



Members in Practice

Renewal checklist

Documents required before starting online renewal process

Regulation 26 requires that you inform your AML supervisor of any new appointments to the position of **beneficial owner, officer or manager**. If you have appointed any new beneficial owners, officers or managers that you have **not** already notified CIMA of please send their basic disclosures to aml@aicpa-cima.com

Information can be found on the [Criminality Test page](#) of the Members' Handbook.

Document/s	Location to access document	Completed
AML/CTF Return <i>We recommend that this document is completed before you start the online Renewal</i>	https://www.cimaglobal.com/Members/Your-Membership-Information/Members-handbook/Licensing-and-monitoring/Anti-money-laundering/CIMAs-AMLCTF-annual-return/ If the AML/CTF annual return document is not completed, CIMA can not issue your practising certificate.	<input type="checkbox"/>
Professional Indemnity Insurance (PII) renewal information	Supplied with policy	<input type="checkbox"/>

Online MiP Renewal Screens/steps

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

Screen 1	Input valid contact details	<input type="checkbox"/>
	Input practice details	<input type="checkbox"/>
Screen 2	Select functional specialisms	<input type="checkbox"/>
	Input Professional Indemnity Insurance (PII) information	<input type="checkbox"/>
	Input / Confirm continuity partner details	<input type="checkbox"/>
Screen 3	Confirm anti-money laundering return completed	<input type="checkbox"/>
	Confirm compliance with Code of Ethics	<input type="checkbox"/>
	Confirm compliance with mandatory requirements	<input type="checkbox"/>
Screen 4	Declaration to abide by CIMA rules / regulations	<input type="checkbox"/>
	Agree to member in practice Logo T&C's	<input type="checkbox"/>
Screen 5	Submit Renewal	<input type="checkbox"/>
	Pay member in practice fee	<input type="checkbox"/>