
- filing of accounts to statutory bodies such as Companies House.

I confirm that I have work experience in all of the above areas

Budgeting and forecasting

This service relates to the preparation of financial reports before the accounting period(s) and the prediction of relevant future factors affecting a business and its environment. This service is categorised as a Tier 3 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing and presenting regular management pack/s, comparing budget with actuals and explaining the variances
- collaborating on the best format for the management pack
- communicating budget and forecasting information to a client.

I confirm that I have work experience in all of the above areas

Management accounting

This service relates to the preparation of summarised accounting data reports for the owner or management team of a business, on a frequent basis. This service is categorised as a Tier 3 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing management accounts for the board/clients including prepayments, accruals and other journals
- performing variance analysis, making meaningful comments on variances, explaining large variances to clients
- communicating management accounting information to a client.

I confirm that I have work experience in all of the above areas

Tier 2 services

Personal Income Tax

This service relates to the calculation of an individual's Income Tax liability, taking into account their total taxable income received in a tax year. This service is categorised as a Tier 2 service.

You will need to have experience in the following areas in order to be approved in this service:

- completing and submitting personal tax returns
- discussing tax returns with clients and advising when and how payments should be made
- discussing and explaining coding notices with clients
- explain the potential liabilities based on client income
- calculating tax liability from total relevant income after the deduction of relevant allowances and reliefs
- advising on tax rules and regulations.

I confirm that I have work experience in all of the above areas

Business Income Tax

This service relates to the calculation of the profits/losses for tax purposes of an unincorporated business and applying all prevailing legislation to complete all relevant HMRC returns. This service is categorised as a Tier 2 service.

You will need to have experience in the following areas in order to be approved in this service:

- preparing accounts and calculating appropriate tax rates to calculate charges
- liaising with HMRC on a client's behalf
- explaining principles of business tax with clients
- submitting income tax returns within imposed deadlines and complying with current legislation
- advising on tax payment amounts and deadlines.

I confirm that I have work experience in all of the above areas

Inheritance Tax

This service relates to the tax payable either on the advent of a person's death, or at the time of making a chargeable lifetime transfer, including the completion of all relevant HMRC returns. This service is categorised as a Tier 2 service.

You will need to have experience in the following areas in order to be approved in this service:

- calculating Inheritance tax due and advising on Inheritance tax planning
- advising client re information required to produce returns
- advising clients re the process and liabilities of Inheritance tax
- reviewing Inheritance tax returns due to HMRC
- demonstrating knowledge of Inheritance tax deadlines.

I confirm that I have work experience in all of the above areas

Capital Gains Tax

This service relates to quantifying the gain chargeable to tax, or loss for relief against other gains, arising from the disposal of a capital asset. This service is categorised as a Tier 2 service.

You will need to have experience in the following areas in order to be approved in this service:

- calculating gains made on sale of assets and relevant tax charges
- advising on all valid reductions and reliefs and on how to utilise annual exemption to minimise Capital Gains Tax liability
- advising on when and how to report any Capital Gains Tax, such as property disposals.

I confirm that I have work experience in all of the above areas

Corporation Tax

This service relates to the tax liability arising on the taxable profits of an incorporated business, charity, club, co-operative or other unincorporated association. This service is categorised as a Tier 2 service.

You will need to have experience in the following areas in order to be approved in this service:

- advising of payment amounts and deadlines
- completing and submitting Corporation Tax returns
- preparing Corporation Tax computations based on accounts produced
- advising on dis/allowable expenses, deductions and reliefs.

I confirm that I have work experience in all of the above areas

Tier 1 services

Limited assurance engagement

This service relates to evaluating financial statements and expressing an assurance that nothing has come to your attention to refute the principal's statement that they give a true and fair view. This negative assurance can be used to help others make more confident decisions. This service is categorised as a Tier 1 service.

You will need to have experience in the following areas in order to be approved in this service:

- gathering required information from the client
- accounts preparation and finalisation in the appropriate format
- advising on relevant disclosures
- reporting back to the client.

