

Renewal policy

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Associated regulations and policies

<i>Articles of Association</i>	<i>Licensing Regulations</i>
<i>AAT Regulations</i>	<i>Reinstatement Policy</i>
<i>Membership Policy</i>	

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1. Introduction

1.1. This policy sets out AAT's renewal policy which is applicable across all membership types.

2. Scope and applicability

2.1 In order to maintain an ongoing relationship with AAT, affiliates, associate members, full members and fellow members must comply with the renewal requirements set out in this policy.

3. Purpose and objectives

3.1. The purpose of this policy is to outline AAT's renewal policy in relation to all membership types.

4. Terms and definitions

4.1. The words and phrases set out in the following table only have the meanings set opposite them for the purpose of our regulations and policies as published by AAT from time to time in force.

Words	Meaning
<i>Associate member</i>	An individual who has satisfied the requirements for associate membership of AAT and registered as an Associate member under the AAT Regulations.
<i>appeal</i>	The appeal of any decision to refuse a <i>licence</i> or to impose a <i>specific condition</i> or to terminate a licence.
<i>fit and proper</i>	A person considered to be suitable for entry into the accountancy profession by virtue of their conduct, who has not acted or is not likely to act in a way that poses a risk to the public or is likely to undermine confidence in AAT or its <i>members</i> .
<i>fellow member</i>	A member who has satisfied the requirements for fellow membership of AAT and is Registered as a fellow member under the AAT Regulations.
<i>full member</i>	A member who has satisfied the requirements for full membership of AAT and is Registered as a full member under the AAT Regulations.
<i>licence</i>	A licence to provide <i>accountancy services</i> and/or <i>bookkeeping services</i> to the public under these <i>Licensing Regulations</i> .
<i>member</i>	A person admitted to the membership of AAT in accordance with the provisions of the <i>AAT Regulations</i> (where the context so permits), this term includes <i>associate members</i> , <i>full members</i> , and <i>fellow members</i> , whether past or present.

5. Policy detail

Associate member, full member and fellow membership

- 5.1 In order to remain as an *associate member*, *full member* or *fellow member* of AAT, a *member* must:
- a) pay the prescribed fee, advertised on the AAT website at aat.org.uk/fees, annually by the renewal date or have a Direct Debit set up to pay the prescribed fee in instalments
 - b) confirm that they continue to meet the relevant conditions of membership set out by the Association in the *Membership policy* or *Associate Membership policy*.
- 5.2 A member who does not meet the requirements in 5.1(a) and 5.1(b) above will be removed from the Register.
- 5.3 Where a member's membership has lapsed they must:
- a) desist from using any designation immediately
 - b) destroy their membership certificate
 - c) if supervised by AAT for anti-money laundering make alternative arrangements for Anti Money Laundering supervision immediately.
- 5.4 In the case of full members and fellow members only, paragraph 5.3(a) applies subject to the provisions detailed in paragraph 18 of the Articles of Association.

Affiliates

- 5.5 In order to remain as an affiliate, an affiliate must:
- a) Pay the prescribed fee, advertised on the AAT website at aat.org.uk/fees, annually by the renewal date or have a Direct Debit set up to pay the prescribed fee in instalments.
 - b) Confirm that they continue to meet the conditions of being an affiliate as set out by the Association in the AAT Regulations.
- 5.6 An affiliate who does not meet the requirements in 5.5(a) and 5.5(b) above will be removed from the Register.

Right of appeal

- 5.7 No right of appeal exists in respect of this policy.

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