

Application for reinstatement to membership of the Association of Authorised Public Accountants



The Association of Authorised Public Accountants (AAPA) is a Recognised Supervisory Body under the Companies Act 2006. Registered in England as a company limited by guarantee, registration number 1379840. Registered office: 10 Lincoln's Inn Fields, London WC2A 3BP, United Kingdom. Tel: +44 (0)20 7059 5921, fax: +44 (0)20 7059 5916. AAPA has delegated the administration of its affairs to ACCA (the Association of Chartered Certified Accountants).

PLEASE USE BLOCK CAPITALS AND BLACK INK THROUGHOUT.

Members who were removed from the register for non-payment of subscription fees

A former member seeking reinstatement who was removed from the AAPA register for non-payment of fees must pay the current year's subscription, the reinstatement fee, any unpaid sums owed at the time of removal and all back subscriptions. Those members with an annual CPD declaration outstanding must also ensure to complete the declaration section on page six of this form in order to be considered for reinstatement.

Members who were removed from the register for non-compliance of Continuing Professional Development (CPD) obligations

A member who was removed from the AAPA register for non-compliance with their CPD obligations will be required to complete the declaration on page 6 of this form, and any outstanding CPD evidence as requested by AAPA, in order to be considered for reinstatement.

Members who have previously resigned from the AAPA register

A member who formally resigned and whose resignation was accepted by Council will be required to pay any unpaid sums at the time of resignation, the current year's subscription and reinstatement fee but will not be required to pay subscription fees for the period during which he/she was off the register. Those members with an annual CPD declaration outstanding must also ensure to complete the declaration section on page six of this form in order to be considered for reinstatement.

Individuals who were removed from the register on disciplinary grounds or due to bankruptcy

An individual excluded from the register on disciplinary grounds or due to bankruptcy may, in addition to completing this form and paying all fees and any other sums due, be asked to supply character references in addition to completing the reinstatement to membership form and may be subject to the preparation of a report by an AAPA approved practitioner on his/her conduct in the period since his/her exclusion, for which an additional fee may be payable. Applicants may also be required to pass further examinations and/or tests and be subject to further conditions for reinstatement. Advice on these procedures will be given on receipt of this form.

Members in public practice

An applicant for reinstatement who is in public practice (whether on a full-time or spare-time basis) as the principal of a firm must submit an application for a non-statutory practising certificate with this form. They must also maintain competence in the specialised areas of their practice and obtain an appropriate proportion of CPD units in those areas.

Previous membership or registration number, if known

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Date of admission to membership (dd mm yy)

--	--	--	--	--	--

Date of removal from membership (dd mm yy)

--	--	--	--	--	--

I,

hereby apply for reinstatement to membership of the Association of Authorised Public Accountants (AAPA).

I undertake that, if re-admitted, I will, so long as I remain a member or affiliate of AAPA, comply with the byelaws and all other regulations of AAPA for the time being in force.

I further undertake that I will use the designation 'Authorised Public Accountant' and/or the prescribed designatory letters 'AAPA' or 'FAPA' only while I remain a member of AAPA.

I acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after re-admission to membership. I therefore accept my responsibility to undertake adequate continuing professional development as directed by Council and specified within the Membership Regulations.

I confirm that I have read and fully comprehend the content of AAPA's byelaw 50 and that there is nothing which I should bring to AAPA's attention at the present time. (Please note that the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession. You are, therefore, required to disclose spent convictions.)

I declare that the information contained in this application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that any statement contained therein which is known by me to be false may invalidate this application and any decision reached thereon.

- I enclose my remittance as set out on page five
- I have completed my CPD declaration on page 6 (if applicable)
- I enclose my CPD evidence records for review (only applicable if previously requested by ACCA).

Signature

Date

PERSONAL DETAILS

Surname _____

Title (✓) Mr Mrs Miss Ms Dr Other (please specify) _____

Forenames _____

Honours/university degrees _____

Date of birth _____

Residential address

Post town/city _____ County/state _____

Country _____ Postcode _____

Tel _____ Area/STD code _____ Number _____

Business address

Job title _____

Company name _____

Company address _____

Post town/city _____ County/state _____

Country _____ Postcode _____

Tel _____ Area/STD code _____ Number _____

Fax _____ Area/STD code _____ Number _____

Mailing details

If reinstated, please indicate the address to which you wish your correspondence to be sent (✓): _____ Residential Business

If you wish your country of residence to appear in the *Directory of members*, please indicate your consent by ticking this box (✓): _____ Residential Business
Neither

COMMUNICATIONS AND MARKETING

AAPA has delegated the administration of its affairs to ACCA.