I confirm that I have work experience in all of the above areas

I confirm I have read and will consider the **Code of Professional Ethics: independence provisions relating to review and assurance engagements** when providing this service.

Independent examination

This service relates to reviewing the accounting records kept by a charity and comparing those against the accounts presented, seeking out unusual items or disclosures identified. This service is categorised as a Tier 1 service.

You will need to have experience in the following areas in order to be approved in this service:

- reviewing accounts produced and ensuring that they were accurate in line with relevant reporting standards
- preparing accounts in line with the Independent examination of charity accounts examiners directions and guidance
- working with and advising trustees and others
- explaining relevant HMRC and Companies House legislations
- explaining the Charities Act
- explaining deadlines
- explaining Statements of Recommended Practice (SORP).

I confirm that I have work experience in all of the above areas

Company secretarial services (trust or company service providers (TCSP))

This service relates to:

- (a) forming companies or other legal persons;
- (b) acting, or arranging for another person to act:
 - i. as a director or secretary of a company;
 - ii. as a partner of a partnership; or
 - iii. in a similar capacity in relation to other legal persons;
- (c) providing a registered office, business address, correspondence or administrative address or other related services for a company, partnership or any other legal person or legal arrangement;
- (d) acting, or arranging for another person to act, as:
 - i. a trustee of an express trust or similar legal arrangement; or
 - ii. a nominee shareholder for a person other than a company whose securities are listed on a regulated market.

This service is categorised as a Tier 1 service.

You will need to have experience in the following areas in order to be approved in this service:

- arranging the incorporation (registration) of a business as a limited company (or other legal persons) on Companies House
- identifying and recording the people who own or control the company (including persons with significant control) on Companies House
- advising on or arranging Corporation Tax registration on behalf of the client at the same time as registering with Companies House
- acting or arranging for another person to act as a director, secretary, partner, trustee, or nominee shareholder and ensuring all appointment details are filed correctly at Companies House
- preparing company updates and submitting them to Companies House on a client's behalf.

I confirm that I have work experience in all of the above areas

Internal audit

This service relates to assessing an organisation's effectiveness of management, financial controls and governance processes with a view to improve it. This service is categorised as a Tier 1 service.

You will need to have experience in the following areas in order to be approved in this service:

- carrying out internal audit and controls to assess effectiveness related to regulatory and financial reporting
- liaising with business unit owners to improve the effectiveness of financial controls and governance
- gathering required information from the client
- reporting back to the client.

I confirm that I have work experience in all of the above areas

Forensic accounting

This service relates to the analysis of financial and non-financial information that is required as part of a dispute, litigation or legal proceeding. This service is categorised as a Tier 1 service.

You will need to have experience in the following areas in order to be approved in this service:

- reviewing fraudulent bank accounts in a subcontractor business
- assisting with legal proceedings
- providing an in depth examination of accounting and other records.

I confirm that I have work experience in all of the above areas

2.3 Practice management experience (AAT Licensed Accountant applicants only)

You'll need to confirm that you have experience in key areas of running a practice. You need to have practical experience and be able to competently perform the tasks or apply the knowledge in practice. This could be from any practical work and training you have undertaken or your involvement in running a practice as an employee. This is not an exhaustive list but are the key areas we expect you to have experience in.

Please tick all the areas you have practical work experience in.

Anti-money laundering

- Client due diligence
- Firm-wide risk assessment
- Ongoing monitoring of red flags
- Record keeping
- Awareness and staff training
- Internal controls
- Suspicious activity reports (SARs)
- Periodic compliance review

If you do not have practical work experience in anti-money laundering please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

Laws, regulations and professional standards

- *Provision of Services Act*
- Accounting standards
- Statutory accounts disclosures
- *Bribery Act 2010*
- *Proceeds of Crime Act*

If you do not have practical work experience in these areas please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

Data protection and security

- IT procedures
- Cyber security
- GDPR and data protection requirements

If you do not have practical work experience in clients' money please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

