

70 St Mary Axe
London
EC3A 8BD
Telephone: 020 3102 4030
Facsimile: 020 3102 4476
www.thehearingaidcouncil.org.uk

Dear

Registration Number:

REGISTER OF HEARING AID DISPENSERS

RETENTION FEES – April 1st 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 1st 2008 to March 31st 2009.

The retention fee is due on 1st April 2008. You should complete the enclosed form, which should be returned **as soon as possible together with payment and two passport sized photographs**, 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 as reference

If you are making 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 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.

The form asks you to confirm that you have completed your CPD as required under the Code of Practice. If not you will need to submit a one page Action Plan showing how you will make up the shortfall before 30th June 2008.

Incorrect completion, failing to sign or return the Retention Form may cause delays in the process of retaining your entry on the Register 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 1st April 2008, action will be taken in line with clause 7[a] of the Registration Rules [2007] to strike off your name from the Register. The regulations provide that the earliest date at which such action can be taken is the 29th April 2008. Individuals removed in this way:

- will be committing a criminal offence if they dispense or are involved in dispensing hearing aids;
- will not be eligible for automatic registration with our successor body, the Health Professions Council; and
- 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 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 individuals face civil and criminal prosecutions if they act as, or are involved in, the dispensing of hearing aids once they have been removed for our register.

REMOVAL FROM THE REGISTER

It is possible to voluntarily remove yourself from the Register of Hearing Aid Dispensers, if [for example] you wish to retire, stop practicing, or practice outside the UK.

If you **do not** wish to renew your registration, you will be required to complete and return 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. Further information about this process and the form is available on the Council's website, www.thehearingaidcouncil.org.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. A. Verkuyten', with a large, sweeping flourish underneath.

Sandra Verkuyten
Chief Executive and Registrar