

70 St Mary Axe  
London  
EC3A 8BE  
Telephone: 020 3102 4030  
Facsimile: 020 3102 4476  
[www.thehearingaidcouncil.org.uk](http://www.thehearingaidcouncil.org.uk)

Date: 27<sup>th</sup> February 2009

Dear

**Registration Number:**

**REGISTER OF HEARING AID DISPENSERS**

**RETENTION FEES – April 1<sup>st</sup> 2009 - 31st March 2010**

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> 2009 to March 31<sup>st</sup> 2010.

The retention fee is due on 1<sup>st</sup> April 2009. 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 the accuracy of the details of your entry on the Register of Hearing Aid Dispensers, and advise the Council in writing if any changes are required by Clause 9 of the Registration Rules 2007.

The form asks you to confirm that you have completed your CPD as required under the Registration Rules 2007. If you have not met the requirement you will need to submit a one page Action Plan showing how you will make up the shortfall before 30<sup>th</sup> June 2009.

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 1<sup>st</sup> April 2009, 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 29<sup>th</sup> April 2009. 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.

### **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](http://www.thehearingaidcouncil.org.uk).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'C O'Leary', with a stylized flourish at the end.

Chris O'Leary  
Registrar and Director of Policy