Client care

- Complaint management
- Ethical considerations for client acceptance/professional judgement
- Letters of engagement and disengagement
- Professional Indemnity Insurance (PII)

If you do not have practical work experience in client care please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

Clients' money (if applicable)

- Client identification
- Client bank account terms
- Payments and withdrawal
- Records and reconciliation
- Annual review
- Compliance with AAT's *Clients' Money policy*

If you do not have practical work experience in clients' money please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

Staff development and training (if applicable)

- Managing staff recruitment and screening process
- Identifying staff training and development needs
- Employee appraisals
- Technical material available and how you keep up to date
- Subcontracting agreements

If you do not have practical work experience in clients' money please tell us about the CPD you have undertaken. Please note that you may not be approved to offer the full range of services you have applied for if you do not hold sufficient practice management experience.

2.4 Online diagnostic tests

You'll need to pass our online anti-money laundering and professional ethics tests (with a score of at least 71%), which can be accessed at aat.org.uk/diagnostic-tests Both tests consist of multiple choice questions and should take about 20 minutes each to complete.

Please tick to confirm that you have successfully passed AAT's diagnostic tests.

Anti-money laundering

Professional ethics

3.2 Anti-money laundering supervision

All AAT licensed members must register for anti-money laundering (AML) supervision. All members in the UK applying for a licence are eligible to be supervised by us, and the cost of supervision is included within your fee. However, we may contact you if it is more appropriate for your firm to be supervised by an alternative authority.

We exercise our supervisory function by conducting practice assurance reviews and providing support to help you understand the controls and monitoring you must have in place to comply with the current Money Laundering Regulations in force. For further guidance please visit aat.org.uk/licence or [watch this helpful video](#).

3.2a Please confirm your AML supervisor.

- a) My firm would like AAT to act as my AML supervisor. I will supply a copy of my Basic Disclosure Certificate with my application, which has been issued within the past three months, and will provide information on any BOOMs in my firm. I understand that the AAT Professional Standards team will contact me if my certificate contains details of any relevant convictions.
- b) My firm is already supervised by an alternative supervisor listed below and my firm will remain supervised by them – I will include evidence of my alternative supervision with my application.
- c) I will apply to be supervised by an alternative body listed below as my firm is based in the Channel Islands or the Isle of Man. I will comply with the legislation passed by the States of the Bailiwick of Guernsey, the States of Jersey or Tynwald of Isle of Man as appropriate.

Alternative AML supervisor

ACCA AIA ATT CAI CIMA CIOT FCA FSB GFSC IAB ICAEW ICAS ICB IFA JFSC

Other *(please note if you are supervised by a body other than AAT, we will contact them for confirmation of your supervision)*

If you are currently in practice and are not registered with a supervisor, please tell us your reasons below:

3.2b Additional details of Beneficial Owners, Officers and Managers (BOOMs) *(to be completed by applicants who wish to be supervised by AAT only)*

Within our role as an AML supervisory body, we must ensure that any Beneficial Owners, Officers or Managers (BOOMs) in your firm are also compliant with the current Money Laundering Regulations. While we will not request to see their certificate, you must ensure that all BOOMs have supplied you with a Basic Disclosure Certificate, and that you notify us if any of their certificates contain details of relevant convictions. For details of who is a responsible person or 'BOOM', visit aat.org.uk/licence

Please provide details of your BOOMs.

- a) I confirm that there are no other BOOMs in my firm.
- b) I confirm that there are BOOMs in my firm and that I have Basic Disclosure Certificates for them. The number of BOOMs in my firm are shown below.

Beneficial Owners *(enter 0 if this category is not applicable)*

Officers *(enter 0 if this category is not applicable)*

Manager *(enter 0 if this category is not applicable)*

If any of the Basic Disclosure Certificates held by your BOOMs hold relevant convictions, please tick this box and our Professional Standards team will contact you to discuss this.

