

Application for reinstatement to membership or reinstatement to the affiliate register

**PLEASE USE BLOCK CAPITALS AND BLACK INK
THROUGHOUT.**

Members or affiliates who were removed for non-payment of subscription fees

A former member or affiliate seeking reinstatement who was removed from the ACCA 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. Those seeking reinstatement to membership must also ensure to complete the CPD declaration on page eight of this form.

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

A member who was removed for non-compliance with their CPD obligations will be required to complete the declaration on page eight of this form confirming that the 2023 CPD requirement has been achieved. A member who was removed for non-compliance with the evidence review process will also be required to submit CPD evidence records with this form.

Members or affiliates who resigned from the ACCA register

A member or affiliate who resigned from the register will be required to pay any sums due at the point of resignation together with the current year's subscription and reinstatement fees. Those seeking reinstatement to membership must also ensure to complete the CPD declaration on page eight of this form.

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 ACCA 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 in a designated territory or in a country of jurisdiction that, according to local legislative and/or regulatory requirements, requires an ACCA practising certificate, must submit an application for a practising certificate with this form. An applicant for reinstatement in a country or jurisdiction where an ACCA practising certificate is not required must notify ACCA and be placed on a register of ACCA practitioners. Such members must confirm that they have complied with any local legislative and/or regulatory requirements to be eligible to carry on public practice. The online registration form for the register of practitioners is available in the 'Practitioner forms' section of the ACCA website. They must also maintain competence in the specialised areas of their practice and obtain an appropriate proportion of CPD units in those areas. (Applicable only to former members; affiliates are not permitted to enter into public practice.)

Previous membership or registration number, if known

Please return your completed form via email to members@accaglobal.com

Ensure to:

Complete the CPD declaration on page 7 (individuals applying for reinstatement membership only)

Submit the correct remittance as set out on page 8

Enclose CPD evidence records (individuals who were removed for non-compliance with the CPD evidence review process only).

DECLARATION

I hereby apply for reinstatement to the membership/reinstatement to the affiliate register of the Association of Chartered Certified Accountants (ACCA).

I understand that if reinstated to membership/reinstated to the affiliate register, I could become liable to disciplinary action for events which engage ACCA Byelaw 8, liability to disciplinary action, which occurred before or after I am reinstated (read **Notes** section below now).

I confirm I have now read the **Notes** section below and:

- I understand that if I fail to declare an event which may engage Byelaw 8, or if I provide any false or misleading statement in this form, I may face disciplinary action which may involve an allegation of dishonest conduct, and may also invalidate any decision reached in this application;
- I understand while I am a member of ACCA I will promptly notify ACCA about any event which may engage Byelaw 8;
- I agree to comply with ACCA's Charter, Byelaws, Regulations and Code of Ethics and Conduct;
- I have not been subject to any criminal conviction and/or caution;
- I have not been disciplined by any professional body and/or regulator;
- I have not been subject to any other matters which may engage Byelaw 8 that has not already been brought to the attention of ACCA's Assessment or Investigations department;
- I understand that the UK Rehabilitation of Offenders Act 1974 does not apply to me (as it does not apply to the professions of chartered accountant, certified accountant) and that I am required to disclose any convictions and/or cautions, including those that are spent, provided that they are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure;
- I understand that any matters which I have disclosed to ACCA which engage Byelaw 8 will be taken into account when dealing with my application, but that the matters may not automatically stop me transferring to membership;
- I confirm and declare I have included everything ACCA needs to know, and there is nothing else I should bring to ACCA's attention at the present time.

I further undertake that I will only use the designation 'Chartered Certified Accountant' and the designatory letters 'ACCA' (or 'FCCA' when I become a fellow) only while I remain a member of ACCA. I understand that if I engage in any public practice activities (as defined by The Chartered Certified Accountants Global Practising Regulations 3 and 4), I will need to hold an ACCA practising certificate. I confirm that I have read and understood the factsheet: *Am I in public practice?* https://www.accaglobal.com/content/dam/ACCA_Global/Members/Forms/Am%20in%20Public%20Practice.pdf

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.

