

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 from the register 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 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 ACCA 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 ACCA, in order to be considered for reinstatement.

Members or affiliates who have previously resigned from the ACCA register

A member or affiliate 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 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 must submit an application for a practising certificate with this form. An applicant for reinstatement from outside of the UK (including Channel Islands and Isle of Man) or Ireland must submit either an application for an ACCA practising certificate or supply a copy of a practising certificate issued by a recognised national body or authority 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. (Applicable only to former members; affiliates are not permitted to enter into public practice.)

Previous membership or registration number, if known

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If a former member, please provide the following:

Date of admission to membership (dd mm yy)

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Date of removal from membership (dd mm yy)

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

I undertake that, if re-admitted, I will, so long as I remain a member or affiliate of ACCA, comply with the byelaws 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. (Not applicable to applicants for reinstatement to the affiliate register.)

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 continuing professional development as directed by Council and specified in the Chartered Certified Accountants' Membership Regulations.

I confirm that I have read and fully comprehend the content of ACCA's byelaw 8 on page seven 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 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.

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

Signature

Date

Please return this form to:

Operational Delivery ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom
tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 email: members@accaglobal.com

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

PERSONAL DETAILS/REGISTRATION DETAILS

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

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

Your details are retained on ACCA's databases for administrative and regulatory purposes, in accordance with ACCA's registration under data protection legislation. While 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 registered students, affiliates, members or firms. 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 (or removal from the affiliate register). 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.

Are you 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

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If this is an application for reinstatement to the affiliate register, please provide the following:

Date of registration as a student (if re-registered, give date of first registration) (dd mm yy)

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Year of passing the final examinations (*Delete as appropriate)

June/December*

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Date of removal from the affiliate register (dd mm yy)

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COMMUNICATIONS AND MARKETING

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

BUSINESS DETAILS

PLEASE INDICATE YOUR CURRENT EMPLOYMENT CATEGORY (ONE ONLY)

Which best describes your organisation?

- National organisation Presence in 2 – 10 countries Multinational organisation

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 & 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 'Employment based network enrolment' section below.

Job category

Which one of the categories below best describes your work?

- General practising services

OR specialising in:

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

Number of partners/directors?

- Sole practitioner 7–9
 2–3 10–99
 4–6 100+

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

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 'Employment based network enrolment' section below.

- 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 the 'Employment based network enrolment' section below.

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?

- 1–10 251–2000
 11–50 2001+
 51–250

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

Business category

Which one of the categories below best describes your employment?

- 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 the 'Employment based 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 'Employment based network enrolment' section below.

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?

- 1–10 251–2000
 11–50 2001+
 51–250

Not employed

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

- I wish to be enrolled in the following employment based network (specify) _____

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
2012 subscription	£197	£101/£197 ¹
Reinstatement fee	£47	£47
Any unpaid sums owed to ACCA at the time of removal from the register	£	£
Subscription fees accrued for the period you were off the register (if applicable)	£	£
UK/Irish practising certificate fee (if applicable) ³	£393	£ n/a
Total	£ _____	£ _____

¹ Lower rate payable if results received in 2009 or after, thereafter full rate is applicable.

² Past years' subscription rates. The admission fee is the same as the membership subscription rate for each year:

Membership ²		Affiliate ⁴	
2002 – £150	2007 – £170	2002 – £75/£150	2007 – £85/£170
2003 – £155	2008 – £175	2003 – £75/£155	2008 – £90/£175
2004 – £160	2009 – £181	2004 – £80/£160	2009 – £95/£181
2005 – £165	2010 – £189	2005 – £80/£165	2010 – £99/£189
2006 – £170	2011 – £193	2006 – £85/£170	2011 – £99/£193

³ There is no fee for a practising certificate valid outside the UK, Ireland, Channel Islands and Isle of Man

⁴ Dual affiliate rate introduced in 1999 (affiliates are entitled to pay the lower rate subscription for three complete calendar years following the year in which examination results are received), thereafter full rate is applicable.

I enclose my cheque/bank draft 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 ACCA certificate(s) and therefore I require a replacement (✓)

Member Fellow

I lost my ACCA 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 ACCA 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 ACCA 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 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 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
- OR
- 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.

- 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.