

THE INSTITUTE OF INDIRECT TAXATION

VAT COMPLIANCE DIPLOMA

The Institute's Associate examination (leading to Associate membership of the Institute) is widely recognised as being the pre-eminent qualification for those practising in indirect taxation. The main emphasis of the examination is on indirect taxes which it covers in considerable detail.

The professions and commerce are becoming increasingly aware that VAT needs to be considered along with the other mainstream taxes and as a consequence of this they need to ensure that their staff are trained in VAT. The Institute recognises that the Associate examination syllabus might not be appropriate for these people but that training and a qualification in VAT Compliance would be.

To meet this need in 2006 the Institute introduced a new qualification – the **VAT Compliance Diploma**. There will be many benefits arising from this both to the employer and the individuals. It will ensure that staff are properly trained in VAT Compliance work and by passing the examination will be eligible to receive a VAT Compliance Diploma which will be evidence that they have attained the required level of competence. They will also be able to use the letter **IIT (Dip)** after their name. The Diploma will be valid for a two year period at the end of which it will be necessary to apply for it to be renewed. At this time the applicant will be required to confirm that they have maintained their continuing professional development (CPD). This will take the form of an online test which will be accessed from the Tolley Tax Training Website. About two months before the expiry of a Diploma the Institute will write to holders advising them of the need to take this test so that that they are eligible to apply to have their Diploma renewed.

Anyone who decides to undertake the Diploma must register with both the Institute and LexisNexis Tolley - with the Institute as a Diploma student and with LexisNexis Tolley who will provide the required training. In the following pages you will find the Registration form, details of registering and other information you will find of interest.

SYLLABUS AND TRAINING

LexisNexis Tolley Tax Training is the provider of training material for the UK syllabus.

Details of the syllabus and training provider can be found at the following links:

<http://www.iitvatcomplianceiploma.com/DiplomaUK.pdf>;

<http://www.tolley.co.uk/exam-training/>

Malta Institute of Management is the provider of training material for the Malta syllabus.

Details of the syllabus and training provider can be found at the following links:

<http://www.iitvatcomplianceiploma.com/DiplomaMalta.pdf>

www.maltamanagement.com

The website will be updated as the Diploma extends to the other EU countries.

The Diploma itself will not give the right to membership of the Institute but we hope that some of those who are successful may decide it is right for them to go on to study for the Associate examination. If successful in this they would then be able to apply for Associate membership.

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Upon registration as a Diploma student of the Institute a registration fee of £40.00 becomes due. Upon receipt of this the Institute will issue a registration number. This will be required before the Diploma training can commence

The fee to take the Institute of Indirect Taxation Examination will be £40.00

Upon passing the Institute of Indirect Taxation examination a VAT Compliance Diploma will be issued and the designatory letters IIT(Dip) may be used. The fee for the certificate is £130.00 inc. VAT & postage and packing.

The Diploma will be valid for a period of two years. At the end of this period (and each subsequent two year period) the Diploma will require to be renewed. There will be a fee of £130.00 inc. VAT (or whichever fee is appropriate at the time) for renewal together with notification of Continuing Professional Development. The Institute has considered how it is both most practical and cost effective for Diploma holders to confirm that they have maintained their Continuing Professional Development (CPD) and is agreed that this should take the form of a straightforward online test which will be designed to test that this is the case. Diploma holders will be given adequate notice prior to the expiry of the Diploma that this test is required.

[All rates quoted are effective from 31st October 2013]

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Application to register for the VAT COMPLIANCE DIPLOMA

I apply to register for the VAT Compliance Diploma and **enclose the sum of £40.00 being the registration fee** – there is a payment options form at the back of this application form which should be completed and sent together with the completed application form to IIT VCD, 1st Floor Artillery House, 11-19 Artillery Row, London, SW1P 1RT.

