

## Application for direct admission to membership

If you are a current member in good standing of Chartered Accountants Australia and New Zealand (CA ANZ) you may be eligible to apply for membership of ACCA.

Membership regulation 3(d)(v) states that an individual shall be eligible for membership of ACCA if he/she:

- i is a member of Chartered Accountants Australia and New Zealand having met Chartered Accountants Australia and New Zealand's professional education/examinations and practical experience requirements and has;
- ii attained at least five years' experience post admittance to membership; and
- iii undertaken continuing professional development as required by Chartered Accountants Australia and New Zealand under its regulations, providing such regulations are consistent with International Education Standard 7, Continuing Professional Development, issued by the International Accounting Education Standards Board; and
- iv been able to evidence a contribution to business or the profession, with two referees providing written confirmation of their standing.

In addition to the criteria specified in (i) to (iv) above, as the case may be, satisfies the Admissions and Licensing Committee as to his general character and suitability and any other prescribed terms in accordance with the reciprocal membership agreement.

Admission as a member under the RMA does not provide an applicant with the right to engage in public practice. Applicants who are engaged in public practice as a sole practitioner, partner or director of a firm which undertakes public practice, are required to hold an ACCA practising certificate and must therefore submit a practising certificate application form. A copy of the form can be downloaded from ACCA's website at [www.accaglobal.com/practising](http://www.accaglobal.com/practising)

**Please return your completed form to:**

**Customer Services ACCA 110 Queen Street Glasgow G1 3BX United Kingdom**  
**email: [members@accaglobal.com](mailto:members@accaglobal.com) [www.accaglobal.com](http://www.accaglobal.com)**

## DECLARATION

I hereby apply under Bye-law 2 and Membership Regulation 3 for admission to membership of the Association of Chartered Certified Accountants.

I understand that when transferring to membership, I could become liable to disciplinary action for events which engage ACCA Bye-law 8, liability to disciplinary action, which occurred before or after I transfer (read **Notes** section below now).

I confirm I have now read the **Notes** section below and:

- I understand that if I fail to declare an event which may engage Bye-law 8, or if I provide any false or misleading statement in this form, I may face disciplinary action which may involve an allegation of dishonest conduct, and may also invalidate any decision reached in this application;
- I understand while I am a member of ACCA I will promptly notify ACCA about any event which may engage Bye-law 8;
- I agree to comply with ACCA's Charter, Bye-laws, Regulations and Code of Ethics and Conduct;
- I have not been subject to any criminal conviction and/or caution;
- I have not been disciplined by any professional body and/or regulator;
- I have not been subject to any other matters which may engage Bye-law 8 that has not already been brought to the attention of ACCA's Assessment or Investigations department;
- I understand that the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession and that I am therefore required to disclose spent convictions, that is any conviction irrespective of its age/or type;
- I understand that any matters which I have disclosed to ACCA which engage Bye-law 8 will be taken into account when dealing with my application, but that the matters may not automatically stop me transferring to membership;
- I confirm and declare I have included everything ACCA needs to know, and there is nothing else I should bring to ACCA's attention at the present time.

I further undertake that I will only use the designation 'Chartered Certified Accountant' and the designatory letters 'ACCA' (or 'FCCA' when I become a fellow) only while I remain a member of ACCA. I understand that if I engage in any public practice activities (as defined by The Chartered Certified Accountants Global Practising Regulations 3 and 4), I will need to hold an ACCA practising certificate. I confirm that I have read and understood the factsheet: *Am I in public practice?*

<http://www.accaglobal.com/content/dam/acca/global/PDF-members/practisinginfo/Factsheet%20-%20Am%20I%20in%20Public%20Practice%201012017.pdf>

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 adequate continuing professional development as directed by Council and specified in the Chartered Certified Accountants' Membership Regulations.

I agree to pay the membership admission fee (236GBP in 2018) and understand that I will be invoiced for this amount on successful conversion to ACCA membership. I am aware that a failure to pay sums due to ACCA may lead to removal from the register of members.

