



Documents required before starting online renewal process		
Document/s	Location to access document	Completed
You will need to apply for the basic disclose approximately 2 to 3 weeks before you wish to submit your application as you must upload any basic disclosures into your AML return.		
Basic Disclosure This document is <u>required</u> by UK / Northern Ireland members only	https://www.cimaglobal.com/Members/Your-Membership-Information/Members-handbook/Licensing-and-monitoring/Anti-money-laundering/Criminality-test/	<input type="checkbox"/>
Please complete the AML return prior to starting the online application as you will need to declare that the AML return has been completed.		
1. AML/CTF Return You must upload the following within your AML return: 2. Practice Risk Assessment 3. AML Policy 4. CDD & Client Risk Assessment	Access AML return here: https://www.cimaglobal.com/Members/Your-Membership-Information/Members-handbook/Licensing-and-monitoring/Anti-money-laundering/CIMAs-AMLCTF-annual-return/ Access CIMA's risk assessment and policy templates here: https://www.cimaglobal.com/Members/Your-Membership-Information/Members-handbook/Licensing-and-monitoring/Anti-money-laundering/Minimising-risk/	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Formatted CV	https://www.cimaglobal.com/Documents/Members%20handbook/Members%20in%20Practice/CIMAs%20prescribed%20CV%20format_Function%20Specialisms%202020.pdf	<input type="checkbox"/>
Professional Indemnity Insurance (PII) information	Supplied with policy	<input type="checkbox"/>



CIMA[®]

New Members in Practice checklist

The Member in Practice application is available through your [MyCIMA account](#).

Online MiP Application Screens/steps		
Screen 1	Input valid contact details	<input type="checkbox"/>
	Input practice details	<input type="checkbox"/>
Screen 2	Upload CV	<input type="checkbox"/>
	Input gaps in your knowledge / experience in 'Skills Gaps' field	<input type="checkbox"/>
	Input details for personal and professional referees	<input type="checkbox"/>
Screen 3	Select functional specialisms	<input type="checkbox"/>
	Input Professional Indemnity Insurance (PII) information	<input type="checkbox"/>
	Input continuity partner details	<input type="checkbox"/>
Screen 4	Confirm anti-money laundering annual return completed	<input type="checkbox"/>
	Confirm compliance with Code of Ethics	<input type="checkbox"/>
	Confirm compliance with mandatory requirements	<input type="checkbox"/>
Screen 5	Conformation of CIMA rules / regulations declarations	<input type="checkbox"/>
	Agree to member in practice Logo T&C's	<input type="checkbox"/>
Screen 6	Submit Renewal	<input type="checkbox"/>
	Pay member in practice fee	<input type="checkbox"/>