Notes: ACCA Byelaw 8 sets out the details of the events which could lead to disciplinary action. These events include (but are not limited to) the following: Incompetence in carrying out work; breach of ACCA Byelaws or Regulations; disciplinary action against you by another professional body or regulator; bankruptcy or insolvency; failure to satisfy a judgment debt without reasonable excuse within two months; criminal conviction and/or caution; civil finding of acting fraudulently or dishonestly as a party or witness in civil proceedings; misconduct – this includes (but is not limited to) any act, or failure to act, that is likely to discredit you, relevant firm, ACCA or the accountancy profession. The following events are conclusive proof of misconduct and of the facts and matters found: a copy of the certificate or memorandum of conviction or caution, and of any final judgment, ruling or determination given in criminal proceedings; a copy of a certified judgment in civil proceedings. Please note that hearings of ACCA's Disciplinary Committee shall be open to the public and all orders and findings shall be publicised unless the Committee determines otherwise.

Signature

Date

PERSONAL DETAILS/REGISTRATION DETAILS

A member in the UK or Ireland will be enrolled with the district society covering his/her residential address, which will involve receiving mailings directly from that society.

If you do **NOT** wish to be enrolled, please tick here:

A member in the United Kingdom or Ireland will 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, please tick here:

A member in the United Kingdom or Ireland will be enrolled with the members' network covering his/her employment category, which will involve receiving mailings directly from that network.

Please summarise below the reason for your removal from the register.

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.

Members in public practice

Any ACCA member performing work under ACCA's definition of public practice or who is a partner/director of a firm which undertakes public practice is required to hold an ACCA practising certificate. For further details of ACCA's certificate and licensing requirements please refer to the Practice Information at <https://www.accaglobal.com/gb/en/member/sectors/smp/practising-certificates-and-licences/practice-information-handbook.html>

Are you engaged in either full or spare-time practice? (✓) Yes No

Have you ever held a practising certificate (including an insolvency licence) issued by ACCA? (✓) Yes No

If yes, please give last year of issue

Please enter your current job title below (if applicable)

Fellowship

Please note, as per Membership Regulation 2.4.1(b) A member who has been a Member of the Association for a continuous period of five years shall automatically advance to fellowship, and be a Fellow, of the Association and may denote his fellowship of the Association by the use of the professional designation Chartered Certified Accountant or Certified Accountant and/or the designatory letters FCCA, providing the member has not breached the continuing professional development requirements of regulation 4(4) during that time.

Receiving communications from ACCA

This section sets out certain information and options on how ACCA may communicate with you, the types of information ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties.

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

Communications method

Please choose your contact preference via your *myACCA*.

ACCA employers

ACCA often communicates with employers to discuss improvements and ways in which ACCA can provide enhanced support for members and students. When communicating with employers it is often helpful to provide a list of ACCA members and trainees who are working at that company.

Do you agree to your details being passed to employers as described above? Yes No

Third party promotional 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 studies and career development. All third party organisations are strictly vetted and the mailing/email list is never supplied directly to them. All campaigns are carried out by ACCA or an ACCA approved agency.

Do you agree to your details being passed to third party organisations as described above? Yes No

Data protection

ACCA may use your personal data provided on this form for the purposes of:

- membership administration
- sending you publications and other communications
- responding to enquiries and investigating complaints
- if you are a dual or multi-qualified member, we may share details with your other professional association(s)
- complying with our regulatory obligations

Once approved as a member, you can update your information through your *myACCA* account at any time. ACCA may share information with suppliers and our auditors. If you are a dual or multi-qualified member, or applying for a joint scheme, ACCA may share details with your other professional associations(s). Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery.

For more information on how your information and rights are respected, please access our [privacy notice](https://accaglobal.com/privacy) (accaglobal.com/privacy), or contact privacy@accaglobal.com

Please note that for affiliates or members based in Singapore, your information will be held in ACCA's main information systems which are located in the UK and may be accessed by ACCA's local office in Singapore.

