

Annual Retention Fee

Only those on the Architects Register can legally call themselves an architect in the UK. Architects must pay an annual retention fee to be included on the Register.

The Register is maintained by ARB, the profession's statutory regulator, and the fee helps fund our regulatory activities. It is ultimately an architect's responsibility to ensure their fee is paid, however it is possible for someone else, such as an employer, to offer to cover the fee on the architect's behalf.

Paying for others / your employees

Key information:

- The retention fee for 2021 is **£119** per architect.
- The fee can be paid **from early October 2020**.
- To remain on the Register an architect's fee must be paid **by 31 December 2020**.
- Payments **need to reach us by this date** (not just be processed)
- If an architect's fee is not successfully paid on time they will be **removed from the Register** for non-payment in the new year and will not be able to legally practise as an architect.

Further information: arb.org.uk/fees2021

0207 580 5861

info@arb.org.uk

Payment process

Step 1 In October, a fee notice is sent to all architects at their registered postal and email address

Step 2 A fee is paid for each architect wishing to remain registered in the new year

Step 3 Once allocated, a digital certificate and payment receipt is sent to the architect's registered email address

Payment methods

BACS Transfer

Online portal *

Direct Debit

Phone *

Please note: As part of COVID-19 related safety measures, we will not be accepting fee payments by cash, cheque, banker's draft or postal order this year.

* To protect against fraud, credit/debit cards payments are limited to £5,000 per transaction -equivalent to the fees for 45 architects. Multiple, separate transactions can be made if you are covering the fees of more than 45 architects.

Use the table on the other side of this page to:

- **Confirm who your current employees are**
- **Let us know who you are paying the fee for (if applicable)**
- **Please return your completed form to info@arb.org.uk**



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Organisation name:

Please make sure the name above is written exactly as you want it to appear on the Architects Register.

Payment contact

Name:

Role:

Email:

Phone:

If applicable

Payment method:

Payment date:

Total payment amount:

Your employees

	Registration Number	Name	Payment amount (£)
1			
2			
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