This section sets out certain information and options on how ACCA may communicate with you, the types of materials which ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties. By signing the declaration, you give consent to ACCA using your data for the purposes and in the manner indicated in this section, except to the extent you opt out below or by logging into *myACCA*.

Communications method – ACCA may communicate with you by email, phone or by post using the contact details provided on this form or otherwise provided by you. Email is ACCA's preferred method of sending general correspondence, publications and promotional information.

ACCA promotional material – In order to get the maximum benefit out of your AAPA membership, ACCA may send you promotional materials relating to ACCA services and events.

Third party marketing material – ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your professional capacity. All are strictly vetted and the mailing/email list is never given directly to the advertising party. All campaigns are carried out by ACCA or an ACCA approved agency.

I do not wish to receive third party marketing materials.

Data Protection

ACCA may use your personal data (provided on this form or otherwise collected during the course of your relationship with ACCA) in order to;

- administer your application and subsequent AAPA membership
- send you publications and other communications (produced by ACCA)
- respond to enquiries and investigate complaints
- comply with ACCA's regulatory obligations.

For more information in how we collect and use your personal data, please refer to our data protection notice, available at www.accaglobal.com/documents/protection_notice.pdf or alternatively contact ACCA using the details noted on this form.

Please provide your email address. Your email address will be used for outbound emails. It must be unique to you and not shared. It is your responsibility to ensure that your email address is correct. ACCA will not accept responsibility for emails being sent to email addresses which are no longer used, which are incorrectly formatted, or which are publicly available.

Email _____

MEMBERSHIP DETAILS

A member in the UK or Ireland will normally be enrolled with the members' network covering his/her residential address, which will involve receiving mailings directly from that network. If you are reinstated and do **NOT** wish to be enrolled, tick here (✓):

A member in the UK or Ireland will normally be enrolled with the members' network covering his/her employment category, which will involve receiving mailings directly from that network. If you do **NOT** wish to be enrolled, tick here (✓):

Your details are retained on AAPA's membership database for administrative and regulatory purposes, in accordance with registration under data protection legislation. Whilst ACCA never sells its mailing list to third parties, it does undertake strictly controlled mailings on behalf of selected third parties where the product or service being advertised is likely to be of interest or use to accountants. If you wish to receive such mailings please indicate your express consent by ticking the box (✓):

Please detail below the reason for your removal from membership.
Continue on a separate sheet if necessary.

Please summarise your employment since the date of your removal.
Continue on a separate sheet if necessary.

Have you ever been adjudged bankrupt or, either individually or as a partner/director in a firm, made or agreed to make an assignment for the benefit of creditors or made any arrangement or composition with creditors or executed any similar deed or agreement or attempted to take the benefit of any statutory provision for arrangement with creditors? (✓)

 Yes No

If yes, give full details below including the relevant dates and the current position. Continue on a separate sheet if necessary.

Previous membership number, if known

Date of admission to membership (dd mm yy)

Date of removal from membership (dd mm yy)

Are you in either full or spare time practice? (✓)

 Yes No

Have you ever held a non-statutory practising certificate issued by AAPA? (✓)

 Yes No

If yes, please give last year of issue

BUSINESS DETAILS

EMPLOYMENT CATEGORY – Please indicate your current employment category (one only).
If not employed, please refer to the foot of this section.

Industry/commerce – If you tick this box, please complete the following sections.

Business category

Which one of the categories below best describes your employment?

- | | |
|---|---|
| <input type="checkbox"/> Retail/consumer | <input type="checkbox"/> Energy and utilities |
| <input type="checkbox"/> Manufacturing industry/engineering | <input type="checkbox"/> Transport/distribution |
| <input type="checkbox"/> Professional services | <input type="checkbox"/> IT/communications |
| <input type="checkbox"/> Pharmaceuticals/healthcare | <input type="checkbox"/> Leisure/tourism/travel |
| <input type="checkbox"/> Other (specify) _____ | |

Members in the UK and Ireland working in the above categories will be enrolled in the Corporate Sector Network unless indicated otherwise in the Members' network enrolment section below.

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Banking | <input type="checkbox"/> Insurance/investment |
|----------------------------------|---|

Members in the UK and Ireland working in the above categories will be enrolled in the Financial Services Network/ACCA Ireland Financial Services Network, as applicable, unless indicated otherwise in the Members' network enrolment section below.

Job category

Which one of the categories below best describes your work?

