



Application to become a REGISTERED STUDENT of the Institute of Indirect Taxation

I apply to become a registered student of the Institute and agree that whether accepted or not, I may not indicate by use of letters, words or otherwise that I am such a student. **I enclose payment for £200.00 being the registration fee** for a period of two years from the date of acceptance.

Fee(s) can be paid by cheque, credit/debit card or bank transfer and details can be found on page 8.

After the first registration period (2 years) a student may, at the Institute’s discretion, renew for a further period of two years giving a maximum

period on the student register of 4 years. After that they may be required to come off the register for a period of one year following which they may be able to register as a new student.

Students will be required to be registered with the Institute 3 months before the date of the first examination paper they intend to sit.

Please send your completed form to The Institute of Indirect Taxation, Suite G1, The Stables, Station Road West, Oxted, Surrey RH8 9EE.

Please complete this right hand column in block letters

1. Surname	Mr/Mrs/Miss/Ms – please circle
2. Forenames	
3. Full Address (incl. postcode)	
Contact tel No.	
Email Address	
4. Place and Date of Birth	
5a. Academic Qualification (please also state both grade and year achieved)	
5b. Professional Qualification (please also state year achieved)	
5c. Membership of Professional Bodies and year admitted	

SUITE G1, THE STABLES, STATION ROAD WEST, OXTED, SURREY RH8 9EE
 T: 01883 730658 F: 01883 717778 E: enquiries@theiit.org.uk www.theiit.org.uk

REGISTERED IN ENGLAND No 2631672 REGISTERED OFFICE: SUITE G1, THE STABLES, STATION ROAD WEST, OXTED, SURREY RH8 9EE
 A NON-PROFIT MAKING COMPANY LIMITED BY GUARANTEE

<p>8. For applicant to complete</p> <p style="text-align: right;">Name</p> <p style="text-align: right;">Signature</p> <p style="text-align: right;">Date</p>	<p>I agree to be bound by the Rules and Byelaws of the Institute and all decisions of its Council or Committees as they may apply to me.</p>
<p>9. For employer to complete: <i>I certify that to the best of my knowledge the facts contained above are accurate</i></p> <p style="text-align: right;">Name</p> <p style="text-align: right;">Name of Company</p> <p style="text-align: right;">Signature</p> <p style="text-align: right;">Date</p>	
<p>(Where the applicant is self-employed they should get an appropriate person (see list below to complete this section)</p> <p style="text-align: right;">Name</p> <p style="text-align: right;">Name of Company</p> <p style="text-align: right;">Signature</p> <p style="text-align: right;">Date</p>	

Where a person seeking to register as a student is self employed the following is a list of ‘appropriate people’ who may complete Section 9 of the Student Registration Form

- i. a member of the Institute of Indirect Taxation
- ii. a Barrister in England and Wales or Northern Ireland or an Advocate in Scotland
- iii. a Solicitor in England and Wales, Scotland or Northern Ireland
- iv. a member of one of the following professional bodies:
 - (a) The Chartered Association of Certified Accountants
 - (b) The Institute of Chartered Accountants in England and Wales
 - (c) The Institute of Chartered Accountants in Ireland
 - (d) The Institute of Chartered Accountants of Scotland
 - (e) The Chartered Institute of Public Finance and Accountancy
 - (f) The Institute of Chartered Secretaries and Administrators
 - (g) Chartered Institute of Management Accountants
 - (h) The Chartered Institute of Taxation
- v. a member of the VAT Practitioners Group
- vi. an officer of HMRC (Grade 7 or higher)

<p>10. Examination Papers</p> <p>Students should complete the following showing when they intend to sit the examination papers. This is for administration purposes only and does not commit students to these dates.</p> <p>Students are not required to pay the examination registration fee at this time and will receive an invoice eight weeks before the date of each paper sitting</p> <table border="1" data-bbox="148 712 695 1171"> <thead> <tr> <th></th> <th>Year (eg. 12, 13 ...)</th> <th>Exempt (please tick)</th> </tr> </thead> <tbody> <tr> <td>Paper I</td> <td></td> <td></td> </tr> <tr> <td>Paper II</td> <td></td> <td></td> </tr> <tr> <td>Paper III</td> <td></td> <td></td> </tr> <tr> <td>Paper IV</td> <td></td> <td></td> </tr> </tbody> </table>		Year (eg. 12, 13 ...)	Exempt (please tick)	Paper I			Paper II			Paper III			Paper IV			<p>Notes:</p> <p>To ensure you have the maximum of two opportunities to sit each paper during this registration period (should this be necessary), you should register three months prior to the first paper you intend to sit. Any sooner than that and you may restrict the opportunities you have to sit each paper in each registration period.</p> <p>For example:</p> <table border="1" data-bbox="711 607 1422 1171"> <thead> <tr> <th><u>Paper</u></th> <th><u>Register as a Student</u></th> <th><u>First opportunity to sit the exam paper</u></th> </tr> </thead> <tbody> <tr> <td>I</td> <td>1 February 2012</td> <td>April 2012</td> </tr> <tr> <td>II</td> <td>1 May 2012</td> <td>July 2012</td> </tr> <tr> <td>III</td> <td>1 August 2012</td> <td>October 2012</td> </tr> <tr> <td>IV</td> <td>1 November 2012</td> <td>January 2013</td> </tr> </tbody> </table> <table border="1" data-bbox="711 927 1422 1171"> <thead> <tr> <th><u>Paper</u></th> <th><u>Second opportunity to sit the exam paper</u></th> </tr> </thead> <tbody> <tr> <td>I</td> <td>April 2013</td> </tr> <tr> <td>II</td> <td>July 2013</td> </tr> <tr> <td>III</td> <td>October 2013</td> </tr> <tr> <td>IV</td> <td>January 2014</td> </tr> </tbody> </table>	<u>Paper</u>	<u>Register as a Student</u>	<u>First opportunity to sit the exam paper</u>	I	1 February 2012	April 2012	II	1 May 2012	July 2012	III	1 August 2012	October 2012	IV	1 November 2012	January 2013	<u>Paper</u>	<u>Second opportunity to sit the exam paper</u>	I	April 2013	II	July 2013	III	October 2013	IV	January 2014
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<p>11. Examination Venue</p> <p>The Institute may provide two examination venues – one in London and the other in Manchester and students are ask to indicate their preference</p> <p>My preference is to sit the examination in (please tick box)</p> <p>London <input type="checkbox"/></p> <p>Manchester <input type="checkbox"/></p>																																									

