



## Request for a replacement membership certificate

A request for a replacement certificate should be accompanied by the certificate to be replaced, unless the certificate to be replaced has been lost. Where the certificate to be replaced has been lost, this form must be accompanied by a statement explaining the circumstances in which the certificate was lost (eg misplaced, stolen or destroyed). Fellows may obtain replacement membership and fellowship certificates.

Name \_\_\_\_\_ Membership no. 

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Address \_\_\_\_\_

Postcode \_\_\_\_\_

I require the following:

- A replacement membership certificate, at a charge of 35GBP
- A replacement fellowship certificate, at a charge of 35GBP
- Replacement membership and fellowship certificates, at a combined charge of 70GBP

When your application is received we will raise the debit on your account for the your replacement certificate(s)

The simplest and quickest way to make a credit/debit card payment to ACCA is online via myACCA. You will receive immediate acknowledgement that your payment has been received by ACCA.

OR, I enclose a cheque, draft or Postal Order\* for 35/70GBP

- \* 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 you write your ID number on the front of cheques/drafts and Postal Orders.

Please tick one of the following boxes:

- I enclose the certificate(s) to be replaced
- I have not enclosed the certificate(s) to be replaced as the certificate(s) have been lost. In signing this form, I undertake to return my certificate(s) to ACCA should these subsequently be found.

I acknowledge that any replacement membership certificate issued to me remains the property of ACCA and must be returned if my membership ceases for any reason (Chartered Certified Accountants' Membership Regulation 9(5) refers).

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 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](http://accaglobal.com/privacy), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

**When completed, please return this form and make payment by calling ACCA Connect at the number below:  
Customer Services ACCA 110 Queen Street Glasgow G1 3BX United Kingdom  
tel: +44 (0)141 582 2000 [www.accaglobal.com](http://www.accaglobal.com)**