

# Conditions for the renewal of a firm's ATOL reporting accountant registration – 2024

If you have been subject to matters within the terms of [bye-law 8](#) and ACCA's Assessment and Investigations Departments are aware of this, you may sign and submit the renewal form. If you are concerned that you may be subject to matters under [bye-law 8](#) of which ACCA's Assessment and Investigations Departments are not already aware, please notify ACCA in writing to [complaintassessment@accaglobal.com](mailto:complaintassessment@accaglobal.com). Following this notification you may sign and submit the renewal form.

In signing the 2024 firm's ATOL reporting accountant registration renewal form I confirm that my firm will abide by the provisions of the Chartered Certified Accountants' Global Practising Regulations (GPRs) 2003 (and/or any subsequent regulations replacing or amending, in full or part, these regulations) and that in particular:

## **A Fit and proper persons**

None of the matters or events referred to in GPR 8 applies to my firm or to any person referred to in GPR 8.

## **B Professional indemnity insurance**

My firm holds professional indemnity insurance as required by GPR 9 and regulation 7 of Annex 1 to the GPRs and, following the expiry of my firm's current policy, my firm will renew it on terms complying with that regulation. I confirm that I have read CAA Guidance Note 10 (available on CAA's website at <https://www.caa.co.uk/ATOL-protection/Trade/Licensing-forms-and-bonds/Annual-accountants-reports>) and confirm that my cover is sufficient to cover the liability cap in CAA Guidance Note 10.

## **C Maintenance of competence**

All persons responsible for ATOL reporting work undertaken by my firm are aware of GPR 10 and I will ensure that they maintain an appropriate level of competence through continuing professional development.

## **D Continuity of practice**

My firm has made arrangements complying with GPR 11 for the continuity of the practice in the event of the firm's dissolution, winding-up or liquidation, either in the partnership agreement or memorandum and articles of association, or by entering into a written agreement with another ATOL reporting accountant firm.

## **E Notification**

My firm agrees to comply with GPR 12 and to notify in writing to ACCA all matters specified in that regulation and will provide such notification at least 28 days in advance of the relevant event where applicable. I undertake to notify ACCA immediately in the event of any information previously supplied to it in support of my application ceasing to be true, accurate or complete, or in the event of any change in circumstances, or any event that may call into doubt the validity of my application, or the continuation of any certificate granted.

## **F Conduct of practice**

My firm will comply with GPR 13, regulation 9(1) of Annex 1 to the GPRs, ACCA's Code of Ethics and Conduct and all technical, quality control and ethical standards/guidelines applicable to its work.

## **G Monitoring**

My firm is aware of the requirements of GPR 14 and regulation 11 of Appendix 1 of Annex 1 to the GPRs and will supply all such information as is necessary to enable ACCA to complete its monitoring programme efficiently.

## **H Disclosure of information**

My firm will comply with GPR 15 and will supply to ACCA all necessary information to enable ACCA to comply with its obligations under the ATOL Reporting Accountants' Scheme.

## **I Anti-money laundering**

My firm will comply with the requirements of relevant anti-money laundering legislation and regulation, including specifically that:

- my practice has a nominated officer to take responsibility for compliance
- there are procedures in place to gather and retain evidence of the identification of all clients
- principals and staff in my practice receive appropriate training
- ongoing compliance monitoring is carried out
- suspicions of money laundering are reported as required by law.

(Where reference is made to the GPRs, applicants applying to renew a firm's ATOL reporting accountant registration should note that they must also comply with the UK Annex to the GPRs).

**This document is an integral part of the 2024 renewal form. A false or misleading statement on any part of the renewal form may constitute grounds for disciplinary action being taken against you and/or your firm.**