THE INSTITUTE OF INDIRECT TAXATION

EXEMPTION FROM ASSOCIATE EXAMINATION PAPERS

ICAEW

Those who have completed the ICAEW examinations will be exempt from:

1. Paper I [Legal, Business and Ethics] and
2. Paper IV [Stamp Taxes, Direct Taxes and Interaction of all Taxes].

They will need to take:

1. Paper II [VAT] and
2. Paper III [Other Indirect Taxes]

ICAS

Those who have completed the ICAS examinations will be exempt from:

1. Papers I [Legal, Business and Ethics] and
2. Paper IV [Stamp Taxes, Direct Taxes and Interaction of all Taxes].

They will need to take:

1. Paper II [VAT] and
2. Paper III [Other Indirect Taxes]

CIOT

Those who are members of the Chartered Institute of Taxation and have passed its Indirect Taxes Route examination will be exempt from:

1. Paper II VAT Route [VAT]

They will need to take:

1. Paper I [Legal, Business and Ethics]
2. Paper III [Other Indirect Taxes] and
3. Paper IV [Stamp Taxes, Direct Taxes and Interaction of all Taxes]

ACCA

Those who have completed the ACCA examinations will be exempt from:

1. Paper I [Legal, Business and Ethics] and
2. Paper IV [Stamp Taxes, Direct Taxes and Interaction of all Taxes].

They will need to take:

1. Paper II [VAT] and
2. Paper III [Other Indirect Taxes]

HM Revenue & Customs

Those who have passed HMRC VAT Legal and Technical Training examination may be exempt from:

1. Paper II VAT Route [VAT].

They will need to take:

1. Paper I [Legal, Business and Ethics]
2. Paper III [Other Indirect Taxes]
3. Paper IV [Stamp Taxes, Direct Taxes and Interaction of all Taxes]

To be eligible to apply for exemption there must be no more than six months between you passing VLTT paper 2 and paper 3. Your VLTT qualification will be valid for three years (the three years starting from the date you passed VLTT paper 3). After this period you will be required to show evidence of CPD to be eligible to apply for exemption.

You are required to apply for exemption at the same time you register to become a student.

Full details of the examination syllabus can be found at the website www.theiit.org.uk

Enquiries to education@theiit.org.uk

THE INSTITUTE OF INDIRECT TAXATION

ASSOCIATE EXAMINATION – APPLICATION FOR EXEMPTION

The fee for exemption is £45 + VAT

Please indicate the basis on which you are applying for exemption (see explanatory notes on Exemption)

- 1. I have passed the complete examination of the ICAEW
- 2. I have passed the complete examination of the ICAS
- 3. I have passed the Indirect Tax Route examination and am a CIOT member
- 4. I have passed the complete examination of the ACCA
- 5. I have passed the HMRC VAT Legal & Technical Training examination

If seeking exemption under 5 (above) you need to complete the following details.

Month & Year you passed Paper 2 _____ and Paper 3 _____

We require documentary evidence in respect of possible exemptions for 1-5 above before exemption can be considered

ONLY TO BE COMPLETED BY APPLICANTS APPLYING FOR EXEMPTION

[Please complete in upper case]

Name _____

Employer _____

Tel. No: _____ Email address _____

Signature _____ Date _____

You should complete this form and send it, together with the £45 + VAT exemption fee and the documentary evidence, at the same time you complete and submit your student registration form and payment.

PAYMENT OPTIONS:

BACS / Internet Payment

Child & Co
1 Fleet Street, London, EC4Y 1BD
Sort code: 15-80-00, Account no. 63310436,
Account Name: The Institute of Indirect Taxation

For International Payments:
Swift No. RBOS GB 2L
IBAN No. GB39 RBOS 158000 63310436

**Please ensure you use your full name as the reference.
All bank charges must be met by the individual/company
making the payment – please ensure you check for and
include all bank charges due before making your payment.**

Cheque

Cheques should be made payable to The Institute of Indirect Taxation

Credit card

Please note there is a 3% administration fee for this facility

Maestro Mastercard Visa

Debit card

Card No.

Valid from (if applicable) Expiry date

Security Code

Issue No. (if applicable)

Name on card

Address of cardholder

.....

.....Post Code.....