

Firm's ATOL reporting accountant registration renewal for 2022

Your 2022 firm's* ATOL reporting accountant registration renewal must be completed in all circumstances and should be submitted **30 November 2021 to allow sufficient time for it to be processed before the year-end.**

(* The term "firm" encompasses partnerships, limited liability partnerships and limited companies throughout the documentation.)

It is your responsibility to ensure that your online renewal is submitted on time and that you have been issued with the correct registration confirmation email.

Renewals for ACCA members and non-ACCA members who hold individual ATOL reporting accountant registration with ACCA are not required. However, the firm's contact partner/director must complete and return a firm's ATOL online registration renewal on behalf of the firm. Invoices for the 2022 renewal fee for non-ACCA partners/directors (£538) who hold individual ATOL reporting accountant registration with ACCA will be issued under separate cover.

Please ensure that you have read and understood the following documents on our website before submitting your renewal:

- [Conditions for the renewal of a firm's ATOL reporting accountant registration - 2022](#)
- [Continuing Professional Development \(CPD\) for practising members](#)
- [FAQs on the OPBAS levy](#)
- [Byelaw 8](#)

The document headed "[Conditions for renewal of a firm's ATOL reporting accountant registration – 2022](#)" is an integral part of the online renewal. In submitting the online renewal your firm 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).

Continued

ACCA



+44 (0)141 534 4175



authorisation@accaglobal.com



www.accaglobal.com



110 Queen Street Glasgow G1 3BX United Kingdom

The renewal process

A firm no longer requiring ATOL reporting accountant registration through ACCA must still submit an online renewal form with the appropriate section completed.

The online renewal process has been made as straightforward as is consistent with regulatory requirements. In addition to signing the form, you must submit details of:

- any changes to your firm's name;
- any changes to the partners/directors undertaking ATOL reporting work on behalf of the firm †;
- the current professional indemnity insurance policy of your firm;
- the continuity of practice arrangements for your firm; and
- the number of current ATOL clients.

(† Any new partners/directors undertaking ATOL reporting work on behalf of the firm must obtain individual ATOL registration from ACCA and complete the initial application form, available on our website at www.accaglobal.com/practising and then choosing the link 'Practitioner forms').

The renewal fee for a firm's ATOL reporting accountant registration renewal for 2022 is £466 for each non-ACCA partner/director*. Once your online renewal has been received and fully processed, we will send you an email 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 your firm's [myACCA](#) account. 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 the invoice.

Continued

ACCA



+44 (0)141 534 4175



authorisation@accaglobal.com



www.accaglobal.com



110 Queen Street Glasgow G1 3BX United Kingdom

* If your firm contains any non-ACCA partners/directors who hold individual ATOL reporting accountant registration with ACCA they are considered to be an ACCA partner/director for the purposes of calculating the fee for the firm. Invoices for the 2022 renewal fee for non-ACCA partners/directors (£538) who hold individual ATOL reporting accountant registration with ACCA will be issued under separate cover.

A firm which fails to submit a renewal, or pay an invoice raised in respect of a renewal, by 31 December 2021, will be subject to a late submission penalty fee of £65 (per firm) in addition to the standard renewal fee and may become liable to disciplinary action.

You should note that confirmation of your firm's ATOL reporting accountant registration renewal cannot be issued until all the firm's ACCA partners/directors have submitted their individual practising certificate renewals and any non-ACCA partners/directors who hold individual ATOL reporting accountant registration with ACCA have paid the non-member fee for 2022. Therefore, to ensure your firm remains eligible to undertake ATOL reporting work on 1 January 2022, you should submit your renewal as soon as possible and certainly by no later than 30 November 2021.

Cheque payments

In line with the guidance issued in previous years, the submission of cheque payments creates unnecessary delays in assessing and issuing certificates to members and firms. Therefore, to avoid delays in receiving your firm's

ATOL reporting accountant registration, cheque payments will not be accepted. Please ensure you submit your payment via your firm's [myACCA](#) account.

Continued

Page 4

Anti-money laundering (AML) supervisory regime fees for 2021/22

As you may be aware 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 new 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.

The OPBAS fee per supervised firm in 2021/22 is £14.50.

Therefore, if you are the contact partner of a firm that is supervised by ACCA for AML purposes an invoice for the 2021/22 OPBAS fee has been raised in your firm's online account.

To pay the fee please log into your firm's [myACCA](#) account using your firm's ACCA reference number and firm's passcode (this will be different from your individual membership passcode). If you are the contact partner in more than one firm that is supervised by ACCA for AML you will need to log into each firm's account separately to pay the fee.

Alternatively, you can pay the fee 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.

In February 2020 invoices were raised for the 2018/19 and 2019/20 OPBAS fees and all supervised firms were contacted at that time with a request for payment. In October 2021 invoices were raised for the 2020/21 OPBAS fee and all supervised firms were contacted at that time with a request for payment.

Continued

ACCA



+44 (0)141 534 4175



authorisation@accaglobal.com



www.accaglobal.com



110 Queen Street Glasgow G1 3BX United Kingdom

Page 5

The fee per supervised firm in both 2018/19 and 2019/20 was £13.50. The fee per supervised firm in 2020/21 was £14.00. If these fees are still outstanding on your firm's account(s) please pay these at the same time as your 2021/22 OPBAS fee.

To ensure that your firm remains eligible to be supervised by ACCA for AML purposes you should submit your payment online before 30 November 2021.

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

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (e-mail authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your firm's ATOL reporting accountant registration.

ACCA



+44 (0)141 534 4175



authorisation@accaglobal.com



www.accaglobal.com



110 Queen Street Glasgow G1 3BX United Kingdom