For residents of China

By filling in this form and ticking the box, I give my consent that ACCA can collect, use, transfer and share the personal information I have entered according to ACCA's privacy notice, to process and contact me about industry news, events, career tips and other information relevant to their qualification or to me via the official email address, our monthly e-magazine, potential and relevant events/activities information.

You can update your information or opt-out from communication at any point by contacting us. ACCA may share information with suppliers and auditors. Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and maybe accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside the EU as part of its operations and service delivery.

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You are required to submit your annual CPD declaration by 1 January the following year. Please keep your evidence for three years (six years if you are an Irish statutory auditor) and only send it to ACCA if we ask you to. Members holding practising certificates, insolvency licences and/or carrying out exempt regulated activities in the UK or investment business in Ireland must be able to demonstrate they have maintained competence in the specialised area(s) of their practice.

For further information and guidance visit accaglobal.com/cpd

Not met the CPD requirement?

If you believe you have not been able to meet the CPD requirement for the year you must still make a CPD declaration to notify ACCA of this. ACCA will then contact you to assist you in making good your CPD shortfall. If you have been granted a waiver, you should only indicate this if you have not met your adjusted requirement). You will be required to make a replacement CPD declaration confirming you have met the CPD requirement, once you have made good your shortfall and met the CPD requirement. Failure to do so will put your membership at risk.

Engagement partner?

If you hold an ACCA practising certificate and audit qualification or if you are an engagement partner you should indicate this when making your declaration. Engagement partners are defined by IFAC IES 8 (Revised), ie a partner or other person in the firm who is responsible

for the audit engagement and its performance, and for the auditor's report that is issued on behalf of the firm, and who, where required, has the appropriate authority from a professional, legal, or regulatory body.

Carrying on or holding out to be in public practice – director, partner, LLP member or principal?

To ensure that you are not in breach of ACCA's rules about holding a practising certificate, if you are a director, partner, LLP member or principal in an accountancy practice you must check your position against ACCA's Global Practising Regulations and the factsheet Am I in public practice?

ACCA's definition of public practice extends beyond audit to incorporate all types of work generally associated with an accountancy practice, such as producing accounts, tax returns, but excluding book-keeping services.

If you carry on public practice or hold yourself out, as defined by Global Practising Regulations 3 and 4, you are required to hold an ACCA practising certificate or arrange to be placed on ACCA's register of practitioners.

Anti-money laundering supervision

If you provide external accountancy services in the UK, as defined by guidance issued by the Consultative Committee of Accountancy Bodies (which includes book keeping/payroll services or any service which involves the recording, review, analysis, calculation or reporting of financial information, and which is provided under arrangements other than a contract of employment), you must be registered for anti-money laundering supervision with HM Revenue and Customs or a professional body supervisor recognised for such purposes prior to the provision of such services. NB: Members outside the UK should check what local obligations they may have regarding anti-money laundering supervision. Further information is available in ACCA's guidance on anti-money laundering in the accountancy sector. <https://www.accaglobal.com/gb/en/technicalactivities/data-and-information-security.html>

Additional information about bye-law 8

Bye-law 8 sets out the details of the events which could lead to disciplinary action. These events include (but are not limited to) the following:

- Incompetence in carrying out work;
- Breach of ACCA bye-laws or regulations;
- Disciplinary action against you by another professional body and/or regulator;
- Bankruptcy or insolvency;
- Failure to satisfy a judgment debt without reasonable excuse within two months;
- Criminal conviction and/or caution;
- Civil finding of acting fraudulently or dishonestly as a party or witness in civil proceedings;
- Misconduct – this includes (but is not limited to) any act, or failure to act, that is likely to discredit you or ACCA or the accountancy profession.

If you have been subject to matters within the terms of bye-law 8 and ACCA's Assessment or Investigations Department is aware of this, you may sign and submit this declaration. If you are concerned that you may be subject to matters under bye-law 8 of which ACCA is not already aware, please notify ACCA by writing to complaintassessment@accaglobal.com or ACCA's Assessment Department, The Adelphi, 1/11 John Adam Street, London WC2A 3EE, UK, after which you may sign and submit the CPD declaration.

