

## CIISA Registration – Finance FAQs

### **What period does the Registration cover?**

CIISA's financial year runs April to March. Registration is annual and covers the April to March period. The first Registration period is 1 April 2026 to 31 March 2027.

### **What accounting period should be used to establish UK turnover?**

CIISA's financial year runs April to March. We recognise that many Registrants will not have financial years that align with this.

Please use your last set of published accounts.

### **How does CIISA define 'annual UK turnover'?**

If you/your organisation operates in the UK only, you should use the turnover figure as given in your financial statements to assess what band you come under.

If you/your organisation operates in the UK and other geographical areas, please use the UK turnover figure as given in your financial statements, if this is a requirement for your statutory accounting.

If you are not required to give your UK turnover figure in your statutory accounting (for example, because you report on a worldwide turnover and not separate UK turnover), please use the information that you/your organisation has available that gives this figure. This could include sourcing from internal sales reporting, information held in the accounting system, figures provided on VAT returns etc. However, if it is too time consuming to produce this information, please use a reasonable estimate for UK turnover instead.

For organisations that are part of a larger corporate group: where your group prepares consolidated financial statements in the UK, assessments of UK turnover should be based on the disclosed group UK turnover in these financial statements.

If multiple entities prepare consolidated financial statements, take these from the highest UK-based entity preparing these (subject to the issue regarding multiple brands as below).

Where your group does not prepare consolidated financial statements in the UK, you should aggregate the UK turnover from the separate financial statements of your UK subsidiaries and use this as your annual UK turnover. You may 'net off' intra-group turnover in this process.

For organisations that receive them, grants and donations should be included as part of turnover.

### What are the Registration Fee bands?

The Registration Fee you pay is based on your UK Turnover. The bands are as follows:

Band	Annual UK Turnover		Annual Registration Fee*
1	£ 500,000,000	>£500m	£50,000
2	£ 200,000,000	£ 499,999,999	£35,000
3	£ 100,000,000	£ 199,999,999	£23,500
4	£ 75,000,000	£ 99,999,999	£15,700
5	£ 50,000,000	£ 74,999,999	£10,500
6	£ 35,000,000	£ 49,999,999	£7,000
7	£ 25,000,000	£ 34,999,999	£4,650
8	£ 15,000,000	£ 24,999,999	£3,100
9	£ 10,000,000	£ 14,999,999	£2,050
10	£ 6,000,000	£ 9,999,999	£1,400
11	£ 3,000,000	£ 5,999,999	£900
12	£ 1,500,000	£ 2,999,999	£600
13	£ 750,000	£ 1,499,999	£400
14	£ 350,000	£ 749,999	£275
15	£ 100,000	£ 349,999	£175
16	£ -	£ 99,999	£100

\* plus VAT

### How has CIISA calculated the banding for Registration?

The bands are guided by the following principles:

- Proportionality and accessibility to make fees are as fair and accessible as possible, recognising the diverse sizes and structures of organisations across the creative industries
- Smooth progression between bands: no large, abrupt ‘cliff edge’ increases and a graduated structure that accommodates potential year-on-year changes in UK turnover for Registered organisations
- An increased number of entry points, particularly for small-to-mid-sized organisations, through a wider range of bandings

### What if we have an accounting period that is greater or less than one year?

If the accounting period is greater than one year (assuming this is a one-off situation for your organisation) please use a ‘pro-rata’ turnover approach that proportionately

assesses how much your UK turnover was for 12 months based on the number of months in your accounting period.

For example, if your UK turnover is £1.5m for 15 months, divide £1.5m by 15 months (which is £100,000). Then multiply £100,000 by 12 months, which means your pro-rated turnover is £1.2m.

If the accounting period is less than one year (again assuming this is a one-off situation for your organisation), please 'annualise' by dividing your turnover by the number of relevant months, before then multiplying that by 12 months.

For example, if your UK turnover is £9m for 8 months, divide that figure by 8 (to get £1.125m) and then multiply that figure by 12 months to get your 'annualised' income of £13.5m.

Please complete the form and note under '*Please enter any other relevant information*' that it is a short accounting period. We will pro-rata your Registration Fee accordingly.