- | |
|--|
| <input type="checkbox"/> Internal auditing |
| <input type="checkbox"/> Data processing/management services |
| <input type="checkbox"/> Financial accounting |
| <input type="checkbox"/> General management |
| <input type="checkbox"/> Financial management/treasurership |
| <input type="checkbox"/> Management accounting |
| <input type="checkbox"/> Company secretarial |
| <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Other (specify) _____ |

Size of organisation?

- | | | |
|--------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> 1–10 | <input type="checkbox"/> 51–250 | <input type="checkbox"/> 2001+ |
| <input type="checkbox"/> 11–50 | <input type="checkbox"/> 251–2000 | |

Public sector – If you tick this box, please complete the following sections.

Business category

Which one of the categories below best describes your employment?

- | | |
|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Local government |
| <input type="checkbox"/> National government | <input type="checkbox"/> Not for profit |

Members in the UK and Ireland working in the above categories will be enrolled in the Public Sector Network unless indicated otherwise in the Members' network enrolment section below.

- Health

Members in the UK and Ireland working in the above categories will be enrolled in the Health Service Network unless indicated otherwise in the Members' network enrolment section below.

Job category

Which one of the categories below best describes your work?

- | |
|--|
| <input type="checkbox"/> Internal auditing |
| <input type="checkbox"/> Data processing/management services |
| <input type="checkbox"/> Financial accounting |
| <input type="checkbox"/> General management |
| <input type="checkbox"/> Financial management/treasurership |
| <input type="checkbox"/> Management accounting |
| <input type="checkbox"/> Company secretarial |
| <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Other (specify) _____ |

Size of organisation?

- | | | |
|--------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> 1–10 | <input type="checkbox"/> 51–250 | <input type="checkbox"/> 2001+ |
| <input type="checkbox"/> 11–50 | <input type="checkbox"/> 251–2000 | |

Public practice – If you tick this box, please complete the following sections.

Nature of firm?

If all of the partners/directors are members of the Association of Chartered Certified Accountants, the firm is Chartered Certified. If all of the partners/directors are members of one, or more, of the Institutes of Chartered Accountants in England and Wales, Ireland or Scotland, the firm is Chartered. If all of the partners/directors are members of ACCA and one, or more, of the above-mentioned Institutes, the firm is Mixed Chartered Certified/Chartered. If all of the partners/directors are members of the Association of Authorised Public Accountants, the firm is Authorised. Any other combination of partners/directors, including firms with unqualified partners, is Other.

- | | |
|--|--|
| <input type="checkbox"/> Chartered Certified | <input type="checkbox"/> Mixed Chartered Certified/Chartered |
| <input type="checkbox"/> Chartered | <input type="checkbox"/> Authorised |
| <input type="checkbox"/> Other (specify) _____ | |

Members in the UK and Ireland working in public practice will automatically be enrolled in the Practitioners' Network/ACCA Ireland Practitioners' Network, as applicable, unless indicated otherwise in the Members' network enrolment section below.

Job category

Which one of the categories below best describes your work?

- General practising services

OR specialising in:

- | |
|---|
| <input type="checkbox"/> Audits |
| <input type="checkbox"/> Management consultancy |
| <input type="checkbox"/> Insolvency |
| <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Other (specify) _____ |

Number of partners/directors?

- | | | |
|--|------------------------------|--------------------------------|
| <input type="checkbox"/> Sole practitioner | <input type="checkbox"/> 4–6 | <input type="checkbox"/> 10–99 |
| <input type="checkbox"/> 2–3 | <input type="checkbox"/> 7–9 | <input type="checkbox"/> 100+ |

Not employed

If you tick the Not employed box, you will not receive any members' network mailings unless you specify you wish to by completing the section below.

Members' network enrolment – UK/Ireland only

- Tick if you do NOT wish to be enrolled in any members' network.
- Tick if you wish to be enrolled in a different members' network (or networks) to that covering your business category (either in addition to, or in place of, your automatic enrolment). Specify ALL of the members' networks in which you wish to be enrolled below:

REMITTANCE

Reinstatement to membership

2012 subscription	£197
Reinstatement fee	£47
Unpaid subscriptions ¹	£ _____
Total	£ _____

¹ Past years' subscription rates:	2007 – £170
	2008 – £175
	2009 – £181
	2010 – £189
	2011 – £193

I enclose my cheque/bank draft (made payable to AAPA) for £ _____ Cheque/draft number _____

OR

debit my MasterCard Visa American Express Maestro UK Solo with the sum of £ _____

Card number

Start date/valid from Expiry date Issue no (if applicable)

Name of cardholder _____

Signature of cardholder _____

Your remittance will be banked or your credit/debit card will be debited upon receipt of your application.

