

Application for AAT PRACTICING CERTIFICATE



You are requested to read the accompanying guidance notes before completing this form and duly complete with all the relevant details and allow minimum of 21 working days for your application to be processed.

1.	Membership Details		Pls paste a recent coloured photograph here										
Membership Category	FMAAT <input type="checkbox"/> SAT <input type="checkbox"/> MAAT <input type="checkbox"/>												
Membership Number	<input style="width: 100%;" type="text"/>												
Membership Type	Life <input type="checkbox"/> Ordinary <input type="checkbox"/>												
	Date of enrollment to the membership	<input style="width: 100%;" type="text" value="dd/mm/yyyy"/>											
2.	Personal Details												
	Full Name	<input style="width: 100%;" type="text"/>											
	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>											
	NIC No.	<input style="width: 100%;" type="text"/>											
3.	Contact Details												
	Address	Residence	<input style="width: 100%;" type="text"/>										
		Office	<input style="width: 100%;" type="text"/>										
	Mobile	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>											
	Land line	Residence	<input style="width: 50%;" type="text"/>	Office	<input style="width: 50%;" type="text"/>								
	E-mail	Personal	<input style="width: 100%;" type="text"/>										
		Office	<input style="width: 100%;" type="text"/>										
4.	Employment Details												
	Nature of employment	Employed at an organization <input type="checkbox"/>	In Practice <input type="checkbox"/>										
		Entrepreneur <input type="checkbox"/>	Retired <input type="checkbox"/>										
		Not employed <input type="checkbox"/>											
		Other (pls specify)	<input style="width: 100%;" type="text"/>										
	If employed, name of the Organization	<input style="width: 100%;" type="text"/>											
	Designation <small>(pls attach a photocopy of service confirmation)</small>	<input style="width: 100%;" type="text"/>											

5.

Details of Practice

Are you currently in practice? Yes No Intend to practice in the future

Details if you are in **Practice already**
 As an **Approved Accountant**
 As an **Authorized Representative**
 In **other** Accounting & Tax services
 When have you started practicing?

What is your business model? Sole Proprietor Partnership

Do you have a registered office / practicing firm? Yes No

If yes, details of the firm
BR No:
 (pls attach a photocopy)
Date of registering the firm
 Address
 Land line Fax
 Mobile
 E-mail

Details of the business partners, clients & Services

Partners (if applicable)

	Name	AAT Membership No.(if any)	Contact Number
1	Mr./Ms.		
2	Mr./Ms.		
3	Mr./Ms.		

(pls use a separate sheet if space is not sufficient)

Clients (pls tick as applicable)
 Sole Proprietors Partnerships
 Corporates Individuals
 Other (pls specify)
 Average number of clients you have per year

Services offered
 Book keeping /Accounting Taxation
 Computerised accounting systems Secretarial services
 Other (pls specify)

6. Qualifications	
Do you have any professional membership/s? (pls attach photocopies)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, CA <input type="checkbox"/> CIMA <input type="checkbox"/> ACCA <input type="checkbox"/> CMA <input type="checkbox"/> Other (pls specify) <input type="text"/>
7. CPD (Continuous Professional Development)	
What are the CPD activities you have participated last year?	Seminars and Workshops Organized by AAT Sri Lanka Tax Seminar <input type="checkbox"/> Budget Seminar <input type="checkbox"/> Other Seminars <input type="checkbox"/> Annual Conference of AAT Sri Lanka <input type="checkbox"/> Study Courses conducted by AAT Business School Certificate course in Taxation <input type="checkbox"/> Higher Diploma in Accounting & Finance (HDAF) <input type="checkbox"/> Management Development Programme (MDP) <input type="checkbox"/> Continued Education (after obtaining membership) Bachelor /Masters / PhD <input type="checkbox"/> PG Diplomas Approved by UGC <input type="checkbox"/> Other (as laid down in CPD Guide) <input type="checkbox"/> Any other <input type="text"/>
8. Payment Details	
	Amount paid <input type="text"/> Date of payment <input type="text" value="dd/mm/yyyy"/> Paid at , AAT Head Office <input type="checkbox"/> Bank <input type="checkbox"/> On -line <input type="checkbox"/> Proof of payment to be attached

Declaration by the Member

I certify that the information furnished by me above is true & accurate to the best of my knowledge & belief. I acknowledge that any statement contained herein if found to be false may reject this application / invalidate the Certificate.