**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 Byelaws or Regulations; disciplinary action against you by another professional body 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, relevant firm, 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. Please note that hearings of ACCA's Disciplinary Committee shall be open to the public and all orders and findings shall be publicised unless the Committee determines otherwise.

Signature

Date

## PERSONAL DETAILS

Surname

Title (X)  Mr  Mrs  Miss  Ms  Dr  Other (please specify)

Forenames

Honours/university degrees

Date of birth

Your full name (forenames followed by surname) will be printed on your membership certificate. If you wish to have the certificate printed showing your name in a different order, please detail here your name as you would like it printed.

### Residential address

Post town/city

County/state

Country

Postcode

Tel Area/STD code

Number

If you would like to receive general updates by SMS text message please provide your mobile telephone number

Mobile Area/STD code

Number

### Business address

Job title

Company name

Company address

Post town/city

County/state

Country

Postcode

Tel Area/STD code

Number

### Mailing details

Please indicate the address to which you wish your correspondence to be sent (X):

Residential  Business

Do you wish your town and country of residence to appear in the online *Directory of members*?

Yes  No

### Bankruptcy

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.

**Communication methods**

ACCA may communicate with you by e-communications (including email and SMS), phone or by post using the contact details provided by you. E-communications are ACCA's preferred method of sending publications, promotional information and updates, and affiliate/member account correspondence.

Please choose one of the following options:

- I would like to receive all correspondence from ACCA by paper.
- I would like to receive all correspondence from ACCA by e-communications (including my affiliate/member account correspondence).
- I would like to receive publications and promotional information and updates by e-communications but still receive my affiliate/member account correspondence by paper.

**ACCA employers**

ACCA often communicates with employers to discuss improvements and ways in which ACCA can provide enhanced support for members and students. When communicating with employers it is often helpful to provide a list of ACCA members and trainees who are working at that company. Do you agree to your details being passed to employers as described above?

- Yes
- No

**Third party promotional material**

ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your studies and career development. All third party organisations are strictly vetted and the mailing/email list is never supplied directly to them. All campaigns are carried out by ACCA or an ACCA approved agency. Do you agree to your details being passed to third party organisations as described above?

- Yes
- No

**Data protection**

ACCA may use your personal data provided on this form for the purposes of:

- membership administration
- sending you publications and other communications
- responding to enquiries and investigating complaints
- if you are a dual or multi-qualified member, we may share details with your other professional association(s)
- complying with our regulatory obligations.

Once approved as a member, you can update your information through your myACCA account at any time. ACCA may share information with suppliers and our auditors. If you are a dual or multi-qualified member, or applying for a joint scheme, ACCA may share details with your other professional associations(s). 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.

**Email address**

Your email address will be used for outbound emails. It must be unique to you and not shared. It is your responsibility to ensure that your email address is correct. ACCA will not accept responsibility for emails being sent to email addresses which are no longer used, which are incorrectly formatted, or which are publicly available.

Email

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## EMPLOYMENT CATEGORY

### Which best describes your organisation?

- National organisation       Presence in 2 – 10 countries       Multinational organisation
- 

### PUBLIC PRACTICE

If you work in **Public practice** insert a tick in this box (✓).

Please also complete the **Job category** and **Number of partners/directors** by inserting a tick in the relevant boxes.

#### Nature of firm?

If all of the partners/directors are members of the Association of Chartered Certified Accountants, the firm is Chartered Certified. If all of the partners/directors are members of one, or more, of the Institutes of Chartered Accountants in England and Wales, Ireland or Scotland, the firm is Chartered. If all of the partners/directors are members of ACCA and one, or more, of the above-mentioned Institutes, the firm is Mixed Chartered Certified/Chartered. Any other combination of partners/directors, including firms with unqualified partners, is Other.

- Chartered Certified       Mixed Chartered Certified/Chartered  
 Chartered       Other (specify) \_\_\_\_\_
- 

#### Job category

Which one of the categories below best describes your work?

