

Application for Membership of the Association of Authorised Public Accountants



The Association of Authorised Public Accountants (AAPA) is a Recognised Supervisory Body under the Companies Act 2006. Registered in England as a company limited by guarantee, registration number 1379840. Registered office 10 Lincoln's Inn Fields, London WC2A 3BP. Telephone +44 (0)20 7059 5895, fax +44 (0)20 7059 5916.

AAPA has delegated the administration of its affairs to the Association of Chartered Certified Accountants (ACCA).

To be eligible to apply for membership of AAPA, an applicant must be in a firm of practising accountants (either as a principal or employee) and must hold an appropriate qualification under section 1219 of the UK Companies Act 2006. Please complete this form in black ink and BLOCK CAPITALS throughout and retain a photocopy of the completed form for future reference.

Please enter your full name here, before proceeding to the remainder of this form.

Full name

I hereby apply for admission to membership of the Association of Authorised Public Accountants (AAPA).

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

I further undertake that I will use the designation 'Authorised Public Accountant' and/or the prescribed designatory letters 'AAPA' or 'FAPA' only while I remain a member of AAPA.

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

I confirm that I have never 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 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 AAPA's bye-law 50 and that there is nothing which I should bring to AAPA's attention at the present time. Please note that the 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.

I agree to pay the admission fee of £189 (which includes my subscription for the current calendar year). I understand that this sum will be refunded to me if my application is unsuccessful.

Signature

Date

I enclose the following with my application (✓):

cheque/draft for £189 (admission fee)

OR

please debit my MasterCard Visa American Express Switch/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

non-statutory practising certificate application form, if applicable

Please return this form to Customer Services ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom

PERSONAL DETAILS

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 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

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

Please indicate which address you wish to have published in the Directory of Members (✓):

Residential Business Neither

Please provide your email address. Your email address will be used for outbound emails. It must be unique to you and not shared.

Email

From time to time, ACCA will send you information by email ranging from administrative notes to continuing professional development opportunities and news on the profession. To ensure that you receive only the type of information you require by email, please tick ONE of the four boxes below.

- No electronic mails (for those who do not wish to receive any information by email)
- One-to-one email only (for those who would only like to receive correspondence emails)
- ACCA campaign emails (for those who would like to receive one-to-one emails and promotional emails relating to events/courses/questionnaires)
- ACCA and third party emails (for those who would like to receive one-to-one emails, promotional emails and emails from third parties with prior approval from ACCA).

Do you wish your email address to be included in the Directory of Members? (✓):

Yes

No

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 (✓):

Your details are retained on ACCA's membership 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.

PRACTISING DETAILS

I am currently:

- the principal of a firm of practising accountants
or
 an employee of a firm of practising accountants

AAPA members are eligible to apply for auditing certificates for their firms, issued by the Association of Chartered Certified Accountants, which confer registered auditor status. If you wish to do this, you should complete the appropriate application form. All AAPA members who are undertaking work under the definition of public practice are required to hold a non-statutory practising certificate. If statutory audit work is undertaken, the firm (including sole proprietorships) must apply for an auditing certificate.

Nature of firm

- Authorised Public Accountants (ie all the partners/directors are members of the Association of Authorised Public Accountants)
- Chartered Certified Accountants (ie all the partners/directors are members of the Association of Chartered Certified Accountants)
- Chartered Accountants (ie all of the partners/directors are members of one or more of the Institutes of Chartered Accountants in England and Wales, Scotland or Ireland)
- Mixed Chartered Certified/Chartered Accountants (ie all the partners/directors are members of ACCA or one or more of the Institutes of Chartered Accountants in England and Wales, Scotland or Ireland)
- Other (ie the partners/directors are a mix of Authorised Public Accountants, Chartered Certified Accountants, Chartered Accountants and/or unqualified accountants)

Practice category

Which one of the following categories below best describes your own work?

- General practising services
or, specialising in:
- audit
- insolvency
- taxation
- management consultancy
- information technology
- other. Please specify _____

Number of partners/directors

- sole
- 2-3
- 4-6
- 7-10
- over 10

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 Employer's name and address

Nature of employer's business

Your job title	Start date	Finish date
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2 Employer's name and address

Nature of employer's business

Your job title	Start date	Finish date
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3 Employer's name and address

Nature of employer's business

Your job title	Start date	Finish date
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4 Employer's name and address

Nature of employer's business

Your job title	Start date	Finish date
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5 Employer's name and address

Nature of employer's business

Your job title	Start date	Finish date
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BASIS OF APPLICATION AND CATEGORY OF MEMBERSHIP SOUGHT

Please tick all boxes which apply and provide such other information as required.

