

To: All firms
From: Andrew Jarvis
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HAT COMPLIANCE MANUAL – JANUARY 2018

We have today published our new Compliance Manual, which encompasses and replaces the following existing HAT Manuals:

- Audit Procedures Manual (last updated March 2017)
- Practice Assurance Manual (last updated March 2017)
- Anti-Money Laundering Procedures Manual (last updated October 2017)

These Manuals have been combined to make your Annual Compliance Review simpler, by transferring all of the relevant documentation from the individual Modules (being the old Manuals) to a new 'Annual Compliance Review Module'. This also means that the documentation in each component Module now simply relates to 'day to day' requirements and guidance. Each Module remains dated as above, with the Annual Compliance Review Module being dated 'January 2018'.

Most firms receive all Modules as part of their membership package and can simply download the updated Modules from HAT's [Members Area](#). Firms who only receive certain Modules of the new Manual will be able to continue to subscribe solely to those elements (the Annual Compliance Review will be provided free with any Module purchased). However, any member firm who wishes to purchase any element which they do not currently receive may do so for a cost of £80 per Module (for Non-Members, £100 per Module) which represents an almost 50% discount on our normal prices. Please note: This offer ends 30 April 2018. Any firm wishing to purchase additional modules after this date will be charged the full price. If you would like to take advantage of this offer, please email andrew@hatgroup.co.uk

We have also taken this opportunity to introduce some guidance on the Criminal Finances Act 2017 to Chapter 2 of the Practice Assurance Module. However, with this exception, please note that all changes made are to the structure rather than content of the Manuals and therefore it is perfectly acceptable to continue using documents from the previous Manuals, especially where you have tailored them.

We are always pleased to receive feedback on our manuals. If you have any comments on this Manual then please email roger@hatgroup.co.uk