

# Application for reinstatement to membership (or reinstatement to the affiliate register)



Please use BLOCK CAPITALS and black ink throughout.

All former members or affiliates seeking reinstatement must pay the current year's subscription (some affiliates may be entitled to the lower rate subscription, refer to page 5 for details), the reinstatement fee and any unpaid sums owed at the time of removal from the register. If you were struck off for non-payment of the annual subscription and, or, the membership admission fee, you will also be required to pay subscription fees for the period you were off the register. 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 ACCA's 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 and any other sums 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) in the UK (including Channel Islands and Isle of Man) or Ireland as the principal of a firm must submit an application for a practising certificate with this form. An applicant for reinstatement in public practice elsewhere 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. (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 bye-laws 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 qualification. 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 bye-law 8 on page 6 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 5.

Signature

Date

**Please return this form to:**

**Customer Services ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom**  
tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 e-mail: [members@accglobal.com](mailto:members@accglobal.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

### 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 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, which are incorrectly formatted, or which are publicly available.

E-mail

From time to time, ACCA will send you information by e-mail 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 e-mail, please tick 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 only 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, ACCA campaign e-mails and e-mails from third parties with prior approval from ACCA).

### Former members only

If readmitted, do you wish your e-mail address to be included in the online Directory of Members? (✓)  Yes  No

Please indicate the address you wish to be included in the online Directory of Members (✓):  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.

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Please summarise your employment since the date of your removal. Continue on a separate sheet if necessary.

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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.

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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

**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)

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

June/December\*

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



## REMITTANCE

	Reinstatement to membership	Reinstatement to the affiliate register
2009 Subscription	£181	£95/£181 <sup>1</sup>
Reinstatement fee	£42	£42
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) <sup>3</sup>	£350	£ n/a
Total	£ _____	£ _____

<sup>1</sup> Lower rate payable if examination results received in 2006 or after

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

### Membership

1999 – £135	2004 – £160
2000 – £140	2005 – £165
2001 – £145	2006 – £170
2002 – £150	2007 – £170
2003 – £155	2008 – £175

### Affiliate<sup>4</sup>

1999 – £65/£135	2004 – £80/£160
2000 – £70/£140	2005 – £80/£165
2001 – £70/£145	2006 – £85/£170
2002 – £75/£150	2007 – £85/£170
2003 – £75/£155	2008 – £90/£175

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

<sup>4</sup> Dual affiliate rate introduced in 1999

I enclose my cheque/bank draft 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 ACCA or lost my original certificate(s) and therefore I require a replacement affiliate/membership/fellowship certificate (✓)

Yes  No

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

- 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.