

## Renewal of your practising certificate for 2022/23

If you are practising in a country or jurisdiction where an ACCA practising certificate is required under local legislative and/or regulatory requirements you must submit your 2022/23 practising certificate renewal.

Your 2022/23 practising certificate renewal should be submitted as soon as possible.

If you are practising in a country or jurisdiction where an ACCA practising certificate is **not** required, you must apply to be placed on ACCA's register of practitioners.

**It is your responsibility to ensure that your registration form for the register of practitioners or your practising certificate renewal is submitted on time.**

A member intending to cease to be in practice altogether as a principal must still submit a 'cessation of practice' declaration to ACCA.

### ***Action required***

You must comply with **ONE** of the following options as soon as possible:

#### ***1. If you are not required to hold an ACCA practising certificate under local legislative and/or regulatory requirements***

It is easy to submit a registration form for the register of practitioners online at [www.accaglobal.com/renewals](http://www.accaglobal.com/renewals).

You may be required to provide evidence that you are authorised to practise in the country (or countries) you have specified.

Once your online form has been processed by ACCA you will be placed on ACCA's register of practitioners and your ACCA practising certificate will be cancelled.

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#### ACCA



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[www.accaglobal.com](http://www.accaglobal.com)



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Although you are no longer required to hold a practising certificate from ACCA you are still required to keep ACCA up to date with any changes to your practising details. You will also be required to confirm to ACCA on an annual basis that you are in practice and hold a practising certificate from a recognised national regulator or are otherwise compliant with all local legislative requirements.

If you wish to practise in the UK, Ireland, a designated territory or any other country where there is a local legislative and/or regulatory requirement to hold an ACCA practising certificate you will need to resume holding an ACCA practising certificate and meet the conditions in force at that time (eg professional indemnity insurance and continuity of practice arrangements). A fee may also be payable.

**2. If you are required under local legislative and/or regulatory requirements to hold an ACCA practising certificate**

It is easy to must submit your practising certificate renewal for 2022/23 online via your [myACCA](#) account, available through our website: [www.accaglobal.com](http://www.accaglobal.com). You are able to access [myACCA](#) by entering your ACCA membership number and passcode. If you do not have your passcode you can request it through the website