I am aware that **failure to renew the Practicing Certificate** prohibits me from using the Practicing status and leading to removal of my details from the Directory of Members in Practice. I will abide by the **rules & regulations, Code of Ethics & Disciplinary Regulations** applicable to the Members in Practice.

.....
Signature

...../...../.....
Date

For Office Use only	Application No: <input type="text"/>	Mem. No. <input type="text"/>
Action to be taken on the application:	Process <input type="checkbox"/>	Hold <input type="checkbox"/> Reject <input type="checkbox"/>
Authorized Signatory	Date...../...../.....	
Applicant is eligible for the Practicing Certificate		
Authorized Signatory	Date...../...../.....	

Application for PRACTICING CERTIFICATE



Check list

Before sending your application, please check if you have;

- Completed all the required details accurately
- Pasted a recent photograph
- Made the relevant fee
- Read the general instructions, rules & regulations & complied

General information, rules & regulations

Eligibility for application

- The applicant should be an active member of AAT Sri Lanka (either a life member or an ordinary member who has renewed the membership up to the current year).
 - Applicant should have completed 2 years of initial membership.
- Applicants will be **called for an interview** after the application has been forwarded.

Restrictions on being in practice

A member must not provide services unless the member;

- (a) Is an active Member of AAT Sri Lanka
- (b) Has applied and obtained the Certificate to practice and is acting within the conditions of registration
- (c) Has renewed the Practicing status on the expiry to maintain the practicing status active
- (d) Is Exempt from the requirement to apply for the Practicing Certificate
- (e) Offers services while employed where the job contract does not prohibit him from practicing
- (f) Is solvent
- (g) Is not a victim by the court of law
- (h) Is not acting in contrary to the rules and regulations laid down in the Code of Ethics

Renewal of Practicing Certificate

The practicing certificate will be valid till the end of each calendar year unless earlier revoked, suspended or relinquished. AAT will notify the renewal one month ahead of the renewal due & Members in Practice are required to apply to renew their practicing status by completing the appropriate form and providing the supporting documentation and **fee** upon receipt of the notice.

AAT may renew a practicing status if satisfied that a member in practice is eligible to continue as a Member in Practice including compliance to the **CPD requirements**.

Other general guidance

We wish to remind you of the importance of following in your journey as a Member in Practice;

- Maintaining professional knowledge and skill at the level required to ensure that clients or employers receive competent professional service from you
- Acting diligently in accordance with applicable technical and professional standards when providing professional services
- Participating at CPD activities conducted by AAT Sri Lanka
- Adhering to the Code of Ethics & being aware on Disciplinary regulations Renewing the Practising Certificate annually (in addition to the normal membership renewal fee if you are an Ordinary Member)
- Updating AAT Sri Lanka of the changes in your practicing details with immediate effect
- Facilitating AAT to get additional details as and when required in relation to your practice
- Renewal of practicing Certificate is due on 31st December of each year

Benefits for members in practice

Joining as a Member in Practice will add credibility to the services you offer. It will also demonstrate both to the general public and the accountancy profession, that you are competent, highly trained and committed to maintaining the highest standards of ethics and professionalism.

- A certificate to display at your business address issued by AAT Sri Lanka.
- Use of the wording “Approved Accountant / Member in practice in other professional services” on your business stationery.
- Participating at CPD events arranged exclusively for AAT members in practice.
- Free online updates & resources covering topics including accountancy, taxation etc.
- An online directory of members in practice designed to support networking and business opportunities. Inclusion in the directory is optional.
- Increased publicity by AAT entrepreneurship development initiative to raise the profile of AAT members in practice.