

## MIP application and services help sheet

**Please read this guidance before you start to complete your member in practice application.**

Please refer to the Regulations and guidance for members in practice at [aat.org.uk/mipregulations](https://aat.org.uk/mipregulations) for further information. This help sheet has been designed to assist you when completing a licence application. Registered applications are no longer being considered as our regulations are changing shortly.

### Personal details

Please complete all questions.

### Your business details

You must provide your business name and full address. We may already have these details on our records but it is advisable to complete all the sections so we can make sure our records are up to date.

If you have more than one accountancy business, please copy page 2 of the application form and complete this page for your other business/es. We will contact you for further details, if necessary.

### Directory of members in practice

For networking and promotional purposes, we have a directory of members in practice on our website. Inclusion in the MIP directory is optional.

If an AAT member or member of the public requests a list of members in practice in their area (for non-commercial purposes) we direct them to the online directory. The directory would include your name and designatory letters, the services you are approved to offer and the details you give in answer to questions 2 –5 in this section. Visit the directory at [aat.org.uk/directoryofmip](https://aat.org.uk/directoryofmip)

### Directories

By selecting yes, you are agreeing to be contacted directly by your local Yellow pages or Thomson directory; they will contact you directly when they are reprinting.

### Your business entity

Please tick a box to indicate the type of business you trade as.

If you have a limited company, limited liability partnership or partnership, you will need to include each partners' share of the partnership or company, including yours.

For example:

Limited Company – Sole Director 100% Partnership – three equal partners 33.3% each

### Practice details

Please answer questions a – e if you have not yet started your own business. Please answer questions f – m if you have already set up your own business.

Please refer to the gross fee income definition for the purpose of the scheme in the *Regulations and guidance for members in practice*.

## Your clients

Please put numbers in boxes as per form, for example:

Sole traders

Limited companies

## Your employees

Full time

Part time

## Continuity of practice agreement

Please tick the appropriate box.

If you have more than six clients you will need to provide details of the person you nominate to provide continuity for your practice. This needs to be someone you feel confident in being able to take over your clients should you be unable to work for a long period of time.

Please visit [aat.org.uk/mip-requirements](http://aat.org.uk/mip-requirements) for a sample professional nominee contract and further information, or refer to the *Regulations and guidance for members in practice*.

If you're having difficulty finding someone to provide continuity for your practice, you could approach another member in practice listed in the online directory at [aat.org.uk/directoryofmip](http://aat.org.uk/directoryofmip) or post a note on the MIP discussion forum at [aat.org.uk/forums](http://aat.org.uk/forums)

The person does not have to be a member of AAT but you should be satisfied this person is competent to perform the work required, has or will obtain adequate PII and keeps their skills and knowledge up to date.

## Your professional indemnity insurance (PII)

Please complete as appropriate. To purchase discounted PII cover with Trafalgar Insurance Company Limited or find out more, visit [aatpi.com](http://aatpi.com) and select the 'new applicant' option for a quote with Trafalgar Insurance Co Ltd. A copy of your PII policy will automatically be sent to AAT so you will not need to provide a copy of your cover note.

All members in practice must have professional indemnity insurance. For details of the minimum amount of cover you must have, please refer to the Regulations and guidance for members in practice or visit [aat.org.uk/pii](http://aat.org.uk/pii)

Please note that AAT is not regulated and authorised by the Financial Services Authority. No advice or recommendations are expressed or implied by AAT in terms of the suitability of individual policies.

## The Money Laundering Regulations 2007

As a member in practice it is a legal requirement that you comply with The Money Laundering Regulations 2007 and that your firm is supervised for compliance. AAT is a statutory supervisory authority, responsible for supervising its members. Visit [aat.org.uk/moneylaundering](http://aat.org.uk/moneylaundering) for more information.

AAT may maintain and publish a register of the names and business addresses of registrants under the scheme for members in practice. AAT may exchange information with any government or law enforcement agency or another supervisory or other authority listed in The Money Laundering Regulations 2007, subject to the requirements from time to time of United Kingdom data protection legislation.

### Your qualifications

Please complete if appropriate.

If you are a student or member of a chartered and certified accounting body or another professional accountancy body, please ensure you are complying with the regulations of that body with regards to being self-employed.

### Diagnostic tests

You must successfully pass AAT's Anti Money Laundering and Professional Ethics diagnostic tests. To be successful you need to achieve the pass rate of 71% or more. For further information and to sit the tests please visit [aat.org.uk/mipdiagnostics](http://aat.org.uk/mipdiagnostics)

### Practice management

To be eligible for a practising licence you will need to submit evidence of your practice management experience. This can be from any self-employed work you have undertaken or your involvement in running a practice as an employee. An example of the evidence you should supply is included below.

