



Annual Return

Frequently asked questions



Frequently asked questions about the Annual Return.

When do I need to complete my renewal?

You will receive correspondence from us informing you of when your renewal is due and when it needs to be completed by.

What happens if I am away at the time my renewal is due?

If it is possible, you can complete your renewal form before you are due to go away. Alternatively you can contact us to discuss your circumstances.

What if I move firm?

You will need to [contact us](#) to update your employment records and discuss the next steps.

Why do we need to renew now when we only started sponsorship a short time ago?

This is so that your renewal ties in with the annual return date and will remain at the same time next year.

What if I am under investigation by RICS or any other bodies?

If you are working as a valuer you will need to complete the renewal and inform us of this in the form. Your status will appear as 'Under Review' until the details have been checked.

Do I need to complete all annual return sections?

Yes, you will need to complete all returns that appear on the page. This will include at least 2 returns and, if you are enrolled on any other schemes, these returns will appear and will need to be completed also.

Can I access last year's return?

When you commence your renewal form, the answers from last year's return will be pre-populated for you.

Have any of the questions changed? Why are some of the fields blank?

Yes, some of the questions have changed. The answers that have been pre-populated will have stayed the same but, where the fields have been left blank, the questions will either be new or will have changed.

What if my employment information is incorrect?

You can change this online by going into the My RICS section. Alternatively you can [contact us](#) or call the Regulation Helpline on +44 (0)20 7695 1670 and they will be able to assist you.

What does 'Annual Return Under Review' mean?

This means that our system has identified scoring issues and we may need to contact you.

How do I reset my password?

You can [change your password online](#).

Alternatively, our [Contact Centre](#) can assist.