

Application for direct admission to membership



A member of the Malaysian Institute of Certified Public Accountants who has successfully completed the MICPA professional exam and obtained MICPA membership will be eligible for admission to membership of ACCA under one of the following schemes.

ROUTE A

Members of MICPA in good standing who have been admitted as Certified Public Accountants (CPA members) and wish to become eligible for ACCA membership must prepare for and pass ACCA's Paper P1, *Governance, Risk and Ethics*. Paper P1 consists of a three-hour written exam.

MICPA members must indicate below which exam session they wish to be entered for in addition to the name of the exam centre at which they would like to sit the exam. The exam entry closing dates for the June and December exam sessions are 8 April and 8 October respectively.

The exam fee for Paper P1 is £94 (June session) and £101 (December session). Exam fee is a subject to be reviewed at each exam session. This payment must accompany your completed application. If any MICPA member fails to pass Paper P1, he/she would be required to resit this paper at the next exam session. The exam fee established for that particular exam session would be required to be paid to allow the MICPA member to resit Paper P1.

I wish to sit at the December session.

Exam centre

A full exam centre list is available at www.accaglobal.com

I wish to sit at the June session.

Exam centre

A full exam centre list is available at www.accaglobal.com

ROUTE B

Members of MICPA who have achieved **five** years' relevant post-qualification professional experience must complete either:

i the ACCA online Professional Ethics module

The module allows applicants to establish what their ethical values are, gives them a wide base of ethics theory and reinforces the five fundamental ethics principles – objectivity, integrity, confidentiality, professional behaviour, and professional competence and due care. In order to put into practice what they have learned, applicants complete the module via an interactive case study which allows them to experience an ethical dilemma from two points of view – the auditor side and the corporate financial accountant side. Applicants are asked to analyse the situation and make a number of decisions, on which they receive immediate feedback.

There is no charge for the Professional Ethics Module. As soon as your application is received by ACCA you will be issued with instructions on how to access the online Professional Ethics Module.

or

ii the ACCA Critical Incident Questionnaire (CIQ)

A CIQ is a structured record of a significant incident which a professional has been exposed to at work, which enables the professional to reflect on his or her practice and to explain, justify, or if necessary modify, his or her behaviour. Please note, that at any time the CIQ may be withdrawn at the discretion of ACCA.

The CIQ costs £30 and payment must accompany this form. You will be sent the CIQ as soon as ACCA receives your completed application.

Members admitted under the terms of the Mutual Recognition Agreement (MRA) are required to maintain their originating designation, which includes payment of annual dues to both organisations. If, for any reason, a member ceases to hold his or her originating designation, the member concerned shall automatically cease to be eligible for membership in the other body under the MRA.

Admission as a member under the MRA does not provide an applicant with the right to engage in public practice. Applicants who are engaged in public practice as a sole practitioner, partner or director of a firm which undertakes public practice, are required to hold an ACCA practising certificate and must therefore submit a practising certificate application form. A copy of the form can be downloaded from ACCA's website at www.accaglobal.com/members/professional_standards

PERSONAL DETAILS

Surname

Title (X) Mr Mrs Miss Ms Dr Other (please specify)

Forenames

Honours/university degrees

Date of birth

Your full name (forenames followed by surname) will be printed on your membership certificate. If you wish to have the certificate printed showing your names in a different order, please detail here your name as you would like it printed.

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

I want to receive updates by text message

I want to receive my exam results by text message.

Mailing details

Please indicate the address to which you wish your correspondence to be sent (X):

Residential Business

If you wish your country of residence to appear in the *Directory of members*, please indicate your consent by ticking this box (X):

Residential Business Neither

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 membership, ACCA may send you promotional materials relating to ACCA services and events.

ACCA support – ACCA often communicates with employers to discuss membership improvements and ways in which ACCA can provide enhanced support towards CPD. When communicating with employers it is often helpful to provide a list of name of the ACCA contact who are working in that company.

