

Diploma in International Financial Reporting Re-Registration form

DO YOU HAVE THE CORRECT FORM?

Please complete this form if you were previously registered for the Diploma in International Financial Reporting (DipIFR).

You should NOT complete this form if you are:

You should NOT complete this form if you are:

- Registering for the DipIFR for the first time. You are required to complete an initial registration form;
- Registering with ACCA for the first time for the ACCA Qualification/Mature Student Entry Route (MSER) exams. You are required to complete an initial registration form (IR);
- Registering with ACCA for the first time on the Certified Accounting Technician Route. You are required to complete an initial registration form (TR);
- Registering with ACCA for the first time for the Diploma in Financial Management exams and projects. You are required to complete an initial registration form (D1).

CLOSING DATES

If you are entering for the **June exam session** for a regular centre ACCA in Glasgow must receive your application by **15 April**.

If you are entering for the **December exam session** for a regular centre, ACCA in Glasgow must receive your application by **15 October**.

If you wish to sit at a special centre which is **NOT** included in the list, you should leave the centre details on your entry form blank and enclose a covering letter with your form, ensuring it is received in Glasgow no later than 15th March for the June exam session and the 15th September for the December exam session. Exam administration will notify you whether it has been possible to make arrangements for a special centre at the location requested.

Please ensure ACCA **receives** your application by the above closing dates and remember to allow time for postal delivery. We advise you to check with your local postal delivery service to find out about postal delivery times to the UK or visit the ACCA website www.accaglobal.com for guidance.

NB. The deadlines above also apply to requests to change examination sessions and/or centres.

REGISTRATION CARD

Once your re-registration form has been processed successfully, you will receive a registration card. This will be required for identification purposes at ACCA examination centres. Please attach a photo below.

Attach a passport-sized photograph of yourself onto this box with your registration number written on the back.

Previous ACCA DipIFR registration number

Registration date (dd/mm/yyyy)

Exam entry forms are automatically despatched to all eligible candidates in February and August for the June and December exams respectively.

PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK

1 PERSONAL DETAILS

EXAMPLES:

Chinese names

Write your full Chinese name in the Surname or family name box with surname first, and write any Western name(s) or forename(s) in the Forename(s) box.

Forename(s)	MARY
Surname/family name	CHAN YIN YEE

Muslim names

Write your full name in the Surname or family name box.

Forename(s)	
Surname/family name	MOHAMED AHMED SALIM

E-MAIL ADDRESS

- a Before you complete your e-mail address opposite, please indicate your consent in section 6.
- b See note on ACCA use (section 6).

2 EMPLOYMENT DETAILS

Which best describes your organisation?

Public practice

If you work in public practice, indicate the type of firm you work in AND the number of partners/directors.

Industry/commerce

If you work in industry or commerce, indicate which category best describes your employment AND the number of employees.

▼ Title (Mr, Mrs, Miss, Ms, or please specify if other)

▼ Forename(s) (see examples opposite)

▼ Surname or family name (see examples opposite)

▼ Date of birth (dd/mm/yyyy) ▼ Male ▼ Female

▼ Nationality

MAIN MAILING ADDRESS FOR YOUR ACCA CORRESPONDENCE

▼ Company name if using a business address

▼ Building name and/or number and street

▼ Town or city

▼ County or state

▼ Postcode

▼ Country

▼ Telephone number, including area code

▼ E-mail address

If you are not employed, cross this box and go to section 3.

National Presence in 2–10 countries Presence in 11+ countries

<input type="checkbox"/> Chartered Certified only	<input type="checkbox"/> Chartered Certified and Chartered	<input type="checkbox"/> Chartered only
<input type="checkbox"/> AAPA	<input type="checkbox"/> Other	
<input type="checkbox"/> Sole practitioner	<input type="checkbox"/> 2–3	<input type="checkbox"/> 4–6
<input type="checkbox"/> 7–9	<input type="checkbox"/> 10–99	<input type="checkbox"/> 100+

<input type="checkbox"/> Banking	<input type="checkbox"/> Energy and utilities	<input type="checkbox"/> 1–10 employees
<input type="checkbox"/> Insurance/investment	<input type="checkbox"/> IT/communications	<input type="checkbox"/> 11–50 employees
<input type="checkbox"/> Leisure/tourism/travel	<input type="checkbox"/> Manuf./industry/engineering	<input type="checkbox"/> 51–250 employees
<input type="checkbox"/> Professional services	<input type="checkbox"/> Pharmaceuticals/healthcare	<input type="checkbox"/> 251–2000 employees
<input type="checkbox"/> Retail/consumer	<input type="checkbox"/> Transport/distribution	<input type="checkbox"/> 2001+ employees

6 UK DATA PROTECTION ACT

ACCA may contact or receive requests from current and future employers, educational or professional bodies and recruitment consultants for the purposes of verifying your membership, employment, training and qualification details and/or providing you with additional member benefits. ACCA may share your name, employment and examination details with these third parties.