- General practising services

OR specialising in:

- Audits       Insolvency       Taxation  
 Management consultancy       Information technology       Other (specify) \_\_\_\_\_
- 

#### Number of partners/directors?

- Sole practitioner     2–3     4–6     7–9     10–99     100+
- 

### INDUSTRY, COMMERCE OR PUBLIC SECTOR

If you work in **Industry, Commerce or Public sector** insert a tick in this box (✓).

Please also complete the **Job category** and **Size of organisation** by inserting a tick in the relevant boxes.

#### Business category

Which one of the categories below best describes your employment?

- Retail/consumer       Energy and utilities       Manufacturing/industry/engineering  
 Transport/distribution       Professional services       IT/communications  
 Pharmaceuticals/healthcare       Leisure/tourism/travel       Other (specify) \_\_\_\_\_  
 Banking       Insurance/investment       Education  
 Local government       National government       Not for profit  
 Health

#### Job category

Which one of the categories below best describes your work?

- Internal auditing       Data processing/management services       Financial accounting  
 General management       Financial management/treasurership       Management accounting  
 Company secretarial       Taxation       Other (specify) \_\_\_\_\_
- 

#### Size of organisation?

- 1–10     11–50     51–250     251–2000     2001+

## PROFESSIONAL QUALIFICATIONS

Please indicate the professional body, or bodies, of which you are a member.

_____	Date of admission
_____	Date of admission

If you have ever been a registered student of ACCA please give details below.

Student registration number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year of registration
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If you are an active ACCA student you will be removed from the register on admission to membership.

## EMPLOYMENT HISTORY

Please list below your employment history for the past five years (**commencing with your current post**).  
You are welcome to supply a curriculum vitae instead of completing this section if you prefer.

**1** Name and address of employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of employer's business

Job title	Start date	Finish date
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**2** Name and address of employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of employer's business

Job title	Start date	Finish date
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## PUBLIC PRACTICE

All ACCA members in public practice are required to hold an ACCA practising certificate or, where applicable an insolvency licence, even if they hold such a certificate from another body. A practising certificate (or insolvency licence) application form must accompany this form. All applicants applying for a practising certificate and audit qualification must hold or be eligible to hold Responsible Individual status and are required to provide evidence that they have kept their audit knowledge up to date. Applicants are therefore requested to complete an 'audit qualification – additional information' form. The relevant practising forms are available from [www.accaglobal.com/practising](http://www.accaglobal.com/practising) by following the link for ACCA Forms for Practitioners.

Sole practitioners who are making an application for ACCA membership in order to gain audit registration are only required to complete this form, the practising certificate form and the 'audit qualification – additional information' form.

### Sole practitioners

I confirm that I am a sole practitioner, or on admission to ACCA membership will become a sole practitioner, and:

- I have applied for an ACCA practising certificate or an ACCA practising certificate and audit qualification; or
- I have applied for an ACCA insolvency licence

### Partners/directors

I confirm that I am a partner or director, or on admission to ACCA membership will become a partner or director, of a firm and (tick all boxes which apply):

- I have applied for an ACCA practising certificate or an ACCA practising certificate and audit qualification; and/or
- I have applied for an ACCA insolvency licence; or
- My firm holds an ACCA firm's auditing certificate; or
- My firm is intending to apply for an ACCA firm's auditing certificate and which now requires the appropriate application form.

Name of contact partner/director and address to which auditing certificate application forms should be sent.

Name Firm

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Address

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- Please tick this box if your firm is a limited company.

## REFERENCE AND SUPPORTING INFORMATION

Please attach two written references and a letter of good standing from CA ANZ to support your application.

### Letter of good standing

The letter of good standing must confirm that:

- you are a current member in good standing
- you obtained CA ANZ membership by completion of their education/examinations and practical experience requirement
- you have achieved FIVE years' post-membership experience
- you have fully complied with CA ANZ's Continuing Professional Development (CPD) programme.

### References

You should obtain two references, each completed by a different person who:

- should indicate in their own words how they know you, how long they have known you and attest to your professional experience
- state their support of your application
- provide details of your contribution to business or the profession.

At least one of your referees must be a member of a recognised professional accountancy body. Details of their membership body and membership number should be provided on the reference.

