



Australian Government



TAX
PRACTITIONERS
BOARD

Top tips to renew

Presented by: Tracey Barrow
TPB Client Services

Welcome

'In the spirit of reconciliation, we respectfully acknowledge the Traditional Owners and Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their cultures, and Elders past, present and emerging.'

Access the presentation slides: tpb.gov.au/webinar-hub

What we will cover today

- ✓ Tax practitioner demographics
- ✓ Requirements for renewal:
 - ✓ fit and proper person
 - ✓ professional indemnity insurance
 - ✓ continuing professional education
- ✓ How to renew
- ✓ Maintaining your registration
- ✓ Q&A

Meet your presenter



Tracey Barrow

- > Client Services Business Manager
- > Tax Practitioners Board

Poll 1

Are you a:

- > tax agent
- > BAS agent; or
- > other?



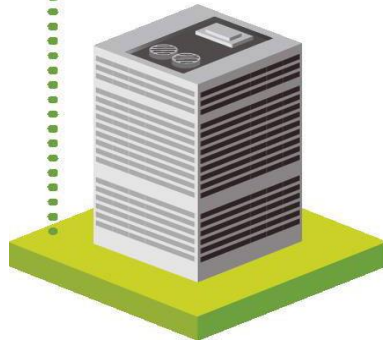
Registered tax practitioner population

As of 30 June 2023

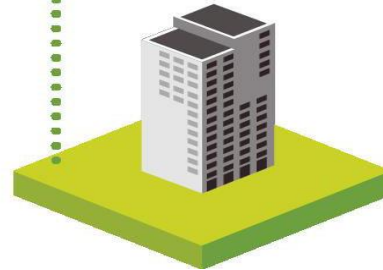
62,589
TOTAL TAX
PRACTITIONERS

Who are made up of:

45,507
TAX AGENTS

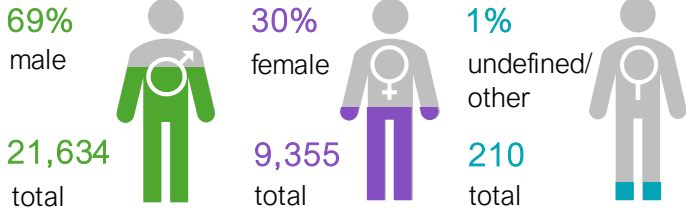


17,082
BAS AGENTS

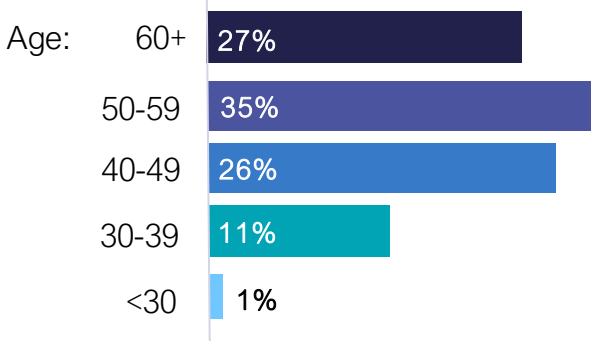
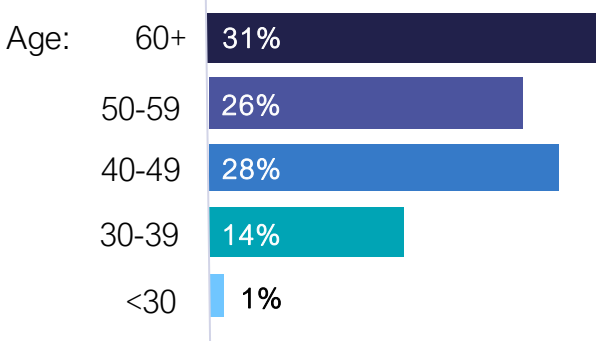
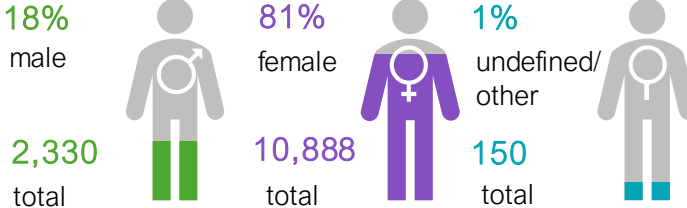


Registered tax practitioner demographics

TAX AGENTS



BAS AGENTS



Registered tax practitioner lodgement

2020-21 financial year

Individual lodgements

64%

Individual income tax returns lodged by tax practitioners

9.6 million

Individual income tax returns lodged by tax practitioners



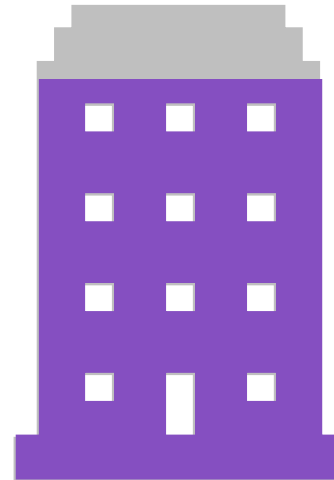
Business lodgements

93%

Company, partnership, trust and individual business income tax returns lodged by tax practitioners

3.8 million

Business income tax returns lodged by tax practitioners



When is my registration renewal due?