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 ACCA membership
- administer and monitor your exams, courses and experience (if applicable)
- 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

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

Upon admission to membership you will automatically receive a copy of the *ACCA Rulebook* in CD-ROM format. This is also available online at www.accaglobal.com/members/professional_standards/ethics/rulebook

EMPLOYMENT CATEGORY

Which best describes your organisation?

- National organisation Presence in 2 – 10 countries Multinational organisation
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PUBLIC PRACTICE

- If you work in **Public practice** insert a tick in this box (✓). Please also complete the **Job category** and **Number of partners/directors** by inserting a tick in the relevant boxes.

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.

- Chartered Certified Mixed Chartered Certified/Chartered Chartered
 Authorised 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 on page 7.

Job category

Which one of the categories below best describes your work?

- General practising services

OR specialising in:

- Audits Insolvency Taxation
 Management consultancy Information technology Other (specify) _____
-

Number of partners/directors?

- Sole practitioner 2–3 4–6 7–9 10–99 100+
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INDUSTRY, COMMERCE OR PUBLIC SECTOR

- If you work in **Industry, Commerce or Public sector** insert a tick in this box (✓). Please also complete the **Job category** and **Size of organisation** by inserting a tick in the relevant boxes.

Business category

Which one of the categories below best describes your employment?

- Retail/consumer Energy and utilities Manufacturing/industry/engineering
 Transport/distribution Professional services IT/communications
 Pharmaceuticals/healthcare Leisure/tourism/travel 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 on page 7.

- Banking 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 Members' network enrolment section on page 7.

- Education Local government National government 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 Members' network enrolment section on page 7.

- Health

Members in the UK and Ireland working in the above category will be enrolled in the Health Service Network unless indicated otherwise in Members' network enrolment section on page 7.

Job category

Which one of the categories below best describes your work?

- Internal auditing Data processing/management services Financial accounting
 General management Financial management/treasurership Management accounting
 Company secretarial Taxation Other (specify) _____
-

Size of organisation?

- 1–10 11–50 51–250 251–2000 2001+

ETHNIC MONITORING

In order that ACCA can monitor effectively, please indicate your ethnic origin by crossing **one** box below only.

Supplying this information is optional. However, please note that by supplying this information, you are giving consent to ACCA to store this information and to use it for statistical purposes on an anonymous and confidential basis.

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Black – African | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian – Chinese | <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asian – Indian | <input type="checkbox"/> Black – other | |
| <input type="checkbox"/> Asian – Malay | | |
| <input type="checkbox"/> Asian – Pakistani | | |
| <input type="checkbox"/> Asian – other | | |

PROFESSIONAL QUALIFICATIONS

Please indicate the professional body, or bodies, of which you are a member.

_____	Date of admission
_____	Date of admission

If you have ever been a registered student of ACCA please give details below.

Student registration number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year of registration _____
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If you are an active ACCA student you will be removed from the register on admission to membership.

EMPLOYMENT HISTORY

Please list below your employment history for the past five years (**commencing with your current post**).

You are welcome to supply a curriculum vitae instead of completing this section if you prefer.

1 Name and address of employer

Nature of employer's business

Job title	Start date	Finish date
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2 Name and address of employer

Nature of employer's business

Job title	Start date	Finish date
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DECLARATION

I hereby apply under byelaw 2 and Membership Regulation 3 for admission to membership of the Association of Chartered Certified Accountants.

I undertake that, if admitted, I will, so long as I remain a member of ACCA, comply with the bye-laws and all other regulations of ACCA for the time being in force.

I further undertake that I will use the designation 'Chartered Certified Accountant' and/or the prescribed designatory letters 'ACCA' or 'FCCA' only while I remain a member of ACCA.

I confirm that I am not the subject of any disciplinary proceedings of, or investigations by, the body of which I am currently a member.

I acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after qualification. I therefore accept my responsibility to undertake adequate continuing professional development as directed by Council and specified in the Chartered Certified Accountants' Membership Regulations.

