

Firms annual return for 2022 – UK/Ireland/Channel Islands/Isle of Man

Your firm's annual return is designed to enable you to notify any changes to your firm's address(es) or composition and should be submitted **by no later than 30 November 2021 to allow sufficient time for it to be processed before the year-end**. Failure to submit the firm's annual return may lead to incorrect information being published in ACCA's directories of members and firms.

It is your responsibility to ensure that your firm's annual return is submitted on time and that your firm's details are correct.

Please ensure that you have read and understood the following documents on our website before submitting your firm's annual return:

- [FAQs on the OPBAS levy](#)
- [Byelaw 8](#)

Electronic submission

You must submit your firm's annual return online via [myACCA](#), available through our website: www.accaglobal.com. You are able to access [myACCA](#) by entering your firm's ACCA reference number and firm's passcode.

If you do not have your firm's passcode you can request it through the website.

If your firm does not currently hold an auditing certificate from ACCA and you would like to apply for one for 2022, you can obtain the relevant application form by downloading it from the 'Practitioner forms' section of ACCA's website www.accaglobal.com/practising. The auditing certificate renewal fee for 2022 is £514 for each non-ACCA partner/director in a firm.

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

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.

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ACCA



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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.

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

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.

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 fee.

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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 your firm's annual return.

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