

Firm's ATOL reporting accountant registration renewal for 2020

Your 2020 firm's* ATOL reporting accountant registration renewal must be completed in all circumstances and should be submitted **29 November 2019 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 letter.

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 2020 renewal fee for non-ACCA partners/directors (£493) 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 before submitting your renewal:

- Conditions for the renewal of a firm's ATOL reporting accountant registration - 2020
- Continuing Professional Development (CPD) for practising members
- Byelaw 8

The document headed "Conditions for renewal of a firm's ATOL reporting accountant registration – 2020" 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).

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The renewal process

A firm no longer requiring ATOL 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 and dating 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 'ACCA forms for practitioners').

The fee for a firm's ATOL reporting accountant registration renewal for 2020 is £447 for each non-ACCA partner/director*. Once your online renewal has been received and fully processed we will send you an invoice for the fee. When you receive the invoice 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.

* 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 2020 renewal fee for non-ACCA partners/directors (£493) who hold individual ATOL reporting accountant registration with ACCA will be issued under separate cover.

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A firm which fails to submit a renewal, or pay an invoice raised in respect of a renewal, by 31 December 2020, 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 2020. Therefore, to ensure your firm remains eligible to undertake ATOL reporting work on 1 January 2020, you should submit your renewal as soon as possible and certainly by no later than 29 November 2019.

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.

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