Renewal of your practising certificate for 2017/18 – important changes to the practising certificate requirements

As you are aware, ACCA’s Global Practising Regulations (GPRs) have required members carrying out work under the definition of public practice to hold a practising certificate from ACCA, even if a practising certificate is held from a recognised national regulator. This arrangement has been brought to an end.

To ensure a simplified and proportionate practising certificate regime, which allows ACCA to track its practitioner population, the requirement for every member in practice to hold an ACCA practising certificate has been replaced by a registration scheme. Provided that a member holds a practising certificate from a recognised national regulator or is otherwise compliant with all local legislative requirements there is no longer any need to hold an ACCA practising certificate as well. Instead, members in this situation will be placed on a register of practitioners. The ‘Directory of members’ on ACCA’s website will be updated to indicate that a member has notified ACCA that he holds a practising certificate from a recognised national regulator.

Please note that these new arrangements do not apply to members practising in the UK, Ireland or a designated territory or to members who are otherwise required by local legislative and/or regulatory requirements to hold an ACCA practising certificate.

**Action required**

Your practising certificate renewal must be completed in all circumstances and should be submitted as soon as possible. In light of the changes to ACCA’s practising certificate requirements there are three options available to you:

1. **If you are still engaged in public practice but no longer wish to hold an ACCA practising certificate**
   If you are not required to hold an ACCA practising certificate under local legislative and/or regulatory requirements and you already hold a practising certificate from a recognised national regulator or are otherwise compliant with all local legislative requirements* you must complete this online registration form in order to be placed on the register of practitioners.

   (* You may be required to provide evidence that you are authorised to practise in the country (or countries) you have specified).
Once your form has been processed by ACCA you will be placed on the register of practitioners on ACCA’s website.

Although you are no longer required to hold a practising certificate from ACCA you are still required to keep ACCA up to date with any changes to your practising details. You will also be required to confirm to ACCA on an annual basis that you are in practice and hold a practising certificate from a recognised national regulator or are otherwise compliant with all local legislative requirements.

If you wish to practise in the UK, Ireland, a designated territory or any other country where there is a local legislative and/or regulatory requirement to hold an ACCA practising certificate you will need to resume holding an ACCA practising certificate and meet the conditions in force at that time (e.g., professional indemnity insurance and continuity of practice arrangements). A fee may also be payable.

If you wish to continue to hold an ACCA practising certificate please see option 3 below.

2. If you have ceased to be in practice altogether
If you are no longer engaged in public practice you must still submit a renewal with the cessation of practice declaration completed.

3. If you wish to continue to hold an ACCA practising certificate
You must submit a practising certificate renewal for 2017/18. The following documents can be found at www.accaglobal.com/renewals:

- Conditions for the renewal of a practising certificate 2017/18
- Continuing professional development for practising members
- Byelaw 8

Please ensure that you have read and understood the guidance on our website before submitting your renewal.

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You may submit your practising certificate renewal online via your myACCA account, available through our website: www.accaglobal.com. You are able to access myACCA by entering your ACCA membership number and passcode. If you do not have your passcode you can request it through the website.

The renewal process has been made as straightforward as is consistent with regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you are required to provide details of:

- any changes to the address(es) or composition of your firm (or firms);
- the current professional indemnity insurance policy of your firm (or firms); and
- the continuity of practice arrangements for your firm (or firms);

(* these are mandatory requirements for renewing your practising certificate and audit qualification for 2017/18).

The document headed "Conditions for the renewal of a practising certificate – 2017/18" is an integral part of the renewal, and is available on our website. In submitting the renewal you will be agreeing to comply with the undertakings contained in this document, and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations). A member who fails to submit a renewal form by 30 June 2017 may become liable to disciplinary action.

**Practising certificate fee**

There is no fee for the renewal of your ACCA practising certificate in 2017/18. However, to ensure that all ACCA practising certificate holders contribute to the regulatory costs associated with their particular authorisations a fee may be payable in 2018/19.

Your certificate, when issued, will detail the country, or countries, in which you practice. Your certificate may, however, be transferable to other countries depending on the category of certificate you currently hold and the date/circumstances in which it was awarded. Please contact Authorisation if you require guidance on the transferability of your practising certificate.

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If you fail to comply with one of the above options by 30 June 2017 you may become liable to disciplinary action.

Please do not hesitate to contact Authorisation on +44 141 534 4175 or by e-mail authorisation@accaglobal.com if you require any further information or assistance regarding your three options.