

Application for admission to ACCA membership under the European Communities (Recognition of Professional Qualifications) Regulations (Directive 2013/55/EU)

**Please read the whole of this application form carefully before completing it.
Please use black ink and BLOCK CAPITALS throughout.**

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 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/content/dam/acca/global/PDF-members/practisinginfo/Factsheet%20-%20Am%20I%20in%20Public%20Practice%2001012017.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.

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

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

PERSONAL DETAILS

Surname

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

Forenames

Honours/university degrees

Date of birth

Your full name (forename(s) 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

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 (✓):

Residential Business

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

Yes No

In order to be eligible to apply for ACCA membership under the PQD 2013/55/EU Directive you must be:

- a national of one of the EU Member States or of Iceland, Liechtenstein, Norway or Switzerland
- wishing to practise that profession in the UK or Ireland.

Please indicate your nationality.

Please indicate where you intend to practise (UK/Ireland).

Receiving communications from ACCA

This section sets out certain information and options on how ACCA may communicate with you, the types of information ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties.

Please provide your 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

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 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 member account correspondence)
- I would like to receive publications and promotional information and updates by e-communications but still receive my 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.

For more information on how your information and rights are respected, please access our [privacy notice](https://accaglobal.com/privacy) (accaglobal.com/privacy), or contact privacy@accaglobal.com

Members' network

A member in the UK or Ireland will be enrolled with the district society covering his/her residential address, which will involve receiving mailings directly from that society.

A member in the United Kingdom or Ireland will be enrolled with the members' network covering his/her employment category, which will involve receiving mailings directly from that network.

This adds value to being an ACCA member by making it easier for you to connect with other members locally or within your sector and to hear about relevant events that you may be interested in attending.

At anytime you can update your details regarding member networks allocation through your myACCA account.

The ACCA Rulebook is available online at www.accaglobal.com/rulebook

BUSINESS DETAILS

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. If all of the partners/directors are members of the Association of Authorised Public Accountants, the firm is Authorised. Any other combination of partners/directors, including firms with unqualified partners, is Other.

- Chartered Certified Mixed Chartered Certified/Chartered Chartered
 Authorised 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 Banking
 Insurance/investment Education Local government
 National government Not for profit Health
 Other (specify) _____

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

- a** Please detail below the professional accountancy institute(s) from a European Economic Area (EEA) Member State (excluding the UK) of which you are a member or the professional accountancy qualification(s) which you obtained in an EEA Member State (excluding the UK). Please state the date on which you were admitted to membership of the above body/bodies or when you obtained your professional accountancy qualification(s).

If you are a member of a professional accountancy institute(s), a letter from the institute(s) of which you are a member confirming that you are a member in good standing and stating the date of your admission to membership must accompany this application.

- b** Does membership of the above body/bodies, or do your accountancy qualification(s), authorise you to undertake the statutory audit of company accounts in an EEA Member State? (If yes, please supply evidence from your institute(s) or from the national register of auditors, as appropriate.) Yes No

OTHER EDUCATION AND TRAINING

If your profession is not regulated in your home Member State please provide details of any relevant education and training you have undertaken in pursuit of your profession.

RECOGNITION SOUGHT

Please read all questions carefully before answering

- a** Are you seeking membership of ACCA only? Yes No
- b** Are you seeking membership and the right to enter into non-statutorily regulated public practice? Yes No
- c** Do you wish to apply for membership of ACCA and to be authorised by ACCA to practise as a Registered Auditor under the UK Companies Act 2006? Yes No

If you tick the 'yes' box in respect of questions b and c, you will need to refer to ACCA's Practice Information booklet and complete a practising certificate application form. The application form will need to be submitted before you take the Stage Two Aptitude Test. The practising information booklet and practising certificate application form can be downloaded from ACCA's website at <https://www.accaglobal.com/lk/en/member/sectors/smp/practising-certificates-and-licences.html>

EMPLOYMENT HISTORY

You should:

- start with your current, or most recent, position and;
- include **all** periods of employment

ACCA reserves the right to contact your employer/past employers in order to verify this information.

