

IFA ATOLARA licence application form 2022

Eligibility to apply for an IFA licence – ATOL Reporting Accountants (ARA) Scheme

IFA members (AFA or FFA) who have a current IFA practising certificate can apply for an ATOL ARA license from the IFA.

This licence will be in accordance with the Civil Aviation Authority's (CAA) ATOL Reporting Accountants (ARA) and IFA licensing agreements. We will assess your application to hold an ATOL ARA licence free of charge.

Members of other professional bodies who wish to hold an ATOL licence will be required to become an IFA member **and** hold an IFA practising certificate before we can accept an application for an ATOL licence.

Completing and submitting your application form

Complete **ALL** sections of the form using block capitals and black ink. Remember to enclose **ALL** your supporting documents. The information that you provide must be true, correct and up to date.

Forms which are incomplete or illegible or where the supporting documents are missing will not be processed.

There are two ways to submit your application form, supporting documents:

1. Email to membership@ifa.org.uk
2. Post to:

Institute of Financial Accountants

Office CS111, Clerkenwell Workshops ,
27-31 Clerkenwell Close
Farringdon, London
EC1R 0AT

Submitting your application by email is faster.

Once we have assessed your application, we will contact you with a decision about your eligibility for membership and the level of membership we can offer you.

We aim to provide a response within 10 working days. However, during December–January this may take longer.

For the purposes of administering your membership we will send renewal and invoice information by email.

Should you have any questions about the criteria for gaining an ATOL License, please contact the IFA membership team at membership@ifa.org.uk or call on 020 3567 5999 and a member of the IFA Team will be happy to help you through the process.

ATOL ARA licence checklist

Core documents which you MUST enclose:	YES
Evidence relating to my continuing professional development for the last 12 months relevant to ATOL returns in a separate note or schedule	
Details of my training plan for the next 12 months relevant to ATOL returns in a separate note or schedule	
Evidence of successfully passing a professional examination/module covering assurance work	
Evidence of successfully passing the CAA ATOL training package	
Evidence of my experience and knowledge, including my practical experience	
Copy of Professional Indemnity Insurance (PII) certificate	

Personal details

Membership number if already a member or student of the IFA	
Title	
First name	
Middle name	
Surname	

Firm details

Name of firm	
Main office address	
Telephone number	
Mobile number	
Email address	
Website address	

Professional indemnity insurance details (PII)

Professional indemnity insurance is a mandatory requirement for all practising members to meet potential claims. Practising without professional indemnity insurance is regarded as a very serious matter.

Your professional indemnity insurance policy must comply with the liability cap required by the Civil Aviation Authority requirements contained in Appendix A of ORS 3

<https://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=detail&id=8501>

Name of insurer	
Policy number	
Amount of cover	
Policy start date (DD/MM/YYYY)	Policy end date (DD/MM/YYYY)

Policy excess	
Type of cover	
Date cover was last reviewed (DD/MM/YYYY)	

	Yes	No
Does your PII policy comply with the liability cap required by the Civil Aviation Authority requirements contained in Appendix A of ORS3?		

Please provide a copy of your latest insurance policy when submitting this return

ATOL ARA licence – practical experience

To support your ATOL ARA licence application please provide details of up to five engagements which demonstrate your practical experience gained in the last 24 months in relation to ATOL returns work.

Engagement 1	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Engagement 2	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Engagement 3	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Engagement 4	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Engagement 5	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Engagement 6	
Dates engagement conducted	
Employer/practice	
Client name	
ATOL number	
Client address	
Scope of engagement	
Your role	
Risk areas and work you performed to address the risks	
Number of hours worked	

Undertakings

This is a formal agreement between you as the member and the IFA as your membership body. You must adhere to the following undertakings. The

I agree to adhere to the IFA's Bye-Laws, Code of Ethics, Disciplinary Regulations, Code of Best Practice, Professional Conduct in Relation to Taxation and any other guidance issued by the IFA which is available at www.ifa.org.uk/members/new-members/regulations/		
I understand that:		
<ul style="list-style-type: none">• If the application is approved, I/the practice undertake that I/the practice will, at all times, comply with IFA's licensing arrangements for the CAA's ATOL Reporting Accountants Scheme https://www.ifa.org.uk/members/working-in-public-practice/obtaining-a-licence-for-atol-reporting-accountants/ifa-licensing-requirements.• None of the IFA, its officers, staff, members of the Advisory Committee or other committees or monitoring or disciplinary schemes, can be held liable in damages for anything done or not done in dealing with any of the functions connected with licensing under the IFA's licensing arrangements or enforcing the term of monitoring the compliance with the licensing arrangements in any respect, unless the act or omission is known to have been in bad faith.• the IFA reserve the right to contact me/the practice, and/or other relevant parties, to verify any of the information provided in this form		
I declare that:		
<ul style="list-style-type: none">• to the best of my/its knowledge and belief all of the information given in this application is true and correct;• I will inform the IFA of any material changes to the information I have provided within 21 working days of the change; and• I have reviewed the ATOL guidance issued by the CAA, including but not limited to, CAA's revised Official Record Series 3 (ORS3) (formerly known as Guidance Not 10)		
Print your full name	Signature	Date (DD/MM/YYYY)

Verification

Before we accept your application, we may need to obtain "satisfactory evidence" to confirm your identity and we will use electronic verification for this purpose. We may also need to obtain such evidence after we have begun to act on your application. Although a record of our enquiry will be entered on your record it will not affect your credit history.

In certain circumstances, we may also need to obtain evidence confirming the identities of third parties, the source of any funds or other property, the purpose of any instructions or any other matter.

IFA data protection

IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is collected and held in accordance with the General Data Protection Regulation.

We will treat your personal information in accordance with data protection legislation.

We will use your information for administering your membership, for communicating with you in respect of your membership and for IFA research.

We will also use your information to carry out our responsibilities as a regulator and as a professional body. To do this, we may share your information with other organisations as required by law.

We will transfer your information outside the European Economic Area (EEA) e.g. IPA Group. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

Copies of the IFA Data Protection Policy and the Privacy and Cookie policies are available to view on the IFA website www.ifa.org.uk/dataprotection.