New Registration / Renewal – (please delete as necessary)

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. 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	
6a. Employers Name, Address (incl. postcode)	
Contact tel No.	
Email address	
6b. Position & Date of Appointment	

IIT VCD. 1st Floor Artillery House, 11-19 Artillery Row, London, SW1P 1RT
Tel: 0844 225 1225 Email: info@vatcomplianceiploma.com

A NON PROFIT MAKING COMPANY LIMITED BY GUARANTEE
REGISTERED IN ENGLAND No 2631672
REGISTERED OFFICE: 1st FLOOR, ARTILLERY HOUSE, 11-19 ARTILLERY ROW, LONDON, SW1P 1RT

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6c. <i>If self employed</i> Date of commencement of Practice Address of Practice (incl. postcode)					
Contact tel No.					
Email address					
6d. Preferred correspondence details Preferred correspondence email	Home <input type="checkbox"/> Work <input type="checkbox"/> Personal <input type="checkbox"/> Work <input type="checkbox"/>				
7a. What indirect taxes do you advise on?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Tax (please list)</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>No of years practised</u></th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"> </td> <td> </td> </tr> </tbody> </table>	<u>Tax (please list)</u>	<u>No of years practised</u>		
<u>Tax (please list)</u>	<u>No of years practised</u>				
7b. Please give a description of your job specification					
8. For applicant to complete Syllabus to be studied UK <input type="checkbox"/> UK/Malta <input type="checkbox"/> <div style="text-align: right; margin-right: 50px;">Name</div> <div style="text-align: right; margin-right: 50px;">Signature</div> <div style="text-align: right; margin-right: 50px;">Date</div>	<div style="margin-top: 100px;"> <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> </div>				

THE INSTITUTE OF INDIRECT TAXATION

VAT COMPLIANCE DIPLOMA

**THE INSTITUTE OF INDIRECT TAXATION
DECLARATION FOR DIPLOMA HOLDERS**

In anticipation of you being successful in your module tests and final examination we would ask you to please read the following, sign it and return to the Institute of Indirect Taxation at the same time you send us your completed student registration form. We are asking that you do this at this time purely for administration purposes and we can assure you that this will not be activated until you become a Diploma Holder of this Institute.

DECLARATION

- i. Even though I am not a member of the Institute I agree I shall abide by its Rules and Bylaws. [A copy of the Ethical Rules and Practice Guidelines can be found at the website www.theiit.org.uk .] I understand that any breach of these may be a matter for the Disciplinary Committee and could result in the withdrawal of my Diploma in which case I may no longer use the letters IIT (Dip).
- ii. I agree that I shall abide by the decisions of Council and any Committee.
- iii. I agree that I shall not engage in any activity which could bring the Institute into disrepute.

Name (please print).....

Signature.....Date.....

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VAT COMPLIANCE DIPLOMA

Statement of Practice: Statute Books and other legislation which may be used during the VAT Compliance Diploma Module Tests and Final Examination

1. Why the Institute allows access to statute books during the module tests & final examination

The Institute does not want the module tests and examination to be simply a test of a candidates' memory but of their skill and application. Therefore, it is important that candidates know both where the law can be found, and to be able to explain and apply it.

2. What students may have access to during the examination

(a) Legislation Books

Candidates are allowed access to one of each of the following if they so wish:

- (i) Tolleys Orange Tax Handbook
OR
CCH Green Book (primary and secondary legislation)
- (ii) Tolleys Yellow Tax Handbook
OR
CCH Red Books (primary and secondary legislation)
- (iii) HMSO Taxing Statutes
(all legislation must be in its original binding)

Access to legislation books only is permitted. **Access to other text books is not allowed.**

3. What is allowed in books and other legislative documents

Candidates will be permitted to make use of 'page flags' and to write on these what is being flagged – eg. the name of the Act, Section, etc.

4. What is not acceptable in books

- (a) no marking whatsoever (with the exception of page flags (see 3. above))
 - (a) inserting material – whether loose or by the use of adhesive
 - (b) use of adhesive labels

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PAYMENT OPTIONS:

BACS / Internet Payment

Account name: [The Institute of Indirect Taxation](#)
Bank name [Child & Co](#)
Branch [1 Fleet Street, London, EC4Y 1BD](#)
Sort Code [15-80-00](#)
Account no. [63310436](#)
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. All international payments incur a £1.00 charge in addition to other charges made by the banks for an international 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.....