1 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Email

Your job title

Start date

Finish date

2 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Email

Your job title

Start date

Finish date

3 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Email

Your job title

Start date

Finish date

4 Employer's name

Name of supervising accountant/principal/manager

Qualifications of above (if any)

Employer's address

Tel

Email

Your job title

Start date

Finish date

5 Employer's name _____
Name of supervising accountant/principal/manager _____
Qualifications of above (if any) _____
Employer's address _____
Tel _____ Email _____
Your job title _____ Start date _____ Finish date _____

6 Employer's name _____
Name of supervising accountant/principal/manager _____
Qualifications of above (if any) _____
Employer's address _____
Tel _____ Email _____
Your job title _____ Start date _____ Finish date _____

7 Employer's name _____
Name of supervising accountant/principal/manager _____
Qualifications of above (if any) _____
Employer's address _____
Tel _____ Email _____
Your job title _____ Start date _____ Finish date _____

8 Employer's name _____
Name of supervising accountant/principal/manager _____
Qualifications of above (if any) _____
Employer's address _____
Tel _____ Email _____
Your job title _____ Start date _____ Finish date _____

9 Employer's name _____
Name of supervising accountant/principal/manager _____
Qualifications of above (if any) _____
Employer's address _____
Tel _____ Email _____
Your job title _____ Start date _____ Finish date _____

PERFORMANCE OBJECTIVE SUMMARY

In order to meet ACCA's practical experience requirement, you must demonstrate effectiveness and achievement in the workplace by meeting ACCA's performance objectives. ACCA members will have achieved nine performance objectives in total – all five Essentials and any four Technical performance objectives from the list below.

Please review the performance objective statements, which can be found in the ACCA performance objective booklet available to download at www.accaglobal.com/per then mark the performance objectives which you have achieved below.

		Mark (X)
ESSENTIALS	1 Ethics and professionalism	
	2 Stakeholder relationship management	
	3 Strategy and innovation	
	4 Governance, risk and control	
	5 Leadership and management	
TECHNICAL	CORPORATE REPORTING	
	6 Record and process transactions and events	
	7 Prepare external financial reports	
	8 Analyse and interpret financial reports	
	FINANCIAL MANAGEMENT	
	9 Evaluate investment and financing decisions	
	10 Manage and control working capital	
	11 Identify and manage financial risk	
	SUSTAINABLE MANAGEMENT ACCOUNTING	
	12 Evaluate management accounting systems	
	13 Plan and control performance	
	14 Monitor performance	
	TAX ADVISORY	
	15 Tax computations and assessments	
	16 Tax compliance and verification	
	17 Tax planning and advice	
	AUDIT, ASSURANCE AND ADVISORY	
	18 Prepare for and plan the audit process	
	19 Collect and evaluate evidence for an audit	
	20 Review and report on the findings of an audit	

ENCLOSURES/CHECKLIST

Please ensure that you enclose:

- proof of nationality (ie a copy of a passport or identity card)
- all educational and professional certificates in support of this application. Please include exam transcripts, confirming all subjects passed, relevant to your admission to your professional institute. These must be certified as true copies of the originals
- a copy of the syllabus for the exams taken to gain your professional qualification(s). Translations must be provided where the syllabus is not in English
- where applicable, a letter from the professional institute(s) of which you are a member, confirming that you are a member in good standing (eg that there are no disciplinary actions pending or on file) and stating the date of admission to membership
- detailed job descriptions for all relevant positions held in the last 10 years
- confirmation from the relevant employers of the type and level of work undertaken.

Stage 1 Applicants (Irish CPAs are exempt from Stage One)

- Completed pages 1–8
- Submitted appropriate fees (Stage One Aptitude Test fee – £180). Please note that special exam centres carry additional fees to cover the costs of running the centre.

Upon successful registration we will arrange for you to sit the required examinations at an ACCA exam centre of your choice.

Please note that paper based versions of the Corporate and Business Law and Taxation examination papers can only be entered for twice a year at our June and December exam sessions. On demand computer-based examinations for Corporate and Business Law can be entered for at any time and arranged for a suitable date.

Please refer to the *Examination Centre List* available at <http://www.accaglobal.co.uk/en/student/acca-qual-student-journey/exams/exam-centres.html> and state below your preferred exam centre:

Stage 2 Applicants (Irish CPAs are exempt from Stage One)

- Completed pages 1–8
- Submitted appropriate fees (Stage Two Aptitude Test fee – £440)
- Submitted application form for an [ACCA practising certificate](https://www.accaglobal.com/content/dam/ACCA_Global/Members/members-in-practice/members-in-practice/PC%202018.pdf) (https://www.accaglobal.com/content/dam/ACCA_Global/Members/members-in-practice/members-in-practice/PC%202018.pdf). Please refer to page 4 of the application form to determine if this is required.

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.