## SUBMITTING YOUR APPLICATION FORM

The following must be enclosed:

- A letter from CA ANZ confirming that you are a member in good standing, having achieved membership by completing the professional education/ examinations and practical experience requirement. This letter should also state your date of admission to membership of CA ANZ and confirm that you have fully complied with Continuing Professional Development (CPD) requirements.
- Two references which can attest to your professional competence and suitability for membership of ACCA.

Payment can be made via your online myACCA account when you have successfully transferred to ACCA membership. Alternatively, by calling ACCA Connect on +44 (0)141 582 2000 following your acceptance to ACCA membership. You will receive immediate acknowledgement that your payment has been received by ACCA.

OR

- enclose a cheque, draft or Postal Order\* for \_\_\_\_\_ GBP

cheque for 236GBP (admission fee) or

cheque for 706GBP (practising certificate fee of 470GBP\* plus 236GBP admission fee) or

cheque for 331GBP (spare-time practising certificate fee of 95GBP\* plus 236GBP admission fee) or

cheque for 2,586GBP (insolvency licence fee for appointment takers of 2,350GBP plus 236GBP admission fee) or

cheque for 928GBP (insolvency licence fee for non-appointment takers of 692GBP plus 236GBP admission fee)

\* Crossed GBP cheque or Sterling bank draft valid in the UK

\* Crossed British Postal Order

All cheques, drafts or Postal Orders should be made payable to 'ACCA'. Please ensure that cheques/drafts and Postal Orders is secured to the front page of your application along with your full name written on the reverse of the payment.

(\* Applicable only to UK/Irish/Channel Islands/Isle of Man practising certificate applicants. Certificates for other countries are, currently, issued free of charge. The 95GBP rate applies only where fee income will be under 5,000GBP per calendar year and is not available to an applicant for a practising certificate and audit qualification).

- practising certificate application form (and/or insolvency licence application form), if applicable
- copy of a practising certificate/confirmation of eligibility for a practising certificate (or copy of an insolvency licence) from one of the UK/Irish Institutes of Chartered Accountants or other body specified in Membership Regulation 3, as applicable.

**Please return your completed form to:**

**Customer Services ACCA 110 Queen Street Glasgow G1 3BX United Kingdom**  
**email: [members@accaglobal.com](mailto:members@accaglobal.com) [www.accaglobal.com](http://www.accaglobal.com)**



## BYE-LAW 8: LIABILITY TO DISCIPLINARY ACTION

- 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 or regulatory body;
  - vi** he or it has been disciplined by another professional or regulatory body;
  - 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;
  - viii** he or it has failed to satisfy a judgment debt without reasonable excuse for a period of two months (the burden resting on him or it to prove such a reasonable excuse on the balance of probabilities) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder;
  - ix** before a court of competent jurisdiction in the United Kingdom or elsewhere, he or it has pleaded guilty to, been found guilty of, or has accepted a caution in relation to, any offence discreditable to the Association or to the accountancy profession; or
  - x** before a court of competent jurisdiction in the United Kingdom or elsewhere, in any civil proceedings in which he or it has been a party or witness, he or it has been found to have acted fraudulently or dishonestly.
- 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 the Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by Council.
- e** For the purposes of bye-law 8(a)(ix), a copy of the certificate or memorandum of conviction or caution, and of any final judgment, ruling or determination given in the criminal proceedings, shall be conclusive proof of the conviction or caution, and of any facts and matters found, as the case may be.
- f** For the purposes of bye-law 8(a)(x):
- i** where the person in question was a party to the proceedings, a copy of a certified judgment of the civil proceedings shall be conclusive proof of the facts and matters found;
  - ii** where the person in question was a witness in the proceedings, a copy of a certified judgment of the civil proceedings shall be prima facie evidence of the facts and matters found.
- g** Subject to bye-law 8(f) above, any other finding of fact in any civil proceedings before a court of competent jurisdiction in the United Kingdom or elsewhere shall be admissible as prima facie evidence in any disciplinary proceedings.