3.3 Professional Indemnity Insurance (PII)

AAT licensed members are required to have PII in place. PII protects both you and your clients. You can find out more about the cover you need and apply for an exclusive rate on your PII via AAT's partner provider* at aat.org.uk/pii

Please note that you must be covered either by your own or the subcontracting accountant's professional indemnity insurance if you are providing services on a subcontractor basis only to a firm of accountants.

Please confirm the following **two** statements in relation to your PII:

- a. My PII policy is on an 'any one claim' basis
- b. My PII policy includes full civil liability cover
- c. My PII policy is fully retroactive
- d. My PII policy covers all the services my firm is providing
- e. The minimum level of cover of my PII meets the gross fee income requirements, as set out in AAT's *Professional Indemnity Insurance policy*
- f. I will provide AAT a copy of my PII policy, if requested

I confirm my PII policy meets all the above requirements

I confirm I will continue to adhere to the requirements of AAT's Professional Indemnity Insurance policy when renewing my PII

*AAT is an introducer appointed representative of Parliament Hill who are authorised and regulated by the Financial Conduct Authority for on-investment insurance mediation only under registration number 308448. You can check this out at register.fca.org.uk AAT is not in the same group as the provider.

3.4 Continuity of practice cover

AAT licensed members are required to have continuity of practice cover in place, provided by another sole practitioner or firm of accountants, to protect the interests of clients in the event of being incapacitated through illness, or the cessation of the firm.

If you have six or fewer clients this is optional but recommended.

Please confirm **one** of the following statements in relation to continuity of practice cover:

1. I have continuity of practice cover in place:
 - a. I will inform my clients who my continuity of practice cover is and ensure they are aware of the data sharing arrangements contained within my firm's privacy notice
 - b. My continuity of practice cover is appropriately qualified and experienced
 - c. My continuity of practice cover has similar procedures and the services provided are of a comparable nature.
 - d. I have a written agreement in place with my continuity of practice that has been signed by both parties
 - e. I will provide AAT with a copy of the continuity of practice agreement, if requested

I confirm my continuity of practice cover meets the above requirements

2. I have six or fewer clients and so do not have continuity of practice cover in place

- a. I will inform my clients that I do not have continuity of practice cover
- b. If I gain more than six clients I will ensure continuity of practice cover is in place

I confirm the above in relation to continuity of practice cover

3.5 Your investment, insurance, pensions, audit or insolvency work

As there are some financial services that AAT is not authorised to regulate, please provide details of any investment, insurance, pensions, audit or insolvency work you undertake and confirm that you've registered with the appropriate authority.

Are you an appointed representative or tied agent of a life insurance company, unit or insurance broker? Yes No

If 'Yes', for which company or broker?

Are you authorised to carry out investment business by the Financial Conduct Authority under the Financial Services and Markets Act 2000? (If 'Yes', please enclose evidence of this authority) Yes No

Do you undertake insolvency work? Yes No

If 'Yes', by which professional body are you licensed? (Please also enclose a copy of your licence)

Do you undertake statutory audits for clients? Yes No

If 'Yes', by which professional body are you licensed to carry out audit work? (Please also enclose a copy of your licence)

3.6 Registering with additional parties

Failure to process client data under the current data protection regulations is a criminal offence, and all AAT licensed members must be registered with the Information Commissioner's Office (ICO) under AAT's Licensing Regulations before engaging clients. You are also required to register with HMRC prior to offering services.

Please tick to confirm you have understood this.

Part 4

In this part of your application you need to:

- confirm if you want to appear in the AAT licensed member directory
- confirm you are 'fit and proper' to be a licensed member
- complete your declaration.

4.1 AAT licensed member directory

All licensed members have the option to be included in AAT's online directory at aat.org.uk/directory. The directory is available for the public to view and we may link to carefully selected third party websites. If you wish to be included, please confirm how you would like your listing to appear by selecting from the options below. You can opt in or out of the directory at any time by emailing us at customersupport@aat.org.uk. If you do not wish to be included in the online directory please leave the section below blank.

