

Renewal of your firm's exempt regulated activities registration for 2025

Your 2025 firm's* exempt regulated activities registration** renewal must be completed online and should be submitted by no later than 15th December 2024 to allow sufficient time for it to be processed before the year-end.

Any renewal applications received after 30 November 2024 run the risk of not being processed before the year-end.

(* The term "firm" encompasses partnerships, limited liability partnerships and limited companies throughout the documentation.

** Firms which are directly authorised by the Financial Conduct Authority (FCA) for investment business purposes or credit related regulated activities are not eligible to carry out exempt regulated activities under the Designated Professional Body arrangements.)

It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct registration confirmation email.

Please ensure that you have read and understood the following documents on our [website](#) before submitting your renewal:

- Conditions for the renewal of a firm's exempt regulated activities registration – 2024
- Continuing Professional Development (CPD) for practising members
- FAQs on the OPBAS levy
- Byelaw 8

The "Conditions for renewal of a firm's exempt regulated activities registration – 2025" is an integral part of the renewal form. In submitting the renewal your firm will be agreeing to comply with the undertakings contained in the conditions and to be bound by the Bye-laws and Global Practising and Designated Professional Body Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

ONLINE SUBMISSION

The firm's contact partner/director must submit the firm's exempt regulated activities registration renewal online via [myACCA](#), available through our website www.accaglobal.com. The contact partner/director can access [myACCA](#) by entering their ACCA reference number and passcode. If they do not have their passcode they can request it via the website.

Once you have logged into [myACCA](#) click 'Start now' and complete each step. You will be asked to complete a key survey application. You can track the process of your application on your [myACCA](#).

THE RENEWAL PROCESS

A firm no longer requiring exempt regulated activities registration through ACCA for 2025 must still submit an online renewal, with the appropriate non-renewal section detailing the firm's new exempt regulated activities arrangements, if any, completed.

The online renewal process is straightforward and consistent with legislative and regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you must submit details of:

- any changes to your firm's name;
- any changes to the partners/directors/others undertaking exempt regulated activities on behalf of the firm †; and
- the services your firm proposes to undertake on an incidental basis.

† You will also be required to submit a separate notification/undertakings form (PIB form (UK)), which can be found in the '[Practitioner forms](#)' section of ACCA's website in respect of each new non-ACCA partner/director/other undertaking exempt regulated activities on behalf of the firm.

FCA maintains a register of firms eligible to undertake long-term care insurance and/or other insurance distribution services. ACCA is responsible for providing FCA with details of firms carrying on these services through the Designated Professional Body regime. However, it is the firm's responsibility to provide ACCA with relevant information and to check that it has been entered on the register before undertaking any long-term care insurance and/or other insurance distribution services.

Firms undertaking insurance distribution services (see below) are required to hold professional indemnity insurance (PII) of the equivalent of £1,500,000m in the aggregate and £1,000,000 on each and every claim. ACCA and FCA are aware that this will mean a significant increase in cover for many firms. However, as this amount is specified by legislation there is little scope for changing this. FCA has, nevertheless, made one concession to Designated Professional Body firms – although providing information to an intermediary or insurance company after an introduction has been made is a regulated activity, it is exempt from the increased PII requirement.

INSURANCE DISTRIBUTION DIRECTIVE

Insurance distribution means the activities of advising on, proposing, or carrying out other work preparatory to the conclusion of contracts of insurance (which includes contracts of reinsurance), of concluding such contracts, or of assisting in the administration and performance of such contracts, in particular in the event of a claim, including the provision of information concerning one or more insurance contracts in accordance with criteria selected by customers through a website or other media and the compilation of an insurance product ranking list, including price and product comparison, or a discount on the price of an insurance contract, when the customer is able to directly or indirectly conclude an insurance contract using a website or other media.

Further information about the types of activities that firms can undertake can be found on our website at [Exempt regulated activities \(UK\) | ACCA Global](#).

Technical queries regarding this matter should be directed to ACCA's Technical Advisory section via email to advisory@accaglobal.com.

Firms which are directly authorised by the FCA will not be eligible to carry out exempt regulated activities under the Designated Professional Body arrangements.

CREDIT-RELATED REGULATED ACTIVITIES

ACCA ceased to hold a group consumer credit licence on 31 March 2014. Consumer credit activities now fall under the Designated Professional Body regime and firms wishing to undertake consumer credit activities must apply for credit related regulated activities registration via the firm's exempt regulated activities registration renewal.

Further information about the types of credit-related regulated activities that firms can undertake can be found on our website at <https://www.accaglobal.com/uk/en/technical-activities/technical-resources-search/2017/october/consumer-credit-acca-practitioners.html>.

Technical queries regarding this matter should be directed to ACCA's Technical Advisory section via email to advisory@accaglobal.com.

LATE RENEWALS

There is currently no fee levied for exempt regulated activities registration through ACCA. However, you should note that confirmation of your firm's registration for exempt regulated activities cannot be issued until all the firm's ACCA partners/directors have submitted their individual practising certificate renewals. Renewals for individual partners'/ directors' 2025 practising certificates must be submitted online via [myACCA](#). Therefore, to ensure your firm remains eligible to undertake exempt regulated activities on 1 January 2025 and to avoid possible disciplinary action, you should submit your renewal as soon as possible and certainly no later than 30 November 2024.

ELECTRONIC CONFIRMATION

ACCA no longer issues paper renewal forms or hard copy letters. All firm's auditing certificates are now available to download through your [myACCA](#).

By moving to an electronic process, we have been able to deliver an improved service to practitioners that is secure and sustainable.

ANTI-MONEY LAUNDERING (AML) SUPERVISORY REGIME FEES FOR 2024/25

ACCA is required to pay an annual levy to OPBAS (Office of Professional Body Anti-Money Laundering Supervision). OPBAS is funded entirely by the professional body supervisors (PBS), of which ACCA is one. The OPBAS levy is a substantial regulatory cost that has arisen because ACCA supervises its practising members for

AML in the UK. ACCA believes it is appropriate that the supervised population should bear this additional cost rather than it falling on the membership as a whole.

. For 2024/25 the levy is based on the number of UK practising certificate holders. The levy in 2024/25 is £35.00 per UK practising certificate holder.

The levy also includes a charge to cover ongoing ACCA operational changes required to address the findings of the OPBAS supervisory assessments. If you hold a UK practising certificate an invoice for £35.00 has already been raised in your [myACCA](#) account and, as with your practising certificate renewal, should be paid by the end of November 2024.

If you have overdue OPBAS levies from previous years you can pay these by bank transfer. Full details are available on our website at <https://www.accaglobal.com/gb/en/member/membership/managing/pay-your-subscription.html>

Please ensure that you quote your firm's ACCA reference number on the payment and email proof of payment/remittance advice to accacopyinvoices@accaglobal.com to ensure swift allocation to the firm account.

The OPBAS levies in previous years were as follows:

- 2018/19 £13.50
- 2019/20 £13.50
- 2020/21 £14.00
- 2021/22 £14.50
- 2022/23 £10.00.

If you are the contact partner in more than one firm that was supervised by ACCA for AML in the above years you will need to pay the fees for each firm.

To ensure that your firm remains eligible to be supervised by ACCA for AML purposes you should submit your payment online before 30 November 2024. If you have any questions please visit our [FAQs](#).

Please do not hesitate to contact Authorisation on 0141 (or +44 141) 534 4175 (email authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your firm's exempt regulated activities registration.