

Important registration information to share with your representatives

Do your representatives know what they need to do to maintain their registration with the Tax Practitioners Board (TPB)?

A large number of tax (financial) advisers are due to renew their registration in 2020-21 and we want to make this process as easy as possible. As an Australian financial services (AFS) licensee we encourage you to share the following important information with your representatives about maintaining their TPB registration.

- Registration renewals are due every three years under the *Tax Agent Services Act 2009*.
- Registered tax (financial) advisers should check their registration expiry date on the TPB Register so they know when their registration is due for renewal.
- Contact details must be kept up to date with us, including email addresses, to ensure our reminders are received **before** their registration is due for renewal.
- Contact details with ASIC must also be updated at least two weeks before completing a renewal form with us.
- To maintain their registration with us, your representatives must meet the tax (financial) adviser registration requirements, pay the application fee and renew their registration at least **30 days before** their registration expiry date.
- Finally, it's important to note that if your representatives do not renew their registration on time it will cease, and they will **not** be able to provide tax (financial) advice services for a fee or other reward.

What should your representatives do before they renew their registration?

1. Check their registration expiry date at tbp.gov.au/onlineregister
2. Make themselves familiar with the registration requirements to renew their registration at tbp.gov.au/renew-your-tax-financial-advisers-registration
3. Login to 'Myprofile' at tbp.gov.au/MyProfile to check that their contact details are up-to-date with us, including email address.
4. If they no longer require their registration, they can surrender it by visiting tbp.gov.au/change-registration-details

For further information see tbp.gov.au