Some examples have been included below. These are just some examples of the areas you can include. When completing this section you must reflect on your own practice management experience. Further guidance can be found in the Regulations and guidance for members in practice at [aat.org.uk/mipregulations](http://aat.org.uk/mipregulations)

#### Example of practice management evidence

Whilst working for ABC Accounting I was responsible for many of the procedures required for new clients. These included:

- ensuring clearance was obtained from the previous accountant
- carrying out anti money laundering due diligence checks
- producing a letter of engagement and explaining this to the client
- creating a new client file checklist.

In addition I was responsible for some of the data security requirements including:

- ensuring our procedures for holding clients personal data were compliant with the requirements of the Data Protection Act 1998
- renewing the firms' registration with the Information Commissioner's Office
- ensuring adequate back up for our IT systems
- ensuring computer files were adequately password protected.

I was also responsible for logging any complaints received, following them up by investigating issues and providing feedback to the complainant.

Although I was not responsible for client accounts at ABC Accounting, I am aware of the requirement to have separate client accounts and will use the checklist in AAT's Client Monies factsheet to ensure I

comply with the regulations.

## **Professional referee**

Your referee will need to confirm the following:

- I confirm that I have known the applicant for at least six months in a professional capacity.
- I confirm that I am not related to the applicant.
- I confirm that the applicant displays the characteristics necessary to meet AAT's Code of Professional Ethics.

Your referee:

- will need to have known you in a professional capacity for at least six months and within the last six months
- cannot be a family member
- can be the same person who provides continuity cover
- can be a mentor
- can be a client.

## **Other work**

For the purposes of the scheme, employed means PAYE. If you are employed by your own business, you are considered to be self-employed.

If you undertake subcontract work and are covered by your clients' PII, you should not include the income gained from this work in your gross fee income and you should have written confirmation of this indemnity from your client.

## **Your investment, insurance, pensions, audit or insolvency work**

If you are providing investment, insurance and/or pensions services you must be authorised to carry out investment business by the Financial Services Authority under the Financial Services and Markets Act 2000.

If you are providing insolvency and/or audit services, you must be licensed to provide these services by a recognised professional body.

We request this information to ensure that members in practice are appropriately regulated for the activities they undertake.

## **Suitability assessment**

Bankruptcy arrangements and convictions will not necessarily prevent you being permitted on the scheme. However, we need to satisfy ourselves of the suitability of our members in practice to uphold public confidence in the profession. If you tick 'Yes' to any of these questions your application will be passed to our Conduct and Compliance team for assessment. They will contact you for more information about your declaration.

## **Your declaration**

Please read the declaration and sign and date to confirm your agreement.

## **Data protection act**

Please tick if you do not wish to receive communications from AAT as outlined here.

## **Payment**

Please make sure you have included payment details on the payment form when submitting your application. Current fees can be found in the table provided or at [aat.org.uk/fees](http://aat.org.uk/fees)

Please enclose a cheque or complete the credit/debit card section of the payment form. We are able to collect your member in practice fees by Direct Debit. If you don't have one set up and wish to do so, please complete the Direct Debit section of the Payment form or visit [aat.org.uk/login](http://aat.org.uk/login)

Failure to complete your payment details will result in delays to the processing of your application.

# Services I wish to offer

## Your services

### Column 1 – Services offered

Please put a tick next to each of the services you currently offer to clients or, if you're only just setting up your business, please tick which services you intend to offer. You can apply to add or remove a service at any time. Please ensure you read the definition of the services in the Regulations and guidance for members in practice before applying to offer a service.

### Column 2 – No. of months of work experience

For each of the services you ticked in column 1, please state how many months of work experience you have gained undertaking this task.

### Column 3 – Work experience gained in the past 12 months

For each of the services you ticked in column 1, please tick if you have gained work experience in this service within the past 12 months.

### Column 4 – % of time spent

For each of the services you ticked in column 1, please state, on average, what percentage your time is, or will likely be spent in these areas. This is to give an idea where your time is or will be mostly spent, for example, mainly in the accountancy or taxation services. Please ensure the percentage of your time adds up to 100%.

### Your work experience and CPD

To demonstrate your competence to provide a service you're required to provide details of your work experience and CPD in each of the services you offer or intend to offer to clients.

Your work experience should:

- outline the main duties you have performed for each of the service areas.

Your CPD should:

- cover the previous 12 months
- confirm the activities undertaken and detail what you learnt from the activities
- include details of how you intend to keep up to date in all of the services over the next 12 months.

It is up to you to decide which CPD activities you will do. It can be anything from courses, webinars, podcasts, reading or research, to receiving email subscriptions or discussing issues with colleagues.

Please ensure you complete the work experience and CPD sections for each service you offer or intend to offer.

## Any questions?

If you need help, please contact our Customer Service team on **+44 (0)207 3735 2468**. Lines are open 09:00 to 17:00 (UK time) Monday to Friday. Alternatively, email us at [membershipsupport@aat.org.uk](mailto:membershipsupport@aat.org.uk)