

ANNUAL CPD DECLARATION 2017

You can do this online, through myACCA at www.accaglobal.com. Alternatively, you can complete this declaration in **BLACK INK** and send it back to us at: ACCA, Customer Services, 110 Queen Street, Glasgow G1 3BX, United Kingdom.

You do not need to complete your CPD declaration if you are a new member and admitted to membership in 2017.

PART 1

All members must complete this part

- I have complied with the CPD requirements for 2017.
The CPD route I followed is (please select one route only):
 - Unit route
 - Unit route – part-time or semi-retired
 - ACCA Approved Employer route
 - IFAC member body route

OR

- I have not been able to meet the CPD requirements for 2017. I understand that CPD is a requirement for my continuing membership. I will make good my shortfall and then submit an updated CPD declaration to confirm.

PART 2

Only select this part of the form if it applies to you: if it does not, please leave blank.

- I confirm that I am an engagement partner responsible for audits of financial statements.

PART 3

All members must complete this part

I confirm that:

- The information given in this form is true and accurate to the best of my knowledge and belief;
- I have maintained and, where appropriate, developed my competence in relation to professional ethics;
- I have not engaged in public practice activities (as defined by The Chartered Certified Accountants’ Global Practising Regulations 3 and 4), without holding an ACCA practising certificate;
- I have not been subject to any disciplinary or other matters which may engage bye-law 8 (liability to disciplinary action – see guidance overleaf for information on bye-law 8) that have not already been brought to the attention of ACCA’s Assessment or Investigations Departments;
- I have not been subject to any criminal conviction and/or caution;
- I understand that the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession and that I am required to disclose any convictions and/or cautions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013);
- I have read and understand the instructions and guidance overleaf before signing.

Signature

Membership number

Today's date

PAYMENT ADVICE

The simplest and quickest way to make a payment to ACCA is online through myACCA. You will then receive an acknowledgement that your payment has been received within 48 hours.

Direct Debit

UK bank account holders can pay the annual subscription by direct debit. Please complete the direct debit mandate which can be downloaded from www.accaglobal.com/memberforms and make sure ACCA receives it by 8 December 2017. Your annual subscription for 2018 will be collected on or around 1 January 2018 and similarly in future years. If you already pay by direct debit, thank you, no further action is needed – but if your bank account details have changed since your last payment, please follow the steps to download and return an up-to-date mandate. Please note that any other sums owing will not be collected by this method and must be paid separately.

Other payment methods

Alternatively, if you wish to pay by cheque or postal order mark X in the appropriate box:

- Cheque/Draft
- British postal order

Cheques, drafts and postal orders should be made payable to ‘ACCA’ and sent to: ACCA, Customer Services, 110 Queen Street, Glasgow G1 3BX, United Kingdom.

Please write your registration number on the back of cheques/drafts or postal orders.

If your payment is part of a cheque/draft or postal order for a number of students or members, a list of those students’ or members’ names, their ACCA registration numbers and how much money should be allocated to each account should be included.

You can check that a payment has been processed by visiting your myACCA account. Please allow five working days, from receipt, for posted payments to be processed.

Sterling cheques drawn by banks outside the UK will mean additional charges. These additional charges will need to be added to the payment. In countries where foreign exchange controls are in force, you are recommended to present payment notifications to your bank well in advance of the due date for payment. Where payment is likely to be delayed by exchange controls, you should send us proof of local payment.

Benevolent fund

If paying by cheque/postal order, I wish to donate _____ GBP included in my attached payment, to the Chartered Certified Accountants’ Benevolent fund.

- I confirm that I pay income tax in the UK and I wish the Chartered Certified Accountants’ Benevolent Fund to reclaim tax on my Gift Aid Donation.

