

## Renewal of your practising certificate and audit qualification (UK) for 2024

Your 2024 practising certificate and audit qualification renewal must be completed in all circumstances and should be submitted by no later than **30 November 2023** to allow sufficient time for it to be processed before the year-end. Any renewal applications received after 30 November 2023 run the risk of not being processed before the year-end.

**It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct certificate(s).**

Please ensure that you have read and understood the [following documents](#) on our website before submitting your renewal:

- [Conditions for the renewal of a practising certificate \(UK\) 2024](#)
- [Continuing Professional Development \(CPD\) for practising members](#)
- [Guidance and checklist for audit engagement partners for compliance with IFAC International Education Standard \(IES\) 8](#)
- [FAQs on the OPBAS levy](#)
- [Byelaw 8](#)

The document headed "[Conditions for the renewal of a practising certificate \(UK\) – 2024](#)" is an integral part of the renewal. In submitting the online renewal you will be agreeing to comply with the undertakings contained in this document, and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

In addition, if you are the contact partner in a firm holding an ACCA firm's auditing certificate for the UK, please ensure that you complete the following online forms:

- [Audit Client Information \(UK\) 2024](#)
- [Audit Register Information \(UK\) 2024](#)

Please note that you must complete the above online Audit Client Information (UK) form rather than submitting your own list of audit clients.

### ELECTRONIC SUBMISSION

You must submit your practising certificate renewal via your [myACCA](#) account, available through our website [www.accaglobal.com](http://www.accaglobal.com). You are able to access [myACCA](#) by entering your ACCA membership number and passcode. If you do not have your passcode you can request it through the website.

### THE RENEWAL PROCESS

A member in public practice as a principal of a firm in a designated territory or in a country or jurisdiction where an ACCA practising certificate is required under local legislative or regulatory requirements must hold a certificate to practise from ACCA, even if an equivalent certificate is held from another body. A member intending to cease to be in practice altogether as a principal must still submit an online renewal, with the appropriate cessation of practice declaration completed. The Global Practising Regulations place continuing obligations on those ceasing to be in practice, including the requirement to arrange run-off professional indemnity insurance for a period of six years following cessation.

The online renewal process is straightforward and consistent with legislative and regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you must submit details of:

- any changes to the jurisdictions in which you practice\*;
- any changes to the address(es) or composition of your firm (or firms);
- the current professional indemnity insurance policy of your firm (or firms);<sup>†</sup>
- the continuity of practice arrangements for your firm (or firms); and

You must also submit the online [Audit Client Information \(UK\) form](#) for each firm in which you are the contact partner/director that requires a UK auditing certificate from ACCA.

(\* Separate practising certificates and audit qualifications are required for the UK and Ireland. You will therefore need to hold the UK practising certificate and audit qualification if you wish to undertake audit work in the UK and the Irish practising certificate and audit qualification to undertake audit work in Ireland. While practising certificates for both the UK and Ireland are currently issued as a part of a single renewal exercise and for a single fee, it is anticipated that the new regulatory arrangements in the two jurisdictions will result in a number of differences in regulatory requirements in the future.

This may necessitate entirely separate renewal regimes, with separate fee arrangements. ACCA will assess and if applicable renew the Irish practising certificate and audit qualification for members based outside the Republic of Ireland. However, if you do not actually need certificates for both jurisdictions, you are advised to opt for a single jurisdiction in order to avoid becoming subject to separate renewal arrangements in the future.)

If you choose to transfer from holding a practising certificate and audit qualification to a practising certificate you will no longer be eligible to accept audit appointments, even if you hold an audit qualification and/or responsible individual status from another Recognised Qualifying Body.

## FEES

The renewal fee for a practising certificate and audit qualification for 2024 is £564. If you do not provide your credit/debit card details when you submitting your renewal online we will send you an email once your renewal has been received and fully processed to confirm that payment is now required. When you receive the email the simplest and quickest way to make a card payment is online via [myACCA](#). You will receive immediate acknowledgement that your payment has been received by ACCA. You can also make a card payment by telephone by contacting ACCA Connect on +44 (0)141 582 2000 once you have received confirmation that the invoice is available.