I consent to ACCA giving out this information. (Not applicable to students based in a country ACCA has made an agreement with. Please refer to Section 7.)

Whilst ACCA never supplies mailing details 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 to its registered students.

E-mail address

Your e-mail address will be used for outbound e-mails. It must be unique to you and not shared. It is your responsibility to ensure that your e-mail address is correct. ACCA will not accept responsibility for e-mails being sent to e-mail addresses which are no longer used, incorrectly formatted, or which are publicly available. From time to time, ACCA will send you information by e-mail.

To ensure that you receive only the type of information you require by e-mail, please cross ONE of the four boxes below.

No electronic mails (for those who do not wish to receive any information by e-mail).

One-to-one e-mails only (for those who would like to receive correspondence e-mails).

ACCA campaign e-mails (for those who would like to receive one-to-one e-mails and promotional e-mails relating to events/courses questionnaires).

7 DECLARATION (Please read this section carefully before signing the form)

- I wish to apply for re-registration as a Diploma in International Financial Reporting student of ACCA.
- I understand that my eligibility will be based solely on official documents about my qualifications that I have previously sent to ACCA.
- I have disclosed details of any past events referred to in ACCA Byelaw 8 and understand that they will be taken into account in dealing with my application, but that they will not automatically stop me re-registering as an ACCA Diploma in International Financial Reporting student.
- I declare that I have included anything ACCA needs to know, and understand that any failure to disclose past events referred to in ACCA's Bye-law 8 may render me liable to disciplinary action.
- I understand that once I have re-registered, I could be liable to disciplinary action under ACCA Bye-law 11 for events set out in ACCA Bye-law 8 which occurred before or after I re-registered. (See notes below before signing.)
- I agree that while I am registered with ACCA, I will tell you about any event which may engage ACCA Bye-law 8 and make me liable to disciplinary action.
- I agree to comply with ACCA's Charter, Bye-laws, Regulations and Code of Ethics Conduct from time to time in force.
- I declare that I have read and fully understood the declaration above and that the information I have given on this form is correct. I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me and/or may invalidate any decision reached on this application.
- I consent to ACCA processing this information under the Data Protection Act 1998 and understand that this information, together with any subsequent correspondence and documentation will be retained by ACCA in a database, and/or disclosed, for administrative and regulatory purposes. This will include disclosure to the relevant body with whom ACCA has made an agreement (see list below*). I understand that any such disclosure may be to a country outside the UK that does not have laws to protect this information.

* Institute of Certified Public Accountants in Ireland; Serbian Association of Accountants and Auditors; Slovak Chamber of Auditors; Chamber of Auditors of the Czech Republic and Union of Accountants of the Czech Republic; Lebanese Association of Certified Public Accountants.

NB. This list will be updated regularly and is available on ACCA's website.

Signature

Date

Notes

ACCA 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 or organisation; bankruptcy or insolvency; failure to satisfy a judgement debt without reasonable excuse within two months; misconduct — this includes (but is not limited to) any act, or

failure to act, that is likely to discredit you. The following events are conclusive proof of misconduct: conviction for a criminal offence which discredits you or ACCA or the accountancy profession, or is derogatory to ACCA or the accountancy profession; a finding by a court in civil proceedings that you have acted fraudulently or dishonestly. Copies of the *ACCA Rulebook* are available for reading online at the ACCA website www.accaglobal.com or at ACCA offices.

HAVE YOU INCLUDED EVERYTHING?

Please read the following carefully to ensure that you have sent us everything we need to process your application without delay.

Please ensure that you have:

signed the declaration (see above)

and enclosed:

your re-registration fee or provided credit/debit card details (see section 4)

a passport-sized photograph with your name and previous registration number clearly written on the back.

WHERE TO SEND THIS FORM

Please send the completed form with your payment to: ACCA Admissions Department 2 Central Quay 89 Hydepark Street Glasgow G3 8BW UK tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 e-mail: students@accaglobal.com

Please allow up to four weeks after receipt in the Glasgow office for your application to be processed.