

Application for reinstatement to 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, United Kingdom. Tel: +44 (0)20 7059 5895, fax: +44 (0)20 7059 5916. AAPA has delegated the administration of its affairs to ACCA (the Association of Chartered Certified Accountants).

All former members seeking reinstatement must pay the current year's subscription and the reinstatement fee. If you were struck off for non payment of the annual subscription you will also be required to pay all outstanding back subscriptions. If you formally resigned with no fees outstanding in your account, and your resignation was accepted by Council, you are not required to pay subscription fees for the period you were off the register. Please refer to page 5 for confirmation of fees. If you are uncertain of the full amount due by you please contact ACCAs trained advisors at ACCA Connect, details below. Alternatively, you may wish to write to ACCA, the address details are also confirmed below.

An individual excluded from the register on disciplinary grounds or due to bankruptcy may, in addition to completing this form and paying all fees due, be asked to supply character references 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.

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 non-statutory practising certificate with this form.

Please use BLOCK CAPITALS and black ink throughout.

I,

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

I undertake that, if re-admitted, I will, so long as I remain a member or affiliate of AAPA, comply with the 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 re-admission to membership. I therefore accept my responsibility to undertake adequate continuing professional development as directed by Council from time to time.

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 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.

I enclose my remittance as set out on page 5.

Signature

Date

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

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

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 notices 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 emails 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, ACCA campaign emails and emails from third parties with prior approval from ACCA).

If readmitted,
do you wish your e-mail address to be included in the Directory of Members? (✓)
please indicate the address you wish to be included in the Directory of Members (✓)

Yes No
Residential Business Neither

MEMBERSHIP DETAILS

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

A member in the UK or Ireland will normally 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, tick here (✓):

Your details are retained on ACCA's membership database 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 (✓):

Please detail below the reason for your removal from membership.
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.

Previous membership number, if known

Date of admission to membership (dd mm yy)

Date of removal from membership (dd mm yy)

Are you in either full or spare time practice? (✓)

 Yes No

Have you ever held a non-statutory practising certificate issued by AAPA? (✓)

 Yes No

If yes, please give last year of issue

BUSINESS DETAILS

EMPLOYMENT CATEGORY – Please indicate your current employment category (one only).
If not employed, please refer to the foot of this section.

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

Business category

Which one of the categories below best describes your employment?

- | | |
|---|---|
| <input type="checkbox"/> Retail/consumer | <input type="checkbox"/> Energy and utilities |
| <input type="checkbox"/> Manufacturing industry/engineering | <input type="checkbox"/> Transport/distribution |
| <input type="checkbox"/> Professional services | <input type="checkbox"/> IT/communications |
| <input type="checkbox"/> Pharmaceuticals/healthcare | <input type="checkbox"/> Leisure/tourism/travel |
| <input type="checkbox"/> 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 Members' network enrolment section below.

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Banking | <input type="checkbox"/> 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 Members' 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?

- | | | |
|--------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> 1–10 | <input type="checkbox"/> 51–250 | <input type="checkbox"/> 2001+ |
| <input type="checkbox"/> 11–50 | <input type="checkbox"/> 251–2000 | |

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

Business category

Which one of the categories below best describes your employment?

- | | |
|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Local government |
| <input type="checkbox"/> National government | <input type="checkbox"/> 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 Members' 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 Members' 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?

- | | | |
|--------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> 1–10 | <input type="checkbox"/> 51–250 | <input type="checkbox"/> 2001+ |
| <input type="checkbox"/> 11–50 | <input type="checkbox"/> 251–2000 | |

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 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.

- | | |
|--|--|
| <input type="checkbox"/> Chartered Certified | <input type="checkbox"/> Mixed Chartered Certified/Chartered |
| <input type="checkbox"/> Chartered | <input type="checkbox"/> Authorised |
| <input type="checkbox"/> 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 Members' 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?

- | | | |
|--|------------------------------|--------------------------------|
| <input type="checkbox"/> Sole practitioner | <input type="checkbox"/> 4–6 | <input type="checkbox"/> 10–99 |
| <input type="checkbox"/> 2–3 | <input type="checkbox"/> 7–9 | <input type="checkbox"/> 100+ |

Not employed

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

Members' network enrolment – UK/Ireland only

- Tick if you do NOT wish to be enrolled in any members' network.
- Tick if you wish to be enrolled in a different members' network (or networks) to that covering your business category (either in addition to, or in place of, your automatic enrolment). Specify ALL of the members' networks in which you wish to be enrolled below:

REMITTANCE

Reinstatement to membership

2009 subscription	£189
Reinstatement fee	£44
Unpaid subscriptions ¹	£ _____
Total	£ _____

¹ Past years' subscription rates:	2005 – £165
	2006 – £170
	2007 – £170
	2008 – £175
	2009 – £181

I enclose my cheque/bank draft (made payable to AAPA) for £ _____ Cheque/draft number _____

OR

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 _____

Your remittance will be banked or your credit/debit card will be debited upon receipt of your application.

MEMBERSHIP CERTIFICATES

I returned to AAPA or lost my original certificate(s) and therefore I require a replacement membership/fellowship certificate (✓) Yes No

I undertake to return the lost original certificate(s) to AAPA should the certificate(s) subsequently be found.

Signature _____

Date _____