

70 St Mary Axe  
London  
EC3A 8BD  
Telephone: 020 3102 4030  
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[www.thehearingaidcouncil.org.uk](http://www.thehearingaidcouncil.org.uk)

Dear Sir / Madam

**Registration Number:**

**REGISTER OF EMPLOYERS OF HEARING AID DISPENSERS**

**RETENTION FEES – April 1<sup>st</sup> 2008 - 31st March 2009**

I write to advise that the Secretary of State for Business, Enterprise & Regulatory Reform has approved a retention fee of £695 for the year April 1<sup>st</sup> 2008 to March 31<sup>st</sup> 2009.

The retention fee is due on 1<sup>st</sup> April 2008. You should complete the enclosed form, which should be returned **as soon as possible together with payment**, to the Hearing Aid Council, 70 St Mary Axe, London EC3A 8BD.

Your retention fee can be paid in one of two ways:

- By cheque, made payable to the Hearing Aid Council and have the Registrant's name and registration number written on the back of the cheque; or
- By bank transfer, to the following account:

The Hearing Aid Council  
Sort Code Number: **12-18-05**  
A/c Number: **00653684**  
Quoting: Registration number and name of business as reference

If you are making a payment for more than one registration, please ensure you include a full schedule outlining what the payment relates to e.g. Name of individual RHADs, or company, and the Registration numbers.

**COMPLETING THE RETENTION FORM**

You are required to check that the details of your entry on the Register of Employers of Hearing Aid Dispensers are correct, and advise the Council in writing if any changes are required as per Clause 9 of The Hearing Aid Council Registration Rules.

Incorrect completion, failing to sign or return the Retention Form may cause delays in the process of retaining your entry on the Register of Employers of Hearing Aid Dispensers. Providing false information on this form may result in disciplinary action being taken against you.

### **NON PAYMENT OF RETENTION FEES**

If payment is not received by 1<sup>st</sup> April 2008, action will be taken in line with clause 7[a] of the Registration Rules [2007] to strike off the company from the Register. The regulations provide that the earliest date at which such action can be taken is the 29<sup>th</sup> April 2008. Employers removed in this way:

- will be committing a criminal offence if they employ a Registered Hearing Aid Dispenser;
- will need to appear before, and pay costs in relation to, the Disciplinary Committee if they wish to be re-admitted to the Register.
- the Council may take civil action to recover the outstanding fees.

The Council will always pass on to the relevant local authorities (police and trading standards) the names and addresses of those people removed from its register. Such companies face civil and criminal prosecutions if they employ a Registered Hearing Aid Dispenser.

### **REMOVAL FROM THE REGISTER**

It is possible to voluntarily remove your company from the Register of Employers of Hearing Aid Dispensers.

If you **do not** wish to renew your registration, you will be required to complete a statutory declaration in accordance with clause 11[b] of the Registration Rules 2007. This will need to be sworn in the presence of a solicitor or notary public and returned to the Hearing Aid Council. Further information about this process and the form is available on the Council's website, [www.thehearingaidcouncil.org.uk](http://www.thehearingaidcouncil.org.uk).

Yours sincerely



Sandra Verkuyten  
Chief Executive and Registrar