- You must apply to renew your registration at least 30 days, but not more than 90 days, before it expires.
- You can check your registration expiry date on the TPB Register.
- Plan ahead so your renewal application is submitted prior to the Christmas period.
- Once you submit your renewal application, your registration is taken to continue until the application has been decided.
- If approved, your registration will be renewed for at least 3 years.

Registration renewal requirements

- Fit and proper
- Professional indemnity insurance
- For individuals – continuing professional education
- For companies/partnership – sufficient number



Fit and proper

- All registered tax practitioners must satisfy a fit and proper person requirement. This applies to:
 - individual practitioners
 - each partner and director in respect of partnership and company registrations.
- In deciding if an individual is fit and proper, we must consider if they are of good fame, integrity and character.
- If a registered tax practitioner ceases to meet the fit and proper person requirement, we may decide to terminate their registration.

Poll 2



If you are a registered tax or BAS agent, what should you do if an event affecting your registration occurs?

- A. Notify the TPB of the event details in writing within 30 days of the event occurring.
- B. Disclose the event details to the TPB when renewing your registration.
- C. Both A and B (if renewing your registration later than 30 days of the event).
- D. Unsure

Professional indemnity insurance



- You must maintain PI insurance that meets our requirements during your period of registration as a tax practitioner.
- You will need to provide details of your PI insurance cover when you renew your registration.
- If you fail to maintain PI insurance that meets our requirements, you will not be meeting an ongoing registration requirement. This could result in termination of registration.

Renewing an individual registration



Before you renew



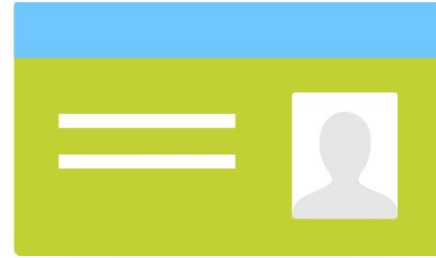
Before you login into My Profile to renew your registration have the following ready to go:

- Proof of identity documents, if you haven't already verified your identity with us.
- Confirm you've completed your required continuing professional education.
- Have PI insurance in place.
- If you are a voting member of a recognised professional association, have your membership details handy.
- Any details that have changed or events affecting your eligibility for registration.

Proof of identity documents

We recommend you use the following Australian-issued documents to verify your identity through the online verification process:

- driver licence
- Medicare card
- Australian passport.



Proof of identity documents



Other Australian-issued identity documents you can use include:

- birth certificate
- change of name certificate
- marriage certificate
- citizenship certificate
- certification of registration by descent
- ImmiCard
- Australian visa (if using a foreign passport).

Tax agent – education requirements

	Primary qualification	Board approved courses			Relevant experience
		Australian taxation law	Commercial law	Basic accountancy principles	
201 Tertiary qualifications in accountancy	Degree or post-graduate award	✓	✓	✗	12 months in past 5 years
202 Tertiary qualifications in another discipline	Degree or post-graduate award	May be required	May be required	May be required	12 months in past 5 years
203 Diploma or higher award in accountancy	Diploma or higher award	✓	✓	✗	2 years in past 5 years
204 Tertiary qualifications in law	Academic qualifications to be an Australian legal practitioner	✓	✗	✓	12 months in past 5 years
205 Work experience	✗	✓	✓	✓	8 years in past 10 years
206 Membership of a professional association	Voting member of a recognised tax agent association	✗	✗	✗	8 years in past 10 years

Tax agent – education requirements continued

	Primary qualification	Board approved courses		Relevant tax (financial) advice experience
		Australian taxation law ¹	Commercial law	
207 Tertiary qualifications	Degree or post-graduate award in a relevant discipline ²	✓	✓	Equivalent of 12 months in the past 5 years
208 Diploma or higher award	Diploma or higher award in a relevant discipline ²	✓	✓	Equivalent of 18 months in the past 5 years
209 Work experience	✗	✓	✓	Equivalent of 3 years in the past 5 years
210 Membership of professional association	Voting member of a recognised tax agent association	✗	✗	Equivalent of 6 years in the past 8 years