MEMBERSHIP CERTIFICATES

I returned my AAPA certificate(s) and therefore I require a replacement (✓)

Member Fellow

I lost my AAPA certificate(s) and therefore I require a replacement (✓)

Member Fellow

Signature _____

Date _____

ANNUAL CPD DECLARATION

The declaration below relates to CPD undertaken in 2011. All applicants for reinstatement to the Membership register are required to complete this form.

- Those who resigned from the register and wish to reinstate can select Option B if necessary, but will be required to make good their CPD shortfall.
- Those who were removed from the AAPA register for non-payment of fees can select Option B (I have not met the CPD requirements) if necessary, but will be required to make good their CPD shortfall.
- Those who were removed from the AAPA register for non-compliance with their CPD obligations must be able to select Option A (I have met the CPD requirements), ie they must have met, or made good a shortfall for, the CPD requirements for 2011 in order for their reinstatement to be processed. Information on the CPD requirements, including guidance on CPD waivers, can be found at www2.accaglobal.com/members/cpd
- Those who were removed from the AAPA register for not complying with the CPD evidence review process must submit the relevant CPD evidence records with this form. Information on what evidence to forward and copies of ACCA's evidence record and summary form can be found at www2.accaglobal.com/members/cpd/evidence

If you need further assistance on what documents/information to provide to ACCA along with your application for reinstatement please contact ACCA Connect by telephone on +44 (0)141 582 2000 or by email to members@accaglobal.com

PART 1

All members must complete this part of the form by selecting either option A or option B.

- Option A** – I have complied with the CPD requirements for 2011. The CPD route I followed is (please select one route only):
- Unit route
 - Unit route – part-time or semi-retired
 - ACCA Approved Employer route
 - IFAC member body route
- Option B** – I have not been able to meet the CPD requirements for 2011. I understand that CPD is a requirement for my continuing membership and that I will be contacted by ACCA to enable rectification of this matter.

PART 2

Only complete this part of the form if the statement below applies to you. If it does not, please leave blank.

- I confirm that I am involved in the audit of historical financial information.

PART 3

All members must complete this part of the form by signing and dating the declaration.

I confirm that the information given in this form is true and accurate to the best of my knowledge and belief. I further confirm that I have not been subject to any criminal, disciplinary or other matters within the terms of byelaw 8 (liability to disciplinary action) that have not already been brought to the attention of ACCA's professional conduct department. I have maintained and, where appropriate, developed my competence in relation to professional ethics.

Signature

Today's date

ANNUAL CPD DECLARATION – INSTRUCTIONS AND GUIDANCE

COMPLETING PART 1

Option A

If you have met the CPD requirement, select Option A and also indicate which CPD route you followed from the options below:

- Unit route: if you have completed 40 units of CPD, including 21 verifiable units. **Please select this route even if you were granted a full/partial CPD waiver.**
- Unit route – part-time or semi-retired: please check the guidelines to ensure that you are eligible to select this route. You need to ensure you have completed an appropriate level of CPD for your role.
- ACCA Approved Employer route: if you are employed by an ACCA Approved Employer – professional development and your role is covered by the approval. Please check with your employer that they are approved and confirm the scope of their approval.
- IFAC member body route: if you are a full member of another IFAC member body and have followed that body's IFAC-compliant (IES 7) CPD programme. Visit www.ifac.org for a listing of member bodies.

Option B

If you have not been able to meet the CPD requirement, select Option B. Completing CPD is a requirement of your continuing membership, and ACCA will contact you to assist you in making good any CPD shortfall. Once your shortfall is rectified, you must make a replacement declaration for the year selecting Option A.

COMPLETING PART 2

Complete Part 2 if you are an audit professional as defined by IFAC (IES 8), ie a professional accountant, below engagement partner level, with responsibility/delegated responsibility for significant judgments in the audit of historical financial information. (This definition does not apply to experts who undertake specific tasks within an audit – eg tax, IT or valuation experts.)

COMPLETING PART 3

You must sign the declaration to confirm the CPD information you have provided, that you have maintained your competence in relation to professional ethics, and that you have not been subject to any matters within the terms of ACCA's byelaw 8 that have not already been brought to the attention of ACCA's professional conduct department.

If you have been subject to matters within the terms of byelaw 8 and ACCA's professional conduct department is aware of this, you may sign and submit this declaration. If you are concerned that you may be subject to matters under byelaw 8 of which ACCA is not already aware, please notify ACCA by writing to professionalconduct@accaglobal.com or 29 Lincoln's Inn Fields, London, WC2A 3EE, UK, after which you may sign and submit the CPD declaration.

More information about byelaw 8 can be found overleaf.

Copies of the ACCA Rulebook are available online at www2.accaglobal.com/members/professional_standards/rules_standards/rulebook and at ACCA offices.