Display my full business address

Display my town only

Which telephone number would you like to be displayed in the directory? *(Please note only one number can be displayed)*

I do not want a telephone number displayed

My business daytime telephone number

My business mobile number

Please indicate if you permit potential clients to contact you by email

(please note that your email address will not be made available publicly and will be the email address associated with your MyAAT account)

Yes I am happy to be contacted by email

No I do not want to be contacted by email

Please indicate if you want your website address to be displayed.

Yes please display my business website address

No I do not want to display a website address

4.2 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 had an application for anti-money laundering supervision refused or cancelled	Yes	No
I have been, or another BOOM in my firm has been subject to enforcement action for anti-money laundering compliance breaches resulting in a sanction/ penalty imposed, or the firms supervision being refused or cancelled	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.

4.3 Your declaration

You must confirm you will adhere at all times with AAT's regulations and policies. Please carefully read the following declaration, select the appropriate boxes and sign and date this section.

1. I confirm that I will comply with my obligations under *The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017* or the legislation on AML passed by the jurisdiction where my business is registered, in the exercise of providing accountancy services on a self-employed basis.

Yes No

2. I confirm that I provide/will provide letters of engagement to each client.

Yes No

3. I confirm I am delivering my services in accordance with the Provision of Services Regulations. Refer to AAT's *Client Care* policy at aat.org.uk/aatstandards for further information

Yes No

4. I confirm I have paid the data protection fee to the Information Commissioners Office (ICO) and understand this must be renewed every 12 months (AAT may check registration details at any time). I confirm I am complying with all the obligations required under the *General Data Protection Regulation* (GDPR) and the *Data Protection Act 2018* (including any other data protection legislation as it comes into force).

Please tick to confirm

5. I confirm that I will comply with AAT's *CPD* policy, and will provide records to demonstrate my compliance when requested by AAT.

Yes No

6. I confirm that I will comply with my obligations under the *Continuity of Practice* policy.

Yes No

7. I understand that all clients' money must be held in a client bank account in order to comply with my obligations under AAT's *Clients' Money* policy.

Yes No

I confirm that the information I have provided on this form (or supporting documentation) is true, complete and accurate to the best of my knowledge and none of the information requested or other material information has been omitted. I acknowledge that:

- i. if at any time I become aware that any information in this form (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 or have had Anti Money Laundering refused or cancelled;
- 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 based on 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 understand that if I provide bookkeeping services, accountancy services or trust or company services to clients in the UK, I must at all times be supervised by AAT or another supervisory authority approved 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. Alternatively, if I provide accountancy services in the Channel Islands or Isle of Man, I must at all times be registered with the relevant Anti-Money Laundering supervisory authority within the jurisdiction where my business operates.

I acknowledge 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* and the *Money Laundering and Terrorist Financing (Amendment) Regulations 2019* or for the detection of and prevention of criminal activities, AAT may disclose information about me to the relevant government departments and other enforcement and supervisory authorities.

I shall abide by the provisions of the *Articles of Association, Code of Professional Ethics, AAT Regulations*, fit and proper requirements, whistleblowing guidance, and the bye-laws. Where I do not, I acknowledge that AAT may take such action as is permitted in accordance with those Regulations and policies.

I shall abide by the provisions of 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.

I accept that designatory letters are personal and must not be used after the name of a firm and failure to adhere may result in disciplinary action. I acknowledge that if I use the AAT logo to advertise my services, I will do so in accordance with the brand guidelines for licensed members.

I acknowledge 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 acknowledge that AAT may publicise disciplinary orders and the facts relating to them in accordance with the *Publication* policy in force from time to time.

I undertake that I will only provide services to the public which are approved under my licence.

I have read AAT's *Privacy policy* and understand fully how information provided on this form or in other correspondence with AAT will be used.

I acknowledge the declaration

For more information about AAT's policies please refer to aat.org.uk/about-aat/professional-standards

Signature

Date

In this section you will need to arrange payment for your application.

5.1 Your fee and renewal

Your fee

Details of all our fees and information on tax relief is available at [aat.org.uk/fees](https://www.aat.org.uk/fees)

You will need to pay an annual licence fee which is required to be paid in full upon application. You'll also need to pay an application fee.