1 Must include a component in the *Tax Agent Services Act 2009*, including the Code of Professional Conduct.

2 A relevant discipline includes: finance, financial planning, commerce, economics, business tax, accountancy or law.

BAS agents – education requirements

	Primary qualification	Board approved course GST/BAS taxation principles	Voting member of a recognised BAS or tax agent association	Relevant experience
101 Accounting qualifications	At least Certificate IV Financial Services in bookkeeping or accounting	Required ¹	Not required	1,400 hours in past 4 years
102 Professional Association membership	At least Certificate IV Financial Services in bookkeeping or accounting	Required ¹	Required	1,000 hours in past 4 years

Relevant experience

Relevant experience can include work:

- as a registered tax or BAS agent
- under the supervision and control of a registered tax or BAS agent
- as a legal practitioner
- of another kind.



Continuing professional education

- Over a standard 3-year registration period:
 - tax agents need to complete a minimum of 120 hours of CPE, with a minimum 20 hours each year
 - BAS agents need to complete a minimum of 90 hours of CPE, with a minimum 20 hours each year.
- If your registration is for a period that is not 3 years, you should complete CPE on a pro-rata basis.
- Maintain a record and evidence of the CPE activities you have completed.

Poll 3



- An individual BAS agent registered under a standard 3-year registration is ready to renew.
- They meet one of the 2 options under the qualifications and experience requirements and have completed their relevant experience.
- They have completed 80 hours of CPE, they have PI insurance in place, they meet our fit and proper person requirements and there are no circumstances impacting their registration renewal.

Renewing a partnership or company registration

Renewing for partnerships and companies



To renew your partnership or company registration you will need to provide details of:

- your current PI insurance policy
- the sufficient number of registered individual tax or BAS agents
- directors and partners who are not registered as individual tax or BAS agents
- any events that may affect your eligibility for registration, including any overdue tax obligations.

Sufficient number

- Companies and partnerships need a sufficient number of registered individual tax practitioners to:
 - provide services to a competent standard
 - carry out supervisory arrangements.
- There is no set formula for what a sufficient number is, you will need to use your professional judgement to determine what this is for your business.

Considerations for sufficient number



- Size of the business.
- Types of services being offered.
- Number of qualified and experienced staff.
- Frequency of appropriate training and development activities.
- Level and type of technology or software used.
- Supervisory arrangements in place.
- Any conditions imposed on your registration, based on the qualifications and experience of staff.

Who can form the sufficient number

- A wide range of people could make up your sufficient. It could include partners, directors, employees, contractors or staff under a service trust.
- For company or partnership tax agents with a tax (financial) advice services condition, the registered individuals can include Australian financial services (AFS) licensee's representatives such as:
 - authorised representatives
 - responsible managers
 - compliance officers
 - regional/line managers.

How to renew your registration



How to renew your registration

- Apply at least 30 days before your registration expires.
- You remain registered while your application is being considered.
- Pay the application fee.
- Provide required documentation and submit your application online.



The renewal process

My Profile

MY PROFILE

Action required
Renewal due 31/07/2022

My Profile

My Insurance
Assessments
Registered system
Manage registration details
Change password
Contact us

Welcome

Registration Details

Name
Last name
First name

Business name
Tax agent

Business address
330 NEW LANE ST
CAMBRIDGE BUSINESS CENTRE TORONTO ONT
Canada

Start application ✓

Essential information ✓

Details

Proof of Identity

Professional Indemnity Insurance

Registration conditions

Experience

Membership

Continuing Professional Education

Fit and Proper requirements

Payment

Declaration

Details

TPB Register

If registered, the following information will be publicly accessible on the TPB register:

- registered tax practitioner name
- practice/business name and address
- any relevant professional affiliations (TPB recognised professional associations)
- duration of registration
- any conditions on the registration
- any sanction (other than a caution or termination) that has been imposed by the Board

The fields below identified with **1** will appear on the TPB register

If there are special circumstances about why any of the above information should not appear on the TPB register, [Contact Us](#).

If any of your details are incorrect, please amend in My Profile or call us on 1300 362 629 for assistance.

Your name

Enter your legal name below. This must be the same name as on your identity documents.

Professional indemnity insurance

- If you have your own PI cover you will need the policy number, the name of your insurer, the start and end date of the policy and the amount of cover.
- If you are covered by the PI insurance policy of another registered tax practitioner, you will need their name and registered tax practitioner number.

Professional indemnity insurance

It is an ongoing registration requirement to maintain a PI insurance that meets the TPB's requirements.

