

# Renewal Policy

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## Document properties

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Version	V2
Owner/author	Professional Standards
Supersedes when issued	1 September 2022
Date of issue	14 Feb. 24
Circulation	<a href="http://www.aat.org.uk">www.aat.org.uk</a>
Format for circulation	Electronic (PDF)
<b>Classification</b>	<b>UNRESTRICTED</b>

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## Change control

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Version no.	Page	Changes made	Date
2	4	Wording updates	23 Jan. 24

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## Associated regulations and policies

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<i>Articles of Association</i>	<i>Licensing Regulations</i>
<i>AAT Regulations 2023</i>	<i>Reinstatement Policy</i>
<i>Membership Policy</i>	

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# 1. Introduction

- 1.1. This policy sets out AAT's renewal policy which is applicable across all membership types.

## 2. Scope and applicability

- 2.1 In order to maintain an ongoing relationship with AAT, , affiliates, associate members, full members and fellow members must comply with the renewal requirements set out in this policy.

## 3. Purpose and objectives

- 3.1. The purpose of this policy is to outline AAT's renewal policy in relation to all membership types.

## 4. Terms and definitions

- 4.1 All terms initially given in *italics* are defined in the *AAT Glossary* which supports the entire policy framework.
- 4.2 For the purposes of this policy specifically, the term "*member*" applies to all membership types.

## 5. Policy detail

### Applicable to all membership types

#### 5.1 Associate member, full member and fellow membership

- 5.1.1 In order to remain as an associate member, full member or fellow member of AAT, a member must:
- pay the prescribed fee, advertised on the AAT website at [aat.org.uk/fees](http://aat.org.uk/fees), annually by the renewal date or have a Direct Debit set up to pay the prescribed fee in instalments
  - confirm that they continue to meet the relevant conditions of membership set out by the Association in the Membership Policy or Associate Membership Policy.
- 5.1.2 A member who does not meet the requirements in 5.1.1a) and 5.1.1b) above will be removed from the Register.
- 5.1.3 Where a member's membership has lapsed they must:
- desist from using any designation immediately
  - destroy their membership certificate
  - if supervised by AAT for anti-money laundering make alternative arrangements for Anti Money Laundering supervision immediately.
- 5.1.4 In the case of full members and fellow members only, paragraph 5.1.2 applies subject to the provisions detailed in paragraph 18 of the Articles of Association.

#### 5.2 Affiliates

- 5.2.1 In order to remain as an affiliate, an affiliate must:
- Pay the prescribed fee, advertised on the AAT website at [aat.org.uk/fees](http://aat.org.uk/fees), annually by the renewal date or have a Direct Debit set up to pay the prescribed fee in instalments.
  - Confirm that they continue to meet the conditions of being an affiliate as set out by the Association in the AAT Regulations.

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5.2.2 An affiliate who does not meet the requirements in 5.2.1a) and 5.2.1b) above will be removed from the Register.

### **5.3 Right of appeal**

5.3.1 No right of appeal exists in respect of this policy.

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