

# Licensing Regulations

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## Document properties

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## Change control

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Version No.	Page	Changes made	Date
V2.0	4	Inclusion of "hold themselves out to provide any accountancy or bookkeeping services to the public".	09/06/2021
V2.0	6	Any termination of a <i>licence</i> unable to reapply for a <i>licence</i> for a minimum period of 12 months.	09/06/2021
V2.0	6	Member required to submit to <i>practice assurance monitoring</i> prior to approval at their own expense	09/06/2021

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## Associated regulations and policies

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*Code of Professional Ethics*  
*AAT Regulations 2021*  
*Disciplinary Regulations*  
*Licensing policy*  
*Insolvency policy*  
*Criminal Convictions policy*  
*Civil Sanctions policy*  
*Disciplinary Sanctions policy*  
*CPD policy*  
*Continuity of Practice policy*  
*Professional Indemnity Insurance policy*  
*Client Care policy*  
*Clients' Money policy*  
*Appeals Regulations*

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## Scope and applicability

1. The *Licensing Regulations* were made by the Council on 20 November 2014 under Articles 23 and 65 of the *Articles of Association*. These Regulations came into force on 1 July 2021 superseding all previous *Licensing Regulations*.
2. The *Regulations* shall apply to all *members* who are offering or providing *self-employed accountancy services* (including bookkeeping) within the UK, Channel Islands, or Isle of Man.
3. A *member* must not engage in public practice by offering or providing *self-employed accountancy services* or hold themselves out to provide any *accountancy services* or *bookkeeping services* to the public, unless licensed to do so in accordance with these *Regulations* or approved for an exemption in accordance with the *Licence Exemption* policy.
4. A *member* may be licensed under these *Regulations* at a level (a *Licence Tier*) ranging from 1 to 4 according to the criteria set out in the *Licensing* policy from time to time in force.
5. A *member* may provide only those *accountancy services* or *bookkeeping services* for which they are licensed. Offering or providing *accountancy services* and/or *bookkeeping services* outside the scope of a *licence* may be grounds for action under the *Disciplinary Regulations* or for termination of a *licence* under Regulation 12 below.

## Purpose and objectives

6. These Regulations set out the terms upon which AAT will grant a licence and the general *conditions* of continuing to hold the licence.

## Terms and definitions

7. In these *Regulations* all words and phrases in italics, save titles of publications, are interpreted in the *AAT Glossary* which supports the entire policy framework. The website is the definitive guide to all policies currently in force.

## Policy detail

### General provisions relating to *licence applications*

8. A *member* who wishes to apply for a *licence* or reinstatement of a *licence* under these *Regulations* shall do so by:
  - a) submitting the relevant application; and
  - b) providing the *Association* with such information or documents as may be prescribed; and
  - c) paying the *prescribed fee*.

9. On receipt of an *application* under the *Regulations*, the *Association* shall decide whether to grant or refuse the *application* and shall notify the *member*, accordingly, giving reasons for any decision to refuse
10. Before reaching a decision on an *application* under these *Regulations*, the *Association* may:
  - a) require the *member* to undertake such other steps as it may specify in order for the *member* to be licensed in accordance with one of the *Licence Tiers* set out in the *Licensing* policy; and
  - b) require from the *member* or a third party such additional information, documents, or references as it considers appropriate (and *members* shall provide their full cooperation to the *Association* in connection with any such requirements).

#### **General conditions of licences**

11. It shall be a *condition* of all grants of a *licence* that the *member* holding the *licence*:
  - a) continues to meet AAT's *fit and proper* requirements as set out in the following policies:
    - i. *Convictions* policy
    - ii. *Disciplinary Sanctions* policy
    - iii. *Insolvency* policy
    - iv. *Civil Sanctions* policy
  - b) has submitted an annual licence declaration by the deadline prescribed by AAT
  - c) has paid any *prescribed fee* due in respect of that *licence* including any renewable fee and does not owe the *Association* any other monies
  - d) complies with AAT's *CPD* policy
  - e) maintain *continuity of practice* arrangements in accordance with the *Continuity of Practice* policy
  - f) has in place at all times arrangements for *professional indemnity insurance*, *client care*, holding client money and *anti money laundering supervision* that are in line with AAT's policies
  - g) complies with the *Practice Assurance Standards* and submits to *practice assurance monitoring* when required to do so
  - h) complies fully with the *Money Laundering Regulations* in force
  - i) complies fully with AAT's *Code of Professional Ethics*
  - j) is at all times in compliance with any sanction determined under the *Disciplinary Regulations*
  - k) complies with any specific *condition*, requirement, modification or restriction imposed on their *licence* by AAT or by order of the Disciplinary Tribunal.

### **Termination of a *licence***

12. If a *member* breaches any *specific condition* or any *general condition* under Regulation 11 of these *Regulations* or provides *accountancy services* outside the scope of his or her *licence*, the *Association* may terminate the *licence* with immediate effect.
13. Any *licence* granted under these *Regulations* shall automatically cease if the *member* holding the *licence* fails to renew it, resigns, or is expelled from the *Association* for any reason.
14. Termination of a *licence* will normally result in termination of all membership unless written confirmation and evidence, as required, is provided to AAT to demonstrate that the member is no longer engaged in public practice and not offering or providing *self-employed accountancy services* or bookkeeping services.
15. Any termination of a *licence* will normally result in the member being unable to reapply for a *licence* for a minimum period of 12 months, and on receipt of any subsequent reapplication for a *licence*, the member may be required to submit to *practice assurance monitoring* prior to approval at their own expense.
16. A member may appeal any decision to refuse or terminate a *licence* under these *Regulations* (save automatic termination of *licence* under Regulation 13) and such appeal shall be dealt with under the *Appeals Regulations*).

**The Association of Accounting Technicians**

30 Churchill Place

London

E14 5RE

t: +44 (0)20 7397 3000

f: +44 (0)20 7397 3009

e: [aat@aat.org.uk](mailto:aat@aat.org.uk)

[aat.org.uk](http://aat.org.uk)