The **ACCA Rulebook**, which contains the bye-laws and regulations, is available online.

Declaration

You must complete the declaration to confirm:

- the CPD information you have provided is true and accurate;
- you have maintained your competence in relation to professional ethics;
- you have not been carrying on or holding out to be in public practice without holding an ACCA practising certificate or being placed on the register of ACCA practitioners without notifying ACCA's Authorisation, Assessment or Investigations Departments and;
- you have not been subject to any matters within the terms of ACCA's bye-law 8 that have not already been brought to the attention of ACCA's Assessment or Investigations Departments;
- you have appropriate anti-money laundering supervision in place if you provide external accountancy services.

This part of the form should only be completed by applicants for reinstatement membership. If you are applying for reinstatement to the affiliate register, please leave this section blank.

The declaration below relates to CPD undertaken in 2023.

- If you resigned from the register and wish to reinstate you can, if applicable, indicate not having met the CPD requirements. You will then be required to make good your shortfall and submit a replacement CPD declaration once you have done so.
- If you were removed from the ACCA register for non-payment of fees and wish to reinstate you can, if applicable, indicate not having met the CPD requirements. You will then be required to make good your shortfall and submit a replacement CPD declaration once you have done so.
- If you were removed from the ACCA register for non-compliance with your CPD obligations you must confirm that you have met the CPD requirements, or made good any shortfall for 2022 in order for your reinstatement to be processed. Information on the CPD requirements, including guidance on CPD waivers, can be found at <http://www.accaglobal.com/cpd>
- Those who were removed from the ACCA 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 <http://www.accaglobal.com/gb/en/member/cpd/evidence.html>

PART 1

All members must complete this part

I have complied with the CPD requirements for 2023.
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

OR

I have not been able to meet the CPD requirements for 2023. I understand that CPD is a requirement for my continuing membership. I will make good my shortfall and then submit an updated CPD declaration to confirm.

PART 2

Only select this part of the form if it applies to you: if it does not, please leave blank.

I confirm that I hold an ACCA practising certificate and audit qualification and/or I am an engagement partner responsible for the audits of financial statements.

PART 3

All members must complete this part

I confirm that:

- The information given in this form is true and accurate to the best of my knowledge and belief;
- I have maintained and, where appropriate, developed my competence in relation to professional ethics;
- I have not engaged in public practice activities (as defined by The Chartered Certified Accountants' Global Practising Regulations 3 and 4), without holding an ACCA practising certificate or being placed on the register of ACCA practitioners without having already notified ACCA's Authorisation, Assessment or Investigations Departments;
- I have not been subject to any disciplinary or other matters which may engage bye-law 8 (liability to disciplinary action – see guidance overleaf for information on bye-law 8) that have not already been brought to the attention of ACCA's Assessment or Investigations Departments;
- I have not been subject to any criminal conviction and/or caution that has not already been brought to the attention of ACCA's Assessment or Investigations Departments;
- I understand that I am required to disclose any unspent convictions and/or cautions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013);
- I understand that if I provide external accountancy services, as defined by guidance issued by the Consultative Committee of Accountancy Bodies, I must be registered for appropriate anti-money laundering;
- I have read and understand the instructions and guidance overleaf before signing.

Signature

Membership number

Today's date / /

DATA PROTECTION

We may use your personal data for the purposes of membership administration and training requirements, sending you publications and other communications, responding to enquiries investigating complaints and complying with our regulatory obligations

You can update your information through your myACCA account at any time. We may share information with our service delivery suppliers and our auditors. We may also share information with other IFAC member bodies and employers, in order to verify your CPD declaration.