Select the option that best describes the registered tax practitioner's current situation *

The registered tax practitioner is covered by its own PI insurance policy

The registered tax practitioner is covered by the PI insurance policy of another relevant registered tax practitioner

The registered tax practitioner does not charge a fee or other reward and is not a contractor of a registered tax practitioner

Alternatively visit [here](#) for details about the Professional Indemnity requirements or [Contact Us](#) for assistance or call 1300 362 829.

Name of insurer *

Policy number *

Policy start date *

Policy end date *

Amount of cover *

\$250,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 and over

Registration conditions

Registration conditions

An applicant can request, or the TPB can impose, a condition on registration to limit the scope of tax services that can be provided.

In determining whether to impose a condition, the TPB considers the qualifications and experience of the relevant individuals providing services.

Details of any conditions will appear on the TPB Register.

- None

Limit registration conditions

Would you like to add any additional condition(s) to your existing conditions? *

- Yes
 No

Previous

Next

Add Condition

Please describe the area or type of service. *

Save

Relevant experience

Registration option
203 - Diploma or higher award in accountancy

Requirement
Equivalent of 2 years full-time experience in past 5 years

Do you meet this relevant experience requirement? *

Yes
 No

Relevant experience

Your registration option determines the required relevant experience displayed below.

For further details, see [relevant experience for tax agents](#).

Registration option
203 - Diploma or higher award in accountancy

Requirement
Equivalent of 2 years full-time experience in past 5 years

Do you meet this relevant experience requirement? *

Yes
 No

Renewal requirements

Association membership

Registration option

203 - Diploma or higher award in accountancy

Requirement

None

Associations

Professional associations may be accredited by us as a recognised tax agent, BAS agent or tax (financial) adviser association if they meet certain requirements in the Tax Agent Services Regulations 2022 (TASR).

Are you a current voting member of a TPB recognised tax agent association? * 

- Yes
 No

Previous

Next

Continuing Professional Education

The TPB requires you to meet the continuing professional education/development (CPE/CPD) requirements set out in our [CPE/CPD requirements](#)

Do you meet the TPB's CPE/CPD requirements? (Note: You may be required to provide evidence). *

- Yes
 No

Previous

Next

Application fee

- Before you submit your renewal, you must pay your application fee in full.
- Once paid enter the details of your payment.
- You will then need to attach a copy of your receipt.

Payment

Review

Please review the application before making payment. Changes will not be possible once the application has been submitted.

Application fee

The application fee is \$731.
The application will not be considered complete until the payment is received.
Once paid, enter the payment details below.

Payment instructions

Payments can only be to the Australian Taxation Office (ATO) using one of the following options.

Please select your payment method *

Government EasyPay
 BPAY Payments

Payment details

Date the payment was made *

Receipt number *

Amount paid *

Attaching a copy of your payment receipt will help us process your application.

Payment Receipt

Maximum file size: 10MB
Allowable file types: PDF, JPG, JPEG, PNG, DOC, DOCX

Renewal declaration

- The final step in the renewal process is your declaration.
- Even if your payment has been accepted your application is not complete.
- We cannot process a renewal until the declaration is completed and the renewal form is submitted.

Declaration

Review

I have reviewed this application and want to submit it. *

Privacy notice

The Tax Practitioners Board is authorised under the Tax Agent Services Act 2009 to collect information requested in this form. Please refer to our [Privacy Notice](#) which outlines how we will use and store the personal information provided in this form.

Declaration

I declare that:

I have answered all the relevant questions to the best of my knowledge, information and belief and they are true and correct in every particular.

I am aware that if I make a statement that is false or misleading in a material particular, then I may be guilty of an offence pursuant to section 8K of the Taxation Administration Act 1953.

I understand and will comply with the Tax Agent Services Act 2009, including the Code of Professional Conduct.

If requested, I will provide the TPB with relevant additional information or documentation in a timely manner.

Full name of person making the declaration *

I have read, understood and agree with the above declaration. *


Yes

No

Submitting your registration

Home > My Profile > Renewal Application > Renewal received

RENEWAL RECEIVED




Your submission number is: 800157

A PDF copy of the submission will be sent to the email address associated with this account.

Thank you for your time.

[Return to My Profile](#)



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Maintaining your registration

- Fit and proper
- Code of Professional Conduct
- Professional indemnity insurance
- Continuing professional education
- Notify the TPB of changes that affect your registration





Questions

Stay in touch with the TPB



tpb.gov.au



tpb.gov.au/contact



Australian enquiries
1300 362 829

Overseas enquiries
+61 2 6216 3443

Our enquiry lines are open
Monday to Friday 9 am to 5 pm
(Sydney time)



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