

## Diploma in International Financial Reporting registration form

**This form is for those intending to take the Diploma in International Financial Reporting examination only. For all other ACCA qualifications, please request the appropriate form from ACCA Connect by telephoning +44 (0)141 582 2000.**

Please complete the form in BLACK INK, using crosses or block capitals in the boxes provided.

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 ACCA **website** [www.accaglobal.com](http://www.accaglobal.com) for guidance.

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

### 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.

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.

**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)  
  
 Surname/family name

**Muslim names**

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

Forename(s)  
  
 Surname/family name

**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 ENTRY QUALIFICATIONS**

This Diploma is designed for accountancy professionals. Please indicate here the qualifications you hold or work experience gained and enclose a copy (not original) of your educational certificate and/or letter from your employer confirming the work experience gained in an accounting environment.

▼ 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

QUALIFICATION TYPE	PROFESSIONAL/ AWARDING BODY	MEMBERSHIP/ REGISTRATION NO.
<input type="checkbox"/> Accountancy professional body or	.....	<input type="text"/>
<input type="checkbox"/> A relevant degree plus two years' work experience or	.....	
<input type="checkbox"/> Three years' work experience or	.....	<input type="text"/>
<input type="checkbox"/> ACCA affiliate or	.....	<input type="text"/>
<input type="checkbox"/> ACCA Certificate in International Financial Reporting plus two years' work experience	.....	<input type="text"/>



#### 4 FEES AND PAYMENT

The fee is £160 GBP and covers your registration and one exam attempt. Your fee must accompany this application. It will not be refunded after registration or if your application contains false or misleading information. Subsequent attempts will be charged at £160 GBP.

#### Your method of payment

- ◀ Crossed GBP cheque or bank draft drawn on a UK bank
- ◀ Crossed GBP British postal orders
- ◀ Credit/debit card (please complete details below)

Please make cheques, bank drafts and postal orders payable to **The Certified Accountants Educational Trust** and write your name and date of birth on the front of your payment. If paying by credit/debit card, please mark one box below (we cannot accept any other cards) and complete cardholder details:

- ◀ Visa
- ◀ American Express
- ◀ MasterCard
- ◀ Switch/Maestro
- ◀ UK Solo

▼ Name of cardholder (as shown on card)

▼ Card number (from front of card – do not include spaces)

▼ Start date (dd/mm)

▼ Expiry date

▼ Issue no. (if shown)

▼ Amount payable

▼ Today's date (dd/mm/yyyy)

▼ Cardholder's signature

#### 5 HOW DID YOU FIND OUT ABOUT ACCA?

Which of the following resources have you used/seen to find out about ACCA? Please cross **ALL** boxes that apply.

- ◀ ACCA promotional event
- ◀ ACCA publication/literature
- ◀ Careers service/literature
- ◀ Trade/career event
- ◀ ACCA website
- ◀ Other website
- ◀ Friend/relative
- ◀ Tutor/lecturer
- ◀ Colleague
- ◀ Employer
- ◀ Advertisement

Which source of information was the key influence in helping you choose ACCA? Please cross **ONE** box only.

- ◀ ACCA promotional event
- ◀ ACCA publication/literature
- ◀ Careers service/literature
- ◀ Trade/career event
- ◀ ACCA website
- ◀ Other website
- ◀ Friend/relative
- ◀ Tutor/lecturer
- ◀ Colleague
- ◀ Employer
- ◀ Advertisement

## 6 DECLARATION (Please read this carefully before signing the form)

- I wish to apply for 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 enclosed all relevant details.
- I have disclosed details of any past events referred to in ACCA Bye-law 8 and understand that they will be taken into account in dealing with my application, but that they will not automatically stop me becoming 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 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 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](http://www.accaglobal.com) or at ACCA offices.

## 7 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 members benefits. ACCA may share your name, employment and examination details with 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.

- If you wish to receive such mailings please indicate your express consent by crossing this box.

### 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).
- ACCA and third party e-mails (for those who would like to receive one-to-one e-mails, promotional e-mails and e-mails from third parties with prior approval from ACCA).

## 8 YOUR ETHNIC ORIGIN

In order that ACCA can monitor effectively, please indicate your ethnic origin by crossing **ONE** box opposite only.

Completion of this section is voluntary.

However, please note that by completing this part of the form, you are giving consent to ACCA to store this information on either computer or manual files and to use it for statistical purposes on an anonymous and confidential basis.

- |                          |                     |                          |                   |                          |       |
|--------------------------|---------------------|--------------------------|-------------------|--------------------------|-------|
| <input type="checkbox"/> | Asian – Bangladeshi | <input type="checkbox"/> | Black – African   | <input type="checkbox"/> | White |
| <input type="checkbox"/> | Asian – Chinese     | <input type="checkbox"/> | Black – Caribbean | <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Asian – Indian      | <input type="checkbox"/> | Black – Other     |                          |       |
| <input type="checkbox"/> | Asian – Malay       |                          |                   |                          |       |
| <input type="checkbox"/> | Asian – Pakistani   |                          |                   |                          |       |
| <input type="checkbox"/> | Asian – Other       |                          |                   |                          |       |

## 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 do NOT send original documents.**

**Please ensure that you have:**

- signed the declaration (see Section 7)

**and enclosed:**

- a passport-size photograph
- your registration payment or provided credit/debit card details (see Section 5)
- copies of educational documents and/or reference letter. Please note official translations are required where documents are not in English
- a copy of your birth certificate or, if this is not available, a copy of the relevant pages of your passport

## 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](mailto:students@accaglobal.com)

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