I confirm that I have never been adjudged bankrupt or either individually or as a partner 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 taken or attempted to take the benefit of any statutory provision for arrangement with creditors.

I confirm that I have read and fully comprehend the content of ACCA's byelaw 8 and that there is nothing which I should bring to ACCA'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 whole of 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 herein which is known by me to be false may invalidate this application and any decision reached thereon by Council.

I agree to pay the admission fee of £197 (which includes my subscription for the current calendar year) and, where applicable, the P1 examination fee or CIQ fee. In addition, and where applicable, practising certificate fee of £393. I understand that this sum will be refunded to me if my application is unsuccessful.

Signature

Date

I enclose the following with my application:

- If applying under route A – a letter from the Malaysian Institute of Certified Public Accountants of which I am a member, confirming that I have been a member in good standing and have completed the MICPA Professional Examination and stating the date of my admission to membership.
- If applying under route B – a letter from the Malaysian Institute of Certified Public Accountants of which I am a member, confirming that I have been a member in good standing for five continuous years and have completed the MICPA Professional Examination and stating the date of my admission to membership.
- Initial subscription fee payable on admission to register of £197, plus P1 fee of £94 (June session)/£101 (December session) or CIQ fee of £30 (if applicable)
- Practising certificate fee of £393* plus the initial subscription fee and, if applicable, P1 fee of £94 (June session)/£101 (December session) or CIQ fee of £30 (*Applicable only to UK/Irish/Channel Islands/Isle of Man practising certificate applicants. Certificates for other countries are, currently, issued free of charge).
- Practising certificate application form
- Copy of practising certificate/confirmation of eligibility for a practising certificate.

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

Card number

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

Name of cardholder

Signature of cardholder

- 8 a** A member, relevant firm or registered student shall, subject to bye-law 11, be liable to disciplinary action if:
- i** he or it, whether in the course of carrying out his or its professional duties or otherwise, has been guilty of misconduct;
 - ii** in connection with his or its professional duties, he or it has performed his or its work, or conducted himself or itself, or conducted his or its practice, erroneously, inadequately, inefficiently or incompetently;
 - iii** he or it has committed any breach of these bye-laws or of any regulations made under them in respect of which he or it is bound;
 - iv** in the case of a relevant firm, any person has in the course of the business of that firm committed any breach of these bye-laws or of any regulations made under them in respect of which that person is bound;
 - 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;
 - vi** he or it has been disciplined by another professional body or pursuant to some other disciplinary process;
 - vii** he or it 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 or it under applicable legislation; or
 - viii** he or it has failed to satisfy a judgment 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 paragraphs in bye-law 8(a) shall be without prejudice to the generality of any of the other paragraphs therein.
- c** For the purposes of bye-law 8(a), misconduct includes (but is not confined to) any act or omission which brings, or is likely to bring, discredit to the individual or relevant firm or to the Association or to the accountancy profession.
- d** For the purposes of bye-law 8(a), in considering the conduct alleged (which may consist of one or more acts or omissions), regard may be had to the following:
- i** whether an act or omission, which of itself may not amount to misconduct, has taken place on more than one occasion, such that together the acts or omissions may amount to misconduct;
 - ii** whether the acts or omissions have amounted to or involved dishonesty on the part of the individual or relevant firm in question;
 - iii** the nature, extent or degree of a breach of any code of practice, ethical or technical, adopted by Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by Council.
- e** The following shall be conclusive proof of misconduct:
- i** the fact that a member, relevant firm or registered student has 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, before a court of competent jurisdiction in the United Kingdom or before a court of competent jurisdiction any other country where such court's judgments are in the opinion of Council (or relevant committee of Council) relevant;
 - ii** the fact that a member, relevant firm or registered student has been found to have acted fraudulently or dishonestly in any civil proceedings before any court of competent jurisdiction in the United Kingdom or before a court of competent jurisdiction in any other country where such court's judgments are enforceable in the United Kingdom.