

Admission to ACCA membership under the European Communities (Recognition of Professional Qualifications) Regulations (Directive 2005/36/EC)



Please read the whole of this form carefully before completing it. Please use black ink and BLOCK CAPITALS throughout.

I,

hereby apply for admission as a member of ACCA (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 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 continuing professional development (CPD) as recommended 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 bye-law 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 therein which is known by me to be false may invalidate this application and any decision reached thereon by the Council of ACCA.

Signature

Date

PERSONAL DETAILS

THE NEXT FOUR PAGES MUST BE COMPLETED BY ALL APPLICANTS

Surname

Title (✓) 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 affiliate or membership certificate. If you wish to have the certificate printed showing your name 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

Mailing details

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

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.

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

Your details are retained on ACCA's databases for administrative and regulatory purposes, in accordance with ACCA's 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 (✓):

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

BUSINESS DETAILS

Which best describes your organisation?

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

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) _____

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+
-

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 Banking
 Insurance/investment Education Local government
 National government Not for profit Health
 Other (specify) _____

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+
-

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

A member in the UK or Ireland will normally be enrolled with the employment-based 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 (✓):

MEMBERS NETWORK

- I wish to be enrolled in the following members' network (specify) _____

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.

- Asian – Bangladeshi Asian – Chinese Asian – Indian Asian – Malay Asian – Pakistani Asian – other
 Black – African Black – Caribbean Black – other
 White Other

PROFESSIONAL QUALIFICATIONS

- a** Please detail below the professional accountancy institute(s) from a European Economic Area (EEA) Member State (excluding the UK) of which you are a member or the professional accountancy qualification(s) which you obtained in an EEA Member State (excluding the UK). Please state the date on which you were admitted to membership of the above body/bodies or when you obtained your professional accountancy qualification(s).

(A letter from the professional institute(s) of which you are a member confirming that you are a member in good standing and stating the date of your admission to membership must accompany this application.)

- b** Does membership of the above body/bodies, or do your accountancy qualification(s), authorise you to undertake the statutory audit of company accounts in an EEA Member State? (If yes, please supply evidence from your institute(s) or from the national register of auditors, as appropriate.) Yes No

RECOGNITION SOUGHT

Please read all questions carefully before answering

- a** Are you seeking membership of ACCA only? Yes No
- b** Are you seeking membership and the right to enter into non-statutorily regulated public practice? Yes No
- c** Do you wish to apply for membership of ACCA and to be authorised by ACCA to practise as a Registered Auditor under the UK Companies Act 2006? Yes No

If you tick the 'yes' box in respect of questions **b** and **c**, you will need to refer to ACCA's Practice Information booklet and complete a practising certificate application form. The application form will need to be submitted before you take the Stage Two Aptitude Test. The practising information booklet and practising certificate application form can be downloaded from ACCA's website at www2.accaglobal.com/members/professional_standards/prac_info

EMPLOYMENT HISTORY

You should:

- start with your current, or most recent, position
- include **all** periods of employment, not just those which were accountancy, or accountancy related, positions. Please indicate if the position is/was full-time, part-time and if the company has now ceased trading
- use the job title(s) used by your employer(s)
- include all periods of full-time study
- give full details of any breaks in your employment
- continue on a separate sheet if there is insufficient space in this form.

ACCA reserves the right to contact your employer/past employers in order to verify this information.

1 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Fax

Email

Your job title

Start date

Finish date

2 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Fax

Email

Your job title

Start date

Finish date

3 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Fax

Email

Your job title

Start date

Finish date

4 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Fax

Email

Your job title

Start date

Finish date

5 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel Fax Email

Your job title Start date Finish date

6 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel Fax Email

Your job title Start date Finish date

7 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel Fax Email

Your job title Start date Finish date

8 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel Fax Email

Your job title Start date Finish date

9 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel Fax Email

Your job title Start date Finish date

SUMMARY OF COMPETENCES OBTAINED

In order to meet ACCA's practical experience requirement, you must demonstrate effectiveness and achievement in the workplace by meeting ACCA's performance objectives.

Performance objectives are divided into eight key areas of knowledge which are closely linked to the ACCA exam syllabus. You will be required to have achieved 13 performance objectives in total – all nine from Essentials and any four from Options.

You should only cross the performance objectives below that you have completed during your three years of approved experience in accordance with ACCA practical experience requirement.

Mark (X)

ESSENTIALS	Professionalism, ethics and governance	1 Demonstrate the application of professional ethics, values and judgement	
		2 Contribute to the effective governance of an organisation	
		3 Raise awareness of non-financial risk	
	Personal effectiveness	4 Manage self	
		5 Communicate effectively	
		6 Use information and communications technology	
	Business management	7 Manage ongoing activities to your area of responsibility	
		8 Improve departmental performance	
		9 Manage an assignment	

OPTIONS	Financial accounting and reporting	10 Prepare financial statements for external purposes	
		11 Interpret financial transactions and financial statements	
	Performance measurement and management accounting	12 Prepare financial information for management	
		13 Contribute to budget planning and production	
	Finance and financial management	14 Monitor and control budgets	
		15 Evaluate potential business/investment opportunities and the required finance	
	Audit and assurance	16 Manage cash using active cash management and treasury systems	
		17 Prepare for and collect evidence for audit	
	Taxation	18 Evaluate and compute taxes payable	
		19 Evaluate and compute taxes payable	
		20 Assist with tax planning	

ENCLOSURES/CHECKLIST

Please ensure that you enclose:

- proof of nationality of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland (ie a copy of your passport or identity card)
- all post-secondary educational and professional certificates in support of this application. Please include exam transcripts, confirming all subjects passed, relevant to your admission to your professional institute. These must be certified as true copies of the originals
- a copy of the syllabus for the exams taken to gain membership of the professional body. Translations must be provided where the syllabus is not in English
- a letter from the professional institute(s) of which you are a member, confirming that you are a member in good standing (eg that there are no disciplinary actions pending or on file) and stating the date of admission to membership
- two identical passport-sized photographs – maximum size: 60mm x 50mm, both of which must have your full name and signature on the reverse
- detailed job description of your current/most recent position
- recommendation by current/most recent employer detailing the type and level of work you have undertaken.

Stage 1 Applicants

All exams are held in June and December each year. The closing dates for entry to the exams are 8 April and 8 October for the June and December sessions respectively.

Please state your chosen exam centre

Please refer to the enclosed *Exam Centre List* available at www.accaglobal.com

Completed pages 2–8

Submitted appropriate fees (Stage One – £150). Please note that special exam centres carry additional fees to cover the costs of running the centre.

Stage 2 Applicants

(Irish CPAs are exempt from Stage One)

Completed pages 2–8

Submitted application form for an ACCA practising certificate. Please refer to page 4 of the application form to determine if this is required.

Submitted appropriate fees (Stage Two – £400)

PAYMENT

An invoice for your admission to membership fee of £197 (2012 rate) and, if applicable, an invoice for your practising certificate fee of £393/£83* will be sent to you on successful completion of Stage Two of the Aptitude Test.

(* Applicable only to UK/Irish/Channel Islands/Isle of Man practising certificate applicants. Certificates for other countries are, currently, issued free of charge. The £83 rate applies only where fee income will be under £5,000 per calendar year and is not available to an applicant for a practising certificate and audit qualification).

Payment should be made in GBP and can be by cheque drawn on a UK bank account, bank draft or British Postal Order or by credit/debit card.

Please 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

- 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.