If you already pay your membership fees by Direct Debit, your payment will be collected by this method. If you don't have a current Direct Debit with us, you'll need to pay on application.

You may be able to claim back up to 20% of your paid membership fees each year as tax relief.

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 renewal

In order to retain your membership and licence, you must pay your membership and licence fee and complete your Licence Annual Declaration on an annual basis.

Reduced licence fee

You may be eligible for a reduction on your AAT Licensed Accountant fee if you earn less than £9,000 net per year. To apply, please tick the relevant options based on your current circumstances. If you are eligible for a reduced licence fee this will be automatically applied. Details of our fees can be found at [aat.org.uk/fees](https://www.aat.org.uk/fees)

I'm earning less than £9,000 net per year (or local currency equivalent) from all my work (including both salaried and self-employed work)

If you have ticked the previous box, **select one** of the following:

- a) I haven't had a reduction applied to any of my AAT fees between February 2021 and today.
- b) I have had a reduction applied to my AAT fees between February 2021 and today.

If you ticked box **b**, you will need to supply supporting documentation to demonstrate your continued eligibility, please complete the blue section below.

Supporting documentation

Please confirm which one of the supporting documents* below you will supply to support your application.

A letter or statement from the Department for Work and Pensions (DWP) detailing the benefits or Universal Credits payment instalments you receive, which must not amount to more than £9,000 net per year pro rata.

A P60.

A document advising that you have left employment, such as a P45 or a redundancy confirmation.

A document detailing your self-employed income, such as HMRC SA302 tax calculation or HMRC tax return, which indicates that you are earning less than £9,000 net per year pro rata.

If your document is dated more than three months ago, you'll also need to submit your payslips or bank statements covering the past three months to demonstrate that you are earning less than £9,000 net per year pro rata. Please redact all details except your name, income(s) and relevant dates.

Supporting documentation will be held for a maximum of 30 days and then permanently deleted.

**We accept files in any of the following formats: jpg, jpeg, gif, png, rtf, txt, tex, doc, docx, xls, xlsx, pdf, ppt, pptx, odt, ods, odp, wpd or wps.*

Terms and conditions

By ticking the box above, you confirm that your total earnings (from both salaried and self-employed work) do not exceed £9,000 net per year (or local currency equivalent).

Your application will be valid for the current period only. You'll need to reapply for a reduced fee and provide supporting documentation in subsequent years should you continue to earn less than £9,000 net per year.

Any supporting documentation that you provide will be subject to AAT assessment. If AAT requests additional information that you're unable to provide, or deems your supporting documentation unsatisfactory, you'll be required to pay the full fee.

We'll update you on the progress of your reduced fee application within ten working days.

5.2 Your payment

Fees due upon application must be paid by credit or debit card. We accept Mastercard, Visa, Maestro and Electron cards but do not accept American Express or Diners cards.

By entering your card details below, you authorise AAT to take payment for the full amount required to process and approve your application. Alternatively, please leave this section blank and call us to pay over the phone.

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

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

After your application has been approved, if you do not have a Direct Debit, you can set one up at aat.org.uk/directdebit

It's simple to arrange and allows you to split your fee in up to four monthly instalments.

Returning your form

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

Email: applications@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.

Additional business

Please complete this section of the form if you have a second business. If you have more than two businesses, please [click here for additional pages](#)

6.1 Your business contact details

Company/business name

Address

City or town

County

Postcode

Daytime telephone number

Mobile number

Email

Website

6.2 Your business model

Which of the following models will your business trade as?

Sole trader

Limited company

Partnership

Limited liability partnership

If you trade through a limited company, partnership or limited liability partnership please confirm your percentage share

If you trade as a limited company or limited liability partnership, please provide the company registration number

6.3 Your additional parties

How many partners, directors or shareholders are there in your firm (not including you)?

If there are none, please enter '0'.

How many employees are there in your firm? If there are none, please enter '0'.

Please do not include yourself or any partners, shareholders or directors.

