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Dates for your diary

Please use the following checklist as a helpful reminder of key dates – we suggest you use this pull-out guide or mark the dates in your diary.

It is important that you keep to the dates shown in this guide.

Please note that if you have registered under a CAT Joint Examination Scheme, you may need to work to different dates. Please check these dates in the CAT Joint Examinations Scheme section of this handbook.

JANUARY

Payment of your Annual Subscription is now due (please enclose your Remittance Advice Note with your payment).

Application for exemptions to be reflected in the June exam options must be submitted by **31 January** (or at least two weeks earlier if submitting to an ACCA office outside the UK).

FEBRUARY

Results will normally be sent to you if you sat your exams in December and can be accessed from the ACCA website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit exams in June.

If you have completed the CAT exams, and provided you indicated as such on your Registration Form, you will be automatically transferred onto the ACCA Professional Scheme and receive an Examination Entry Form for the June session Professional Scheme exams.

MARCH

If required, we need to receive your request for a Special Exam Centre for the June sitting, or for any conditions which require special facilities at a regular centre, by **15 March**.

APRIL

Examination Entry Forms for June sitting should be received by ACCA's Exams department in Glasgow, UK, by **15 April**.

Application to change your stream or variant exam for June sittings must be submitted by **15 April**.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit exams in June.

MAY

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the June exams and the address of the exam centre.

JUNE

Exams will normally be held over an eight-day period in the first and second week.

JULY

Applications for exemptions to be reflected in the December exam options must be submitted by **31 July** (or at least two weeks earlier if submitting to an ACCA office outside the UK).

AUGUST

If you have resigned/been removed from the CAT register, your application for re-registration must be submitted by **15 August** (or at least two weeks earlier if submitting to an ACCA office outside the UK) if you wish to attempt exams in December.

Results will normally be sent to you if you sat the exams in June and can be accessed on the ACCA website.

An Examination Entry Form and Status Report will be sent to you if you are eligible to sit exams in December.

If you have completed the Certified Accounting Technician exams, and provided you indicated as such on your Registration Form, you will be automatically transferred onto the ACCA Professional Scheme and receive an Examination Entry Form for the December session of the Professional Scheme exams.

SEPTEMBER

If required, we need to receive your request for a Special Exam Centre for the December sitting, or for any conditions which require special facilities at a regular centre, by **15 September**.

OCTOBER

Examination Entry Forms for December sitting must be received by ACCA's Exams department in Glasgow, UK, by **15 October**.

Application to change your stream or variant exam for December sittings must be submitted by **15 October**.

An Examination Entry Acknowledgement will be sent to you if you are entered to sit the exams in December.

NOVEMBER

You will receive your Examination Attendance Docket detailing the subjects you are entered to sit in the December exams and the address of the exam centre.

A Subscription Invoice will be sent to you for your Annual Subscription for the following calendar year.

DECEMBER

Exams will normally be held over an eight-day period in the first and second week.

If you wish to resign from the register, you must notify ACCA by 31 December in the year for which you have paid your annual subscription. If you resign with fees outstanding you will be liable for a penalty fee upon any future re-registration.

If you have resigned/been removed from the CAT register, your application for re-registration must be submitted by **31 December** if you wish to sit exams in June (or at least two weeks earlier if submitting to an ACCA office outside the UK).