A member or relevant firm, subject to the said Chartered Certified Accountants' Complaints and Disciplinary Regulations, shall be liable to disciplinary action where:

- a** in the course of carrying out his professional duties, or otherwise, the member has incurred in one or more of the following:
 - i** he has been found guilty of misconduct; or
 - ii** without prejudice to the generality of the forgoing, he has performed his professional work or conducted his practice or performed the duties of his employment inefficiently or incompetently to such an extent or on such number of occasions as to bring discredit to himself, to the Association, or to the profession; or
 - iii** he has committed a breach of these Bye-Laws or of any regulations made under them in respect of which he is, or has undertaken to be, bound; or
 - iv** in the case of a relevant firm any person has in the course of the business of that firm committed a breach of these Bye-Laws or of any regulations made under them by which that person is, or has undertaken to be, bound; or
 - v** he is a specified person in relation to a relevant firm against which a disciplinary order has been made and which has become effective or which has been disciplined by another professional body or pursuant to some other disciplinary process; or
 - vi** he has been disciplined by another professional body or some other disciplinary procedure; or
 - vii** he has made an assignment for the benefit of creditors, or has made an arrangement for the payment of a composition to creditors, or has had an interim order made by the court in respect of him, or is a specified person in relation to a relevant firm which has made such an assignment or composition or been wound up as an unregistered company, or entered into a voluntary arrangement, administration or liquidation, in each case where applicable under the Insolvency Act 1986, or other similar or analogous event has occurred in relation to him under applicable legislation; or
 - viii** he has failed to satisfy a judgement debt without reasonable excuse for a period of two months (and the fact that he or it did not have sufficient funds to discharge the debt shall not be a reasonable excuse for this purpose) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder;
- b** each of the sub-paragraphs contained herein before shall be without prejudice to the generality of any of the other sub-paragraphs;
- c** for the purpose of paragraph (a) above 'misconduct' includes (but is not confined to) any act or default likely to bring discredit to the member or relevant firm in question. The fact that a member or relevant firm has before a court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are in the opinion of Council (or relevant Committee) relevant, pleaded guilty to or been found guilty of any offence discreditable to him or, as the case may be, it, or derogatory to the Association or the accountancy profession or has in any civil proceedings before any court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are recognised in the United Kingdom been found to have acted fraudulently or dishonestly, shall be conclusive proof of misconduct. The findings of a court in any civil proceedings whatsoever may be treated as proof of misconduct. In deciding whether a member or relevant firm has been guilty of misconduct, regard may be had to any code of practice, ethical or technical, adopted by the Council, and to any regulations affecting members or relevant firms laid down or approved by the Council;
- d** a member or relevant firm shall be liable for disciplinary action in accordance with paragraph (a) above whether or not he was a member or (in the case of a relevant firm) it was a relevant firm at the time of the occurrence giving rise to such liability;
- e** every member or relevant firm shall, and every member undertakes to, use his best endeavours to ensure that every firm (whether or not a relevant firm) in relation to which he is a specified person shall, at all times, co-operate with the Assessors, Disciplinary and Appeal Committees appointed pursuant to the Chartered Certified Accountants' Committee Regulations and with the persons charged with the administration of any disciplinary proceedings instituted pursuant to any regulations made;
- f** it shall be for every member and for any person to bring to the attention of the Secretary any facts or matters indicating that a member or relevant firm may have become liable to disciplinary action;
- g** the Council may from time to time by regulation prescribe the persons (additional to partners in a firm which is a partnership and directors of a firm which is a body corporate) who are in these Bye-Laws to be specified persons in relation to a firm and such regulations may prescribe different persons as specified persons for different purposes;
- h** for the purposes of these Bye-Laws "member" includes an individual (not being a member) to whom a practising certificate has been issued or who has undertaken to be bound by, inter alia, such Bye-Laws, and such Bye-Laws shall apply to such an individual insofar as the same are capable of doing so, mutatis mutandis, as they apply to a member;
- i** for the purposes of this Bye-Law a former member or a former relevant firm shall be treated as continuing as a member or relevant firm in respect of any matters which occurred whilst he or it was actually a member or relevant firm in respect of which a complaint is referred to the Disciplinary Committee within five years of his or its ceasing to be a member or relevant firm; and
- j** for the avoidance of doubt, a person shall be liable to disciplinary action in accordance with the Bye-Laws and regulations in force at the time the matters complained of took place. All disciplinary proceedings, however, shall (for the avoidance of doubt) be conducted in accordance with the Bye-Laws and regulations in force at the time of such proceedings.