How many subcontractors are there in your firm? If there are none, please enter '0'.

Please do not include yourself or any partners, shareholders or directors.

Please note that if you have subcontractors, you must have written arrangements specifying responsibilities, supervision and requirements for independence, confidentiality and competence.

Partner, director and shareholder details *(if applicable)*

If you have indicated that there are additional partners, directors or shareholders within your firm, please provide their details below and their percentage share. Your shares, when combined with those of your additional parties must equal 100%. Use the **additional parties document** if you have more than two partners, directors or shareholders.

Mr

Mrs

Ms

Miss

Mr

Mrs

Ms

Miss

Other *(please specify)*

Other *(please specify)*

First name(s)

First name(s)

Surname/last name

Surname/last name

Professional body *(if applicable)*

Professional body *(if applicable)*

AAT membership number *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Percentage share

Do they offer accountancy services to clients? Yes
(If they offer only administration support, select 'No')

No

Do they offer accountancy services to clients? Yes
(If they offer only administration support, select 'No')

No

6.4 Your clients

How many clients do you currently have?

Please provide an estimate below of how many clients you expect to engage with during the next 12 months.

Number of sole traders

Number of partnerships

Number of limited liability partnerships

Number of limited companies

Number of charities

Number of self-assessments

Number of other clients

Do you handle clients' money?

Yes

No

Please note that:

- you must issue letters of engagement to each client – you can use our templates to help you with this.
- you must hold a client bank account and act in accordance with AAT's Clients' Money policy available at aat.org.uk/aatstandards if you handle clients' money.

6.5 Money Laundering Reporting Officer

All AAT licensed members must have a nominated Money Laundering Reporting Officer (MLRO) within the practice. They must be someone who can be trusted with the responsibility, is senior enough to have access to all your customer files and records and can decide independently whether or not they need to report suspicious activities or transactions. You must act as the nominated officer yourself if you are a sole trader with no employees. The role should not be held by an external consultant.

Please confirm your nominated MLRO.

a) I will act as my firm's MLRO.

b) My firm has an alternative MLRO and their details are below.

Mr Mrs Ms Miss Other (please specify)

First name(s)

Surname/last name

Telephone number

Qualifications/professional membership

6.6 Anti-money laundering supervision

All AAT licensed members must register for anti-money laundering (AML) supervision. All members in the UK applying for a licence are eligible to be supervised by us, and the cost of supervision is included within your fee. However, we may contact you if it is more appropriate for your firm to be supervised by an alternative authority.

We exercise our supervisory function by conducting practice assurance reviews and providing support to help you understand the controls and monitoring you must have in place to comply with the current Money Laundering Regulations in force. For further guidance please visit aat.org.uk/licence

6.6a Please confirm your AML supervisor.

- a) My firm would like AAT to act as my AML supervisor. I will supply a copy of my Basic Disclosure Certificate with my application, which has been issued within the past three months, and will provide information on any BOOMs in my firm. I understand that the AAT Professional Standards team will contact me if my certificate contains details of any relevant convictions.
- b) My firm is already supervised by an alternative supervisor listed below and wish to remain supervised by them – I will include evidence of my alternative supervision with my application.
- c) I will apply to be supervised by an alternative body listed below as my firm is based in the Channel Islands or the Isle of Man. I will comply with the legislation passed by the States of the Bailiwick of Guernsey, the States of Jersey or Tynwald of Isle of Man as appropriate.

Alternative AML supervisor

ACCA AIA ATT CAI CIMA CIOT FCA FSB GFSC IAB ICAEW ICAS ICB IFA JFSC
Other

If you are currently in practice and are not registered with a supervisor, please tell us your reasons below:

6.6b Additional details of Business Owners, Officers and Managers (BOOMs) *(to be completed by applicants who wish to be supervised by AAT only)*

Within our role as an AML supervisory body, we must ensure that any Business Owners, Officers or Managers (BOOMs) in your firm are also compliant with the current Money Laundering Regulations. While we will not request to see their certificate, you must ensure that all BOOMs have supplied you with a Basic Disclosure Certificate, and that you notify us if any of their certificates contain details of relevant convictions. For details of who is a responsible person or 'BOOM', visit aat.org.uk/licence

Please provide details of your BOOMs.