Please note that for individuals based outside the UK and EU, your information will be held in ACCA's main information systems which are located in the UK and EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the UK and EU, but may also transfer data outside of the UK and EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please access our privacy notice accaglobal.com/privacy, or contact privacy@accaglobal.com

For residents of China

By filling in this form and ticking the box, I give my consent that ACCA can collect, use, transfer and share the personal information I have entered according to ACCA's privacy notice, to process and contact me about industry news, events, career tips and other information relevant to their qualification or to me via the official email address, our monthly e-magazine, potential and relevant events/activities information.

You can update your information or opt-out from communication at any point by contacting us. ACCA may share information with suppliers and auditors. Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and maybe accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside the EU as part of its operations and service delivery.

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REMITTANCE

Please refer to page one of this form for details on the correct fee payable. If you are uncertain of the full amount due please contact ACCA Connect by telephone on +44 (0)141 582 2000 or by email to members@accaglobal.com

	Reinstatement to membership	Reinstatement to the affiliate register
2024 subscription	297GBP	1429/297GBP ¹
Reinstatement fee	67GBP	67GBP
Any unpaid sums owed to ACCA at the time of removal from the register	GBP	GBP
UK/Irish practising certificate fee (if applicable) ²	591GBP	n/a
Total		

¹ Affiliates are entitled to pay the lower rate subscription for three complete calendar years following the year in which examination results are received, thereafter the full rate is applicable.

² There is no fee for a practising certificate valid outside the UK, Ireland, Channel Islands and Isle of Man. Returning to the register in the future may require payment of subscription fees accrued for the period you were of the register (if your reason for removal was due to non payment of fees).

Payment can be made by calling ACCA Connect on +44 (0)141 582 2000. You will receive immediate acknowledgement that your payment has been received by ACCA.

Payment can also be made through a transfer from your bank straight to ours. Use your registration number as the reference (seven digit number). It's really important that you use your registration number only, and nothing else. This way we'll be able to automatically match your payment to your account.

Our account details are:

Account number: **40779938**

IBAN: **GB48 BARC 2033 7040779938**

Bank identifier or SWIFT/BIC code: **BARC GB22**

Sort code: **20-33-70**

Bank Name: **Barclays Bank.**

Please email ACCABankTransfer@accaglobal.com to help us allocate your payment as quickly as possible. Payments can take up to seven working days to reach us.

Full payment for the fees required to reinstate must be received prior to you being returned to the ACCA register.

- 8 a** A member, relevant firm or registered student shall, subject to byelaw 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 byelaws 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 byelaws 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 or regulatory body;
 - vi he or it has been disciplined by another professional or regulatory body;
 - 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;
 - viii he or it has failed to satisfy a judgment debt without reasonable excuse for a period of two months (the burden resting on him or it to prove such a reasonable excuse on the balance of probabilities) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder;
 - ix before a court of competent jurisdiction in the United Kingdom or elsewhere, he or it has pleaded guilty to, been found guilty of, or has accepted a caution in relation to, any offence discreditable to the Association or to the accountancy profession; or
 - x before a court of competent jurisdiction in the United Kingdom or elsewhere, in any civil proceedings in which he or it has been a party or witness, he or it has been found to have acted fraudulently or dishonestly.
- b** Each of the paragraphs in byelaw 8(a) shall be without prejudice to the generality of any of the other paragraphs therein.
- c** For the purposes of byelaw 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 byelaw 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 the Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by Council.
- e** For the purposes of byelaw 8(a)(ix), a copy of the certificate or memorandum of conviction or caution, and of any final judgment, ruling or determination given in the criminal proceedings, shall be conclusive proof of the conviction or caution, and of any facts and matters found, as the case may be.
- f** For the purposes of byelaw 8(a)(x):
- i where the person in question was a party to the proceedings, a copy of a certified judgment of the civil proceedings shall be conclusive proof of the facts and matters found;
 - ii where the person in question was a witness in the proceedings, a copy of a certified judgment of the civil proceedings shall be prima facie evidence of the facts and matters found.
- g** Subject to byelaw 8(f) above, any other finding of fact in any civil proceedings before a court of competent jurisdiction in the United Kingdom or elsewhere shall be admissible as prima facie evidence in any disciplinary proceedings.