## CHEQUE PAYMENTS

In line with the guidance issued in previous years, the submission of cheque payments create unnecessary delays in assessing and issuing practising certificates to members. Therefore, to avoid delays in receiving your practising certificate and audit qualification, cheque payments will not be accepted.

## ELECTRONIC CERTIFICATES

ACCA no longer issues paper renewal forms or hard copy certificates. All practising certificates are now issued electronically and sent by email. ACCA is committed to making the renewals process as efficient as possible. By moving to an electronic process, ACCA is able to deliver an improved service to practitioners that is secure and sustainable.

## LATE PAYMENTS AND RENEWALS

Please note that your 2024 certificate will not be emailed (and your authorisation will not be valid) until the invoice has been settled. Therefore, to ensure you remain eligible to undertake audit work on 1 January 2024 and to avoid a late submission penalty fee of £65 and possible disciplinary action, you should submit your renewal as soon as possible and certainly by no later than 30 November 2023.

Renewals for firms' 2024 auditing certificates should, where appropriate, be submitted online by the nominated contact partners/directors for auditing certificate matters by logging into the firm's [myACCA](#) using the firm's ACCA reference number and firm's passcode. If you do not have the passcode you can request it through the website.

## AUDIT AUTHORISATION

You are reminded that holding only a practising certificate and audit qualification will not, of itself, permit audit appointments to be held or obtained. If you wish to hold or seek appointments reserved to registered auditors, you must

apply for a separate firm's auditing certificate from ACCA or equivalent from another Recognised Supervisory Body.

If you are a sole practitioner/sole director holder of a practising certificate and audit qualification an ACCA firm's auditing certificate will be issued to you without completion of an additional form by simply completing the relevant section of your renewal. You must then provide the total number of audit clients your firm has, including regulatory report clients, and confirm whether your firm has any public interest audit clients<sup>†</sup>. There is no additional charge for the issue of an auditing certificate to a sole practitioner/director. You will be issued with an auditing certificate for the same jurisdiction(s) as your practising certificate.

If you are in partnership (or a co-director of an incorporated practice) and your firm has held an ACCA auditing certificate in 2023, the nominated contact partner/director should submit the firm's 2024 auditing certificate renewal online by logging into the firm's [myACCA](#) using the firm's ACCA reference number and firm's passcode. If you do not have the passcode you can request it through the website.

If you are in partnership (or a co-director of an incorporated practice) and your firm has not held an ACCA auditing certificate in 2023, it will now need to make a separate application if it wishes to obtain registered auditor status through ACCA. You can obtain a UK auditing certificate application form by downloading it from the '[Practitioner forms](#)' section of ACCA's website.

There is no additional charge for an auditing certificate if all of the partners/directors are ACCA members. If one, or more, of the partners/directors is not an ACCA member, there will be an additional charge for an auditing certificate based on the number of non-ACCA partners/directors in the firm.

If your firm holds, or intends to hold, registered auditor status through another Recognised Supervisory Body in the UK, an ACCA practising certificate and audit qualification will enable you to be responsible for audit work on behalf of the firm subject to meeting any other requirements from the other body.

## AUDIT CLIENT INFORMATION (UK)

All firms holding ACCA auditing certificates are required to complete the online [Audit Client Information \(UK\) form](#) in respect of all UK audits and other appointments which require a report by a registered auditor (excluding solicitors' accounts rules). Please note submission of the Audit Client Information form is a mandatory requirement. This form must be submitted before your 2024 certificate(s) can be issued.

You must complete the online forms rather than submitting your own list of audit clients. You are required to provide the number of audit appointments as at the date of submitting the form, the number of audit reports issued in the last two years and the number of public interest audit clients which fall within the FRC's definitions.

This information can be submitted online at the same time as you are submitting your practising certificate and audit qualification renewal online. Alternatively, the information can be submitted online at [www.accaglobal.com/renewals](http://www.accaglobal.com/renewals)

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<sup>†</sup> Please refer to the online [Audit Client Information form](#) for details of public interest audit clients

The information provided will enable ACCA to:

- collate information on audits to aid in its allocation of monitoring visits and
- provide information to the UK Financial Reporting Council (FRC) on audit entities.

The **Audit Client Information form** is an integral part of your renewal and it is essential that it is submitted in order to comply with the conditions for renewal of your firm's auditing certificate.