- a) I confirm that there are no other BOOMs in my firm.
- b) I confirm that there are BOOMs in my firm and that I have Basic Disclosure Certificates for them. The number of BOOMs in my firm are shown below.

Beneficial Owners *(enter 0 if this category is not applicable)*

Officers *(enter 0 if this category is not applicable)*

Manager *(enter 0 if this category is not applicable)*

If any of the Basic Disclosure certificates held by your BOOMs hold relevant convictions, please tick this box and our Professional Standards team will contact you to discuss this.

6.7 Professional indemnity insurance (PII)

AAT licensed members are required to have PII in place. PII protects both you and your clients. You can find out more about the cover you need and apply for an exclusive rate on your PII via AAT's partner provider* at aat.org.uk/pii

Please note that you must be covered either by your own or the subcontracting accountant's professional indemnity insurance if you are providing services on a subcontractor basis only to a firm of accountants.

Please confirm the following **two** statements in relation to your PII:

- a. My PII policy is on an 'any one claim' basis
- b. My PII policy includes full civil liability cover
- c. My PII policy is fully retroactive
- d. My PII policy covers all the services my firm is providing
- e. The minimum level of cover of my PII meets the gross fee income requirements, as set out in AAT's *Professional Indemnity Insurance policy*
- f. I will provide AAT a copy of my PII policy, if requested

I confirm my PII policy meets all the above requirements

I confirm I will continue to adhere to the requirements of AAT's Professional Indemnity Insurance policy when renewing my PII

*AAT is an introducer appointed representative of Parliament Hill who are authorised and regulated by the Financial Conduct Authority for on-investment insurance mediation only under registration number 308448. You can check this out at register.fca.org.uk AAT is not in the same group as the provider.

6.8 Continuity of practice cover

AAT licensed members are required to have continuity of practice cover in place, provided by another sole practitioner or firm of accountants, to protect the interests of clients in the event of being incapacitated through illness, or the cessation of the firm.

If you have six or fewer clients this is optional but recommended.

Please confirm **one** of the following statements in relation to continuity of practice cover:

1. I have continuity of practice cover in place:
 - a. I will inform my clients who my continuity of practice cover is and ensure they are aware of the data sharing arrangements contained within my firm's privacy notice
 - b. My continuity of practice cover is appropriately qualified and experienced
 - c. My continuity of practice cover has similar procedures and the services provided are of a comparable nature.
 - d. I have a written agreement in place with my continuity of practice that has been signed by both parties
 - e. I will provide AAT with a copy of the continuity of practice agreement, if requested

I confirm my continuity of practice cover meets the above requirements

2. I have six or fewer clients and so do not have continuity of practice cover in place

- a. I will inform my clients that I do not have continuity of practice cover
- b. If I gain more than six clients I will ensure continuity of practice cover is in place

I confirm the above in relation to continuity of practice cover

Additional party information

Use this page if you need to provide details of additional partners, directors and shareholders

Mr Mrs Ms Miss

Other *(please specify)*

First name(s)

Surname/last name

Professional body *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Do they offer accountancy services to clients? Yes No
(If they offer only administration support, select 'No')

Mr Mrs Ms Miss

Other *(please specify)*

First name(s)

Surname/last name

Professional body *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Do they offer accountancy services to clients? Yes No
(If they offer only administration support, select 'No')

Mr Mrs Ms Miss

Other *(please specify)*

First name(s)

Surname/last name

Professional body *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Do they offer accountancy services to clients? Yes No
(If they offer only administration support, select 'No')

Mr Mrs Ms Miss

Other *(please specify)*

First name(s)

Surname/last name

Professional body *(if applicable)*

AAT membership number *(if applicable)*

Percentage share

Do they offer accountancy services to clients? Yes No
(If they offer only administration support, select 'No')