

IFA ATOL ARA licence application form 2018

Institute of Financial Accountants

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The Institute of Financial Accountants registered in England No. 9350923 Limited by Guarantee
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1 Eligibility to apply for an IFA licence – ATOL Reporting Accountants (ARA) Scheme

IFA members who have been successful in obtaining an IFA practising certificate can also apply for an ATOL ARA licence. If you are not a current member of the IFA and hold a practising certificate you will need to apply for membership and to obtain a practising certificate before applying. If you choose to apply for an ATOL licence without holding a current membership at either AFA or FFA level and hold a practising certificate your application may be refused.

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. There is no annual fee for holding an ATOL licence.

As part of the IFA's licensing agreements with ATOL, members of other professional bodies who wish to hold an IFA 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.

2 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. It is your responsibility to inform us of any changes within 21 working days.

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

Institute of Financial Accountants

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

3 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 my PII certificate	

4 Next steps

Once we have assessed your application we will contact you with a decision about your eligibility for an ATOL ARA licence. We aim to provide a response within 15 working days. However, during October – December this may take longer as existing IFA membership renewals are prioritised.

5 Personal details

Membership number	
Title	
Surname/family name	
First name(s)	
Date of birth	

6 Practice details

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

7 Professional indemnity insurance details

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 Guidance Note 10. www.caa.co.uk/workarea/DownloadAsset.aspx?id=4294979077

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

Policy excess	
Type of cover	
When was the cover last reviewed? (DD/MM/YYYY)	

	Yes	No
Does your PII policy comply with the liability cap required by the Civil Aviation Authority Guidance Note 10?		

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

8 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	

9 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 IFA reserves the right to remove you from membership and potentially begin any disciplinary proceedings if you provide false information.

I/the practice 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. Visit www.ifa.org.uk/members/new-members/regulations/ for details.		
I/the practice 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.• 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.		
I/the practice declares 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;• it must inform the IFA of any material changes to the information I have provided within 10 days of the change; and• 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 or appendices.		
Print your full name	Signature	Date (DD/MM/YYYY)

IFA Data Protection Policy

IFA takes your privacy seriously. All personal information provided to IFA on this form or through any other method of communication is collected, stored and used held in accordance with the Data Protection Act 1998 and the subsequent GDPR. We will use your information for administration of your membership and any licences, and for professional body communications including CPD. We will also use your information to carry out our responsibilities as a regulator and as a professional body. To do this, we will share your information with other organisations as required by law. For your ATOL ARA application we will pass your personal details and application information to the Civil Aviation Authority once it is approved by IFA.

We may 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 Privacy Notice policy is available to view on the IFA website. <https://www.ifa.org.uk/dataprotection>