

2019 membership declaration form

DECLARATION

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 in writing 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 have not already been brought to the attention of ACCA's Assessment or Investigations Department in writing;
- 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). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure;
- 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? <https://www.accaglobal.com/my/en/member/sectors/smp/practising-certificates-and-licences/practice-information-handbook.htm>

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 (246GBP in 2019) and understand that I will be invoiced for this amount on successful conversion to ACCA membership. I am aware that non-payment of sums due to ACCA may lead to removal from the register of ACCA 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.

Name

Registration number

Signature

Date

1 If you have any queries as to whether your current work constitutes public practice, please contact ACCA's Authorisation Department on +44 (0)141 534 4175 or via authorisations@accaglobal.com

ADDITIONAL NOTES

- As a guideline, ACCA considers full-time work experience to be 140 hours per month. 1540 hours of part-time work equates to 12 months of full-time work experience. This discounts annual leave etc. If any of your relevant experience has been achieved in a **part-time** role please enclose a breakdown of the hours worked together with your application.
- Up to 12 months' lecturing experience can count towards the PER for membership. The lecturing experience must be at a level at least equivalent to the Fundamentals level of the ACCA Qualification and cover basic accounting, business studies and finance-related subjects. If any of your relevant experience has been achieved in a **lecturing** role please enclose detail of the subjects and level taught together with your application.
- If you work in **public practice** and you sign or produce any accounts or report or certificate of tax return concerning any person/ organisations financial affairs that may be relied upon by a third party please enclose a current job description together with your application. Any member who undertakes work falling within ACCA's definition of public practice must hold a Practising Certificate from ACCA even if a Practising Certificate is held from another body.

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.

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