I am applying for membership on the basis of:

my holding of an appropriate qualification under section 1219 of the UK Companies Act 2006;

or

my holding of a recognised professional qualification under the UK Companies Act 2006 issued by one, or more, of the following bodies:

- Association of Chartered Certified Accountants
- Institute of Chartered Accountants in England and Wales
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants of Ireland
- Association of International Accountants (after June 1991)

I enclose a copy of my membership certificate and a letter/other document confirming my holding of the body's audit qualification/recognised professional qualification for the purposes of becoming a registered auditor under the Companies Act 2006.

Have you ever held registration as an auditor from, or made application for registration as an auditor to, a Recognised Supervisory Body under the Companies Act 2006, either as an individual or as a partner/director of a firm?

Yes No

If yes, please detail below the name of the body, the date of the initial application and, if the application was successful, the reason why registration ceased. If the application was unsuccessful, please state the reason for this.

Please list here any other professional bodies of which you are a member (other than the accountancy bodies listed above):

I hereby apply for:

membership (applicants with less than six years' experience as a principal or employee in public practice)

or

fellow membership (applicants with more than six years' experience as a principal or employee in public practice)

I acknowledge that ACCA, acting for AAPA, reserves the right to make such enquiries as are necessary to verify that my individual authorisation or membership of another body remains in good standing.

A member or relevant firm, subject to the said Chartered Certified Accountants' Disciplinary Regulations, shall be liable to disciplinary action where:

- a in the course of carrying out his professional duties, or otherwise, the member has incurred in one or more of the following:
 - i he has been found guilty of misconduct; or
 - ii without prejudice to the generality of the forgoing, he has performed his professional work or conducted his practice or performed the duties of his employment inefficiently or incompetently to such an extent or on such number of occasions as to bring discredit to himself, to the Association, or to the profession; or
 - iii he has committed a breach of these Bye-Laws or of any regulations made under them in respect of which he is, or has undertaken to be, bound; or
 - iv in the case of a relevant firm any person has in the course of the business of that firm committed a breach of these Bye-Laws or of any regulations made under them by which that person is, or has undertaken to be, bound; or
 - 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; or
 - vi he has been disciplined by another professional body or some other disciplinary procedure; or
 - vii he 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 under applicable legislation; or
 - viii he has failed to satisfy a judgement 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 sub-paragraphs contained herein before shall be without prejudice to the generality of any of the other sub-paragraphs;
- c for the purpose of paragraph (a) above 'misconduct' includes (but is not confined to) any act or default likely to bring discredit to the member or relevant firm in question. The fact that a member or relevant firm has before a court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are in the opinion of Council (or relevant Committee) relevant, 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 or has in any civil proceedings before any court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are recognised in the United Kingdom been found to have acted fraudulently or dishonestly, shall be conclusive proof of misconduct. The findings of a court in any civil proceedings whatsoever may be treated as proof of misconduct. In deciding whether a member or relevant firm has been guilty of misconduct, regard may be had to any code of practice, ethical or technical, adopted by the Council, and to any regulations affecting members or relevant firms laid down or approved by the Council;
- d a member or relevant firm shall be liable for disciplinary action in accordance with paragraph (a) above whether or not he was a member or (in the case of a relevant firm) it was a relevant firm at the time of the occurrence giving rise to such liability;
- e every member or relevant firm shall, and every member undertakes to, use his best endeavours to ensure that every firm (whether or not a relevant firm) in relation to which he is a specified person shall, at all times, co-operate with the Assessors, Disciplinary and Appeal Committees appointed pursuant to the Chartered Certified Accountants' Committee Regulations and with the persons charged with the administration of any disciplinary proceedings instituted pursuant to any regulations made;
- f it shall be for every member and for any person to bring to the attention of the Secretary any facts or matters indicating that a member or relevant firm may have become liable to disciplinary action;
- g the Council may from time to time by regulation prescribe the persons (additional to partners in a firm which is a partnership and directors of a firm which is a body corporate) who are in these Bye-Laws to be specified persons in relation to a firm and such regulations may prescribe different persons as specified persons for different purposes;
- h for the purposes of these Bye-Laws "member" includes an individual (not being a member) to whom a practising certificate has been issued or who has undertaken to be bound by, inter alia, such Bye-Laws, and such Bye-Laws shall apply to such an individual insofar as the same are capable of doing so, mutatis mutandis, as they apply to a member;
- i for the purposes of this Bye-Law a former member or a former relevant firm shall be treated as continuing as a member or relevant firm in respect of any matters which occurred whilst he or it was actually a member or relevant firm in respect of which a complaint is referred to the Disciplinary Committee within five years of his or its ceasing to be a member or relevant firm; and
- j for the avoidance of doubt, a person shall be liable to disciplinary action in accordance with the Bye-Laws and regulations in force at the time the matters complained of took place. All disciplinary proceedings, however, shall (for the avoidance of doubt) be conducted in accordance with the Bye-Laws and regulations in force at the time of such proceedings.