

Retention Fee

Top 10 Tips



31 December may seem like a long way off but as you know it's the deadline for payment of your **ARB annual retention fee**. The 2016 retention fee has been held at £107. Your invoice is enclosed and you can now pay the fee. Last year many of you commented that you would like information on how to ensure you receive reminders so we have come up with the following top 10 tips.

Top Tips

1. Make sure your contact details are up-to-date

To review or update your contact details or to make more of your details available to potential clients, visit registrants.arb.org.uk You will need your unique ID code which you can find on your retention fee invoice.

2. Make sure we have an email address for you

We would encourage you to provide us with an email address and, if you have one, a secondary or personal email address. This will help us to contact you with retention fee reminders when you are out of the office. Any secondary email address that you provide will be for internal use only. You can add an email address to your details by visiting registrants.arb.org.uk and entering your unique ID code.

3. Use our new text reminder services

If we have a mobile phone number for you we will send you a text reminder. This will only be used if your fee remains unpaid when the text reminder is sent out, or if we need to contact you urgently. If you would like to provide us with a mobile phone number please visit registrants.arb.org.uk making sure you note your unique ID code as shown on your retention fee invoice.

4. Add a reminder to your calendar

Why not add a fee reminder to your diary or calendar. That way you can be reminded to pay on a date that suits you. Please remember though that payment must reach us by the 31 December 2015.

5. Connect with us on social media

Throughout December we post regular reminders concerning the retention fee so please connect with us on social media.



6. Avoid spam problems

We have received feedback from architects who say that, on occasion, our reminder emails get stuck in their spam folders. If you have now provided us with an email address, please also add info@arbmail.org.uk to your email safe sender list to prevent this from happening. We will send all of this year's retention fee communications from this email address.

7. Spread the word

Are you aware of any friends or colleagues who are away from the office for an extended period? It could be due to maternity leave, paternity leave, annual leave, illness or secondment.

If so, please consider forwarding any letters and emails to them so they know when and how to pay the retention fee.

8. Inform your practice

The Act specifies that it is a registrant's own responsibility to pay their retention fee. We understand that some practices pay their employees' fees but nonetheless, the responsibility to pay the fee lies with the registrant.

We strongly advise you to remind your practice to make the payment. If this isn't possible, you should pay the fee yourself and then claim it back from your employer.

9. Check the ARB website

Our website is where you will find the most up-to-date information on the retention fee including how much it is, when you need to pay by and the ways you can pay - www.arb.org.uk

10. If you wish to be removed from the Register -

Resign rather than wait to be removed for non-payment.

If you have decided to stop practising and wish to be removed from the Register please resign rather than wait to be removed for non-payment. Resignation is a simple process and does not carry a prescribed fee which is payable for those removed for non-payment. You can resign at any time of the year, at registrants.arb.org.uk



2016 will see the election of **Architect Board Members**. Make sure you pay your fee on time to retain your right to vote.

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