

Firm's ATOL reporting accountant registration renewal for 2024

Your 2024 firm's* ATOL reporting accountant registration renewal must be completed in all circumstances and should be submitted by **30 November 2023** 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 2024 renewal fee for non-ACCA partners/directors (£564) 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 – 2024](#)
- [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 – 2024](#)" 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).

THE RENEWAL PROCESS

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

The online renewal process is straightforward and 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.

The renewal fee for a firm's ATOL reporting accountant registration renewal for 2024 is £511 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 confirmation that the invoice has been raised.

* 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 2024 renewal fee for non-ACCA partners/directors (£564) 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 2023, 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 2024. Therefore, to ensure your firm remains eligible to undertake ATOL reporting work on 1 January 2024, you should submit your renewal as soon as possible and certainly by no later than 30 November 2023.

† 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 the '[Practitioner forms](#)' page of our website.

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.

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 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.

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. The recharge also includes a charge to cover ongoing ACCA operational changes required to address the findings of the OPBAS supervisory assessments.

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 to ensure swift allocation to the firm account.

The 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) if you require any further information or assistance regarding the renewal of your firm's ATOL reporting accountant registration.