



## Application for a Certificate of Competency

Please complete this form to apply for one or more Certificates of Competency.

If you have any questions or need help to complete the form, please contact the Membership Team at [membership@att.org.uk](mailto:membership@att.org.uk) , 0844 579 6703

### Personal Details

Student registration number:					
Title:	MR	MRS	MS	MISS	OTHER
Name:					
Main Email:				Tick box if your work email	
Telephone number:					
Address:					
Postcode:					

I apply for a first or subsequent Certificate of Competency in the following subject(s):

Subject		Date of passing paper/ Expiry date of current certificate
Paper 1: Personal Taxation		
Paper 2: Business Taxation & Accounting Principles		
Paper 3: Business Compliance		
Paper 4: Corporate Taxation		
Paper 5: Inheritance Tax, Trusts & Estates		
Paper 6: Value Added Tax		
Prior to May 2012:		
Business Tax: Higher Skills		
Practice Administration & Ethics		



### Current employment

I am unemployed	
Job Title:	
Company Name:	
Address:	
Postcode:	

### Professional Conduct

Have you ever been convicted of any offence in any court in the UK or elsewhere? Please detail any or all convictions that are not spent under the Rehabilitation of Offenders Act	Yes	No
Have you ever been the subject of disciplinary action by a professional body, tribunal or regulatory authority?	Yes	No
Have you ever been adjudged bankrupt or entered into a voluntary arrangement with creditors?	Yes	No

Have you ever been disqualified as a director?	Yes	No
Are there any other factors relating to your application that should be taken into consideration?	Yes	No

### Note

Certificates of Competency will be awarded for an initial period of three years, expiring three years after the date of passing the examination paper. The date of passing shall be taken as the last day of the month following the month in which the results are released.

Thereafter holders may apply to renew that Certificate for any number of further three-year periods without having to re-sit the certificate paper, provided they can produce evidence of Continuing Professional Development (CPD), relevant to the certificate concerned.

Second and subsequent Certificates of Competency must be applied for before the expiry date of the Certificate being renewed and shall take effect from the day following the expiry date of the Certificate being renewed.

A valid Certificate of Competency means your ATT student registration remains valid.



### Data protection

It is necessary for the Association to collect personal data about you for the following reasons: to be able to contact you, to be able to identify you, to protect the confidentiality of your personal data, to check your eligibility to hold one or more certificates of competency, to identify what technical content will be of interest to you and to gather statistics for the purposes of research. Notice is hereby given that we may disclose your membership status to other professional/educational establishments and employers both current and prospective.

### Declaration

If my application is successful, I agree to comply with and be bound by the conditions set out in the Appendix below. I acknowledge that a failure to comply with these conditions will result in the withdrawal, without notice, of the Certificate.

I enclose my fee of

(£50 per certificate)

(Cheques made payable to ATT)

Signature

Date

### Appendix

#### Conditions for the issue of a Certificate of Competency

I shall promptly pay the three-yearly fee of an amount specified by the Association of Taxation Technicians (the Association).

I acknowledge that I am **not** a member of the Association and may not hold myself out to be such.

I acknowledge that holders of Certificates of Competency are expected to maintain their professional knowledge and expertise and I undertake to comply with such requirements applicable to me, including those relating to conduct and continuing professional development, as the Association may determine and publish from time to time.

The Association of Tax Technicians  
30 Monck Street  
London SW1P 1AP

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