The FRC has introduced a registration process for firms that wish to undertake PIE audits and has assumed responsibility for the approval and registration of audit firms and responsible individuals who undertake PIE audit work. If your firm wishes to undertake PIE audits it must register with the FRC in addition to holding a UK firm's auditing certificate from ACCA. Further information is available on the FRC website at <https://www.frc.org.uk/auditors/audit-firm-supervision/public-interest-entity-auditor-registration>

Firms are also required to notify ACCA in writing within 28 days of their acceptance of a PIE audit appointment.

### **AUDITOR'S RESIGNATION STATEMENTS (UK)**

You are reminded that auditors who cease to hold office, other than for an exempt reason, before the end of the normal term of office for any audits carried out under the Companies Act 2006 or to entities listed in s1210 of the Companies Act 2006, are required to notify the appropriate audit authority. This is a requirement of s.522 of the Companies Act 2006, as amended by the Deregulation Act 2015 (Commencement No 3 and Transitional and Saving Provisions) Order 2015.

The 'appropriate audit authority' will either be ACCA, where it concerns a 'non-major audit' (essentially private limited companies) or the FRC, where it concerns a 'major audit' (essentially listed companies). In the case of 'non-major audits', notifications are required where firms cease to hold office before the end of their term of office. In such cases firms should notify ACCA within 14 days of the date on which the auditors' statement of circumstances has been filed at the client's registered office.

In the case of 'major audits' notifications to FRC should be at the same time as the statement of circumstances is filed at the client's registered office. In both cases a copy of the statement should be provided with the notification.

Firms are required to confirm, on the online **Audit Client Information (UK) form**, whether they have ceased to hold office as auditors to any clients before the expiry of their normal term of office and, if so, to notify ACCA immediately if they have not already done so. All firms holding ACCA auditing certificates for the UK are required to complete this section of the form. Any notifications should be sent to [authorisationpolicy@accaglobal.com](mailto:authorisationpolicy@accaglobal.com)

Further information about the requirement on auditors to notify the appropriate audit authority can be viewed at <https://www.frc.org.uk/auditors/professional-oversight/oversight-of-audit/notification-of-change-of-auditor/flow-chart-for-audit-firms>

Guidance on notifications to FRC can be viewed at <http://www.frc.org.uk/auditors/professional-oversight/oversight-of-audit/notification-of-change-of-auditor>

Technical queries regarding this matter should be directed to ACCA's Technical Advisory section via email to [advisory@accaglobal.com](mailto:advisory@accaglobal.com)

### **REGISTER OF STATUTORY AUDITORS (UK)**

The Register of Statutory Auditors can be viewed online at [www.auditregister.org.uk](http://www.auditregister.org.uk). To ensure that the information published on the register is correct all firms holding ACCA auditing certificates for the UK are required to complete the online **Audit Register Information (UK) form**. This form can be submitted online at the same time as your renewal or by visiting [www.accaglobal.com/renewals](http://www.accaglobal.com/renewals)

The **Audit Register Information form** is an integral part of your renewal and it is essential that it is submitted in order to comply with the conditions for renewal of your firm's auditing certificate.

### **INVESTMENT BUSINESS AND CONSUMER CREDIT – EXEMPT REGULATED ACTIVITIES (UK)**

If your firm registered through ACCA to undertake exempt regulated activities in 2023, the nominated contact partner/director may submit a 2024 registration renewal online by logging into the firm's **myACCA** using the firm's ACCA reference number and firm's passcode. If your firm did not register through ACCA for 2023 but now wishes to do so, the initial application form can be downloaded from the 'Practitioner forms' section of ACCA's website. There is no additional fee to pay for exempt regulated activities registration through ACCA for 2023.

ACCA ceased to hold a group consumer credit licence on 31 March 2014. Consumer credit activities now fall under the Designated Professional Body regime and firms wishing to undertake consumer credit activities must apply for credit-related regulated activities registration. Further information can be found on our website at <https://www.accaglobal.com/uk/en/technical-activities/technical-resources-search/2017/october/consumer-credit-acca-practitioners.html>

Technical queries regarding this matter should be directed to ACCA's Technical Advisory section via email to [advisory@accaglobal.com](mailto:advisory@accaglobal.com)

A firm cannot perform exempt regulated activities under DPB authorisation while also being directly authorised by the FCA.

Further information about the types of activities that firms can undertake can be found on our website at <https://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2018/september/tf-exempt-regulated-activities-registration.html>

### ATOL REPORTING ACCOUNTANT REGISTRATION (UK)

If your firm registered through ACCA as an ATOL Reporting Accountant firm in 2023, the nominated contact partner/director will automatically be sent an email registration renewal link for 2024. Separate online renewals for individuals who registered as ATOL reporting accountants in 2023 are not required. However, you should note that it will not be possible to complete the processing of a firm's ATOL Reporting Accountant registration renewal until all ACCA partners/directors in the firm have fully renewed their individual practising certificates. Renewals for individual partners'/directors' 2024 practising certificates can be submitted online via [myACCA](#).

If your firm did not register as an ATOL Reporting Accountant firm through ACCA in 2023 but now wishes to do so, the initial registration forms for individuals and firms can be downloaded from the 'Practitioner forms' section of ACCA's website.

Further information about ATOL Reporting Accountant registration is available on our website at <http://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2016/january/caa-atol-reporting.html>

### INTERNATIONAL EDUCATION STANDARD (IES) 8 (REVISED)

International Education Standard (IES) 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (Revised), became effective on 1 July 2016. IES 8 outlines the professional competence requirements for audit engagement partners, which are demonstrated by the achievement of learning outcomes. They should undertake CPD that develops and maintains the professional competence required for this role.

Further information about these requirements is available on ACCA's website at <https://www.accaglobal.com/gb/en/member/cpd/your-guide-to-cpd/cpd-for-practising-members.html>. Information is also available on IAESB's website at <https://www.iaesb.org/publications/ies-8-professional-competence-engagement-partners-responsible-audits-financial-statements-revised-4>.

In addition to their renewals, holders of the UK practising certificate and audit qualification must ensure that their 2023 CPD declaration is submitted to ACCA on time. Failure to submit the 2023 CPD declaration by 1 January 2024 may result in removal from the register of members.

### ACCA RULEBOOK

The *ACCA Rulebook* is available on our website at [www.accaglobal.com/rulebook](http://www.accaglobal.com/rulebook). Please ensure that you are up to date with the latest changes in the *ACCA Rulebook*, which are set out on the ACCA website.

### ANTI-MONEY LAUNDERING (AML) SUPERVISORY REGIME FEES FOR 2023/24

ACCA is required to pay an annual levy to OPBAS (Office of Professional Body Anti-Money Laundering Supervision). OPBAS is funded entirely by the professional body supervisors (PBS), of which ACCA is one. The OPBAS levy is a substantial regulatory cost that has arisen because ACCA supervises its practising members for AML in the UK. ACCA believes it is appropriate that the supervised population should bear this additional cost rather than it falling on the membership as a whole.

For 2023/24 the recharge is based on the number of UK practising certificate holders. The recharge in 2023/24 is £35.00 per UK practising certificate holder. If you hold a UK practising certificate an invoice for £35.00 has already been raised in your [myACCA](#) account and, as with your practising certificate renewal, should be paid by the end of November 2023.

If your firm has overdue OPBAS levies from previous years you can pay these by bank transfer. Full details are available on our website at <https://www.accaglobal.com/gb/en/member/membership/managing/pay-your-subscription.html>

Please ensure that you quote your firm's ACCA reference number on the payment and email proof of payment/remittance advice to [accacopyinvoices@accaglobal.com](mailto:accacopyinvoices@accaglobal.com) to ensure swift allocation to the firm account.

The OPBAS levies in previous years were as follows:

- 2018/19 £13.50 per firm
- 2019/20 £13.50 per firm
- 2020/21 £14.00 per firm
- 2021/22 £14.50 per firm
- 2022/23 £10 per UK practising certificate holder

If you are the contact partner in more than one firm that was supervised by ACCA for AML in the above years you will need to pay the fees for each firm.

To ensure that your firm remains eligible to be supervised by ACCA for AML purposes you should submit your payment online before 30 November 2023.

If you have any questions please visit our [FAQs](#).

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (email [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com)) if you require any further information or assistance regarding the renewal of your practising certificate and audit qualification.