

## Renewal of your practising certificate for 2020

Your 2020 practising certificate renewal must be completed in all circumstances and should be submitted **by no later than 29 November 2019 to allow sufficient time for it to be processed before the year-end. Any renewal applications received after 29 November 2019 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 before submitting your renewal:

- Conditions for the renewal of a practising certificate - 2020
- Continuing Professional Development (CPD) for practising members
- Byelaw 8

The document headed "Conditions for the renewal of a practising certificate – 2020" is an integral part of the renewal. In submitting the renewal you will be agreeing to comply with the undertakings contained in that 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).

### ***Electronic submission***

You must ensure you 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 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 a renewal, with the appropriate cessation of practice declaration completed.

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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 has been made as straightforward as is 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);\*
- the continuity of practice arrangements of your firm (or firms); and
- the investment business and consumer credit arrangements of your firm (or firms) – applicable to UK exempt regulated activities only.

\* A liquidator of a company in Ireland must obtain minimum cover of 1,500,000 euros (exclusive of defence costs) in respect of each and every claim, and obtain cover for defence costs, in compliance with the Companies Act 2014 (Professional Indemnity Insurance) (Liquidators) Regulations 2016 (S.I. 2016/127).

A transfer from a practising certificate to a combined practising certificate and audit qualification is dependent upon meeting the full eligibility requirements as detailed in the Global Practising Regulations. If you make a transfer application via your renewal it may be necessary to seek additional information from you on your training in order to assess your eligibility to transfer. A certificate of the type you currently hold may be issued to you pending completion of the assessment of the transfer application.

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### **Fees**

The fee for a practising certificate for 2020 is £490 where practice income exceeds £5,000 per annum. Where practice income is less than £5,000 per annum, a reduced certificate fee of £100 is payable. If your practice income goes over £5,000 during 2020 you must notify ACCA immediately and pay the balance of fees between a full-time and spare-time dispensated certificate. If you do not provide your credit/debit card details when completing your renewal online we will send you an invoice for the fee once your renewal has been received and fully processed. When you receive the invoice 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 the invoice. Please note that your 2019 certificate will not be despatched (and your authorisation will not be valid) until the invoice has been settled.

### **Cheque payments**

In line with the guidance issued last year, the submission of cheque payments create unnecessary delays in assessing and issuing practising certificates to our members. Therefore, to avoid delays in receiving your practising certificate, cheque payments will not be accepted. Please ensure you submit your practising certificate renewal and payment via your [myACCA](#) account.

### **Electronic certificates**

Practitioners were notified in September that we will no longer be issuing paper renewal forms or hard copy certificates. All practising certificates will now be issued electronically and sent to you by email. ACCA is committed to making the renewals process as efficient as possible. By moving to an electronic process, we will be able to deliver an improved service to practitioners that is secure and sustainable.

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### ***Late payments and renewals***

Please note that your 2020 electronic 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 public practice work on 1 January 2020 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 29 November 2019.

Renewals for firms' 2020 auditing certificates may, where appropriate, be submitted online by nominated contact partners/directors for auditing certificate matters by logging into [myACCA](#) using the firm's ACCA reference number and firm's passcode.

### ***Investment business and consumer credit - exempt regulated activities (UK firms)***

If your firm registered through ACCA to undertake exempt regulated activities in 2019, the nominated contact partner/director may submit a 2020 registration renewal online by logging into [myACCA](#) using the firm's ACCA reference number and firm's passcode.

If your firm did not register through ACCA for 2019 but now wishes to do so, the initial registration form can be downloaded from the 'Practitioner forms' section of ACCA's website at [www.accaglobal.com/practising](http://www.accaglobal.com/practising). There is no additional fee to pay for exempt regulated activities registration through ACCA for 2020.

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

<http://www.accaglobal.com/uk/en/member/sectors/smp/practising-info/exempt-regulated-activities-uk.html>

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Further information about the types of activities that firms can undertake can be found on our website at <http://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2014/january/changes-to-consumer-credit.html>. Technical queries regarding this matter should be directed to ACCA's Technical Advisory section on 0207 059 5920.

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/uk/en/member/sectors/smp/practising-certificates-and-licences/exempt-regulated-activities-uk.html>

Firms which are directly authorised by the FCA will not be eligible to carry out exempt regulated activities under the Designated Professional Body arrangements.

### ***Investment business (Ireland)***

If your firm held a firm's investment business certificate (Ireland) in 2019, the nominated contact partner/director may submit a 2020 renewal online by logging into [myACCA](#) using the firm's ACCA reference number and firm's passcode.

If your firm does not currently hold such a certificate but now wishes to do so, the initial application form can be downloaded from the 'Practitioner forms' section of ACCA's website at [www.accaglobal.com/practising](http://www.accaglobal.com/practising).

Following on from the changes to the scope of activities now considered to be investment business, many practices are expected to no longer require a firm's investment business certificate (Ireland) and will be lapsing their authorisation at the end of 2018. Further information about the changes is available on our website at [www.accaglobal.com/renewals](http://www.accaglobal.com/renewals).

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A firm intending to cease holding an ACCA firm's investment business certificate (Ireland) must still submit a renewal, with the appropriate section detailing the firm's new investment business authorisation arrangements, if any, completed.

### ***ATOL reporting accountant registration (UK)***

If your firm registered through ACCA as an ATOL Reporting Accountant firm in 2019, the nominated contact partner/director will automatically be sent a online renewal form for 2020 under separate cover. Separate renewals for individuals who registered as ATOL reporting accountants in 2019 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' 2020 practising certificates can be submitted online via [myACCA](#).

If your firm did not register as an ATOL Reporting Accountant firm through ACCA in 2019 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 at [www.accaglobal.com/practising](http://www.accaglobal.com/practising).

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>

### ***ACCA Rulebook***

The *ACCA Rulebook* is no longer sent out automatically to every practising certificate holder. 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.

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

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