You are required to submit your 2017 annual CPD declaration by 1 January 2018. The simplest and quickest way to make your CPD declaration is online through *myACCA*. You will then receive an acknowledgement that your CPD declaration has been received. Please keep your evidence for three years and only send it to ACCA if we ask you to. Members holding practising certificates, insolvency licences and/or carrying out exempt regulated activities in the UK or investment business in Ireland must be able to demonstrate they have maintained competence in the specialised area(s) of their practice. For further information and guidance visit www.accaglobal.com/members/cpd

COMPLETING PART 1

Check the box to confirm you have met the CPD requirement and also indicate which CPD route you have followed from the routes below:

- **Unit route**

If you have completed 40 units of CPD, including 21 verifiable units. Please select this route even if you were granted a full/partial CPD waiver.

- **Unit route – part-time or semi-retired**

Please check the guidelines to ensure that you are eligible to select this route. You need to ensure you have completed an appropriate level of CPD for your role.

- **ACCA Approved Employer route**

If you are employed by an ACCA Approved Employer – professional development and your role is covered by the approval. Please check with your employer that they are approved and confirm the scope of their approval.

- **IFAC member body route**

If you are a full member of another IFAC member body and have followed that body's IFAC-compliant (IES 7) CPD programme. Visit www.ifac.org for a listing of member bodies.

Not met the CPD requirement?

Check the box if you believe you have not been able to meet the CPD requirement (if you have been granted a waiver, you should only check this box if you have not met your amended requirement). ACCA will then contact you to assist you in making good your CPD shortfall. You will be required to make a replacement CPD declaration once you have made good your shortfall and met the CPD requirement.

COMPLETING PART 2

Complete Part 2 if you are an engagement partner as defined by IFAC IES 8 (Revised), ie a partner or other person in the firm who is responsible for the audit engagement and its performance, and for the auditor's report that is issued on behalf of the firm, and who, where required, has the appropriate authority from a professional, legal, or regulatory body.

COMPLETING PART 3

You must sign the declaration to confirm the CPD information you have provided, that you have maintained your competence in relation to professional ethics, and that you have not been subject to any matters within the terms of ACCA's bye-law 8 that have not already been brought to the attention of ACCA's Assessment or Investigations Departments.

Engaging in public practice activities

If you engage in public practice activities, as defined by the Chartered Certified Accountants' Global Practising Regulations 3 and 4, you are required to hold an ACCA practising certificate. Please refer to the factsheet *Am I in public practice?* available online at <http://www.accaglobal.com/content/dam/acca/global/PDF-members/practisinginfo/Factsheet%20-%20Am%20in%20Public%20Practice%2001012017.pdf>

Information about bye-law 8

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 and/or regulator;
- Bankruptcy or insolvency;
- Failure to satisfy a judgment debt without reasonable excuse within two months;
- Criminal conviction and/or caution;
- Civil finding of acting fraudulently or dishonestly as a party or witness in civil proceedings;
- Misconduct – this includes (but is not limited to) any act, or failure to act, that is likely to discredit you or ACCA or the accountancy profession.

The following events are conclusive proof of misconduct and of the facts and matters found:

- A copy of the certificate or memorandum of conviction or caution, and of any final judgment, ruling or determination given in criminal proceedings;
- A copy of a certified judgment in civil proceedings.

If you have been subject to matters within the terms of bye-law 8 and ACCA's Assessment or Investigations Department is aware of this, you may sign and submit this declaration. If you are concerned that you may be subject to matters under bye-law 8 of which ACCA is not already aware, please notify ACCA by writing to complaintassessment@accaglobal.com or ACCA's Assessment Department, The Adelphi, 1/11 John Adam Street, London, WC2A 3EE, UK, after which you may sign and submit the CPD declaration.

The ACCA *Rulebook*, which contains the bye-laws and regulations, is available online at www.accaglobal.com/rulebook and at ACCA offices.

DATA PROTECTION

We may use your personal data for the purposes of membership administration and training requirements, sending you publications and other communications, responding to enquiries investigating complaints and complying with our regulatory obligations

You can update your information through your *myACCA* account at any time. We may share information with our suppliers and our auditors. We may also share information with other IFAC member bodies and employers, in order to verify your CPD declaration.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please access our privacy notice accaglobal.com/privacy, or contact privacy@accaglobal.com