If it is not a one-off situation for your organisation, please contact [registration@ciisa.org.uk](mailto:registration@ciisa.org.uk) for further guidance. We will aim to respond within three working days.

#### **What if my organisation has UK turnover that fluctuates year on year?**

Your UK turnover should be assessed each year and therefore may move between bands each year.

#### **I am registering part way through CIISA's registration year. Will my Registration Fee be reduced?**

If you are registering for the first time and register part way through the year we will pro-rata your Registration Fee according to the financial quarter of your start date.

#### **Is there a reduced rate available for charities and other not-for-profit organisations?**

Yes. We offer a reduced rate to charities and other not-for-profit organisations. Please enter further information into the '*Please enter any other relevant information*' box on our Registration form, such as your charity registration number, funding arrangements etc.

We will bill at the reduced rate if you meet our eligibility criteria.

Further guidance can be found here <[link to Reduced Registration Fee doc](#)>.

#### **I am still not sure what band we might come under, can I get help?**

Yes. Please contact [registration@ciisa.org.uk](mailto:registration@ciisa.org.uk) for further assistance. We will aim to respond within three working days.

**Will there be an annual increase on the Registration Fee, and if so, how will this be calculated and when will my organisation be notified?**

The Bandings and Registration Fees will remain fixed for the duration of CIISA's 2026-2029 Strategic Period.

We will undertake a review of Bandings and Registration Fees in the final year of the Strategy Period (2028/29) as we look ahead to what services and support are required for the next Strategic Period. We will engage with creative industry organisations during this process.

**My organisation is part of a Corporate Group. Do we pay separately, or does our parent company pay one Registration Fee for all its subsidiaries?**

Corporate Groups may apply for a group Registration that includes its subsidiaries.

They can be included when:

- each one is listed on CIISA's Registration Form during the application process
- each one meets CIISA's Eligibility Criteria
- CIISA does not require it to register separately (see below)

Unless CIISA agrees otherwise, CIISA will normally require a separate Registration where the Annual UK Turnover is £200m or more (and would therefore place it in Fee Band 2 or higher). In practice, organisations of this size are expected to contribute in their own right, reflecting the scale at which they operate, the role they play, and the impact and presence they have within the industry.

**If my organisation pays one Registration Fee with the intention of it covering a number of group companies, why do I need to submit the names of all of the companies it covers?**

All Registered organisations will be listed on the CIISA Directory of Registered organisations to ensure maximum transparency. We require this information to ensure the Directory is reflecting the correct information, that all organisations listed are eligible to register and that CIISA's Registration Mark is used correctly and appropriately.

**Can my organisation pay more than the stated Registration Fee?**

Yes, this is possible. Please express your interest in the 'Please enter any other relevant information' box in the Registration Form and we will contact you to discuss further. Alternatively, you can email [registration@ciisa.org.uk](mailto:registration@ciisa.org.uk).

**Can my organisation register for the full 2026-29 strategic period upfront?**

Yes. We ask that you commit to Register for the next three years. By confirming your commitment, it helps provide the certainty and stability needed to plan effectively, invest in long-term delivery and focus on sustained impact. You can confirm your commitment at the required point on the Registration Form. You will be billed annually for each upcoming Registration period.

**Does my organisation have to commit to three years?**

No, this is not mandatory. However, and as stated above, by committing to three years of Registration, this helps us have greater certainty over funding levels and planning.

**What happens after the Registration Form is submitted?**

We will review your Registration submission and contact your named persons regarding onboarding and purchase order requirements. Once we have the information we need, we will issue a VAT invoice with 14-day payment terms.

On receipt of payment, we will give access to the Registration mark and other Registration materials. Your organisation will be listed on the CIISA Directory of Registered Organisations (available in the last quarter of 2026).

**What happens at renewal time?**

We will contact you nearer to the time and invite you to renew your Registration, including asking you to confirm your latest UK turnover.

**I have a question that hasn't been answered here. Who should I contact at CIISA?**

In the first instance, please e-mail [registration@ciisa.org.uk](mailto:registration@ciisa.org.uk) with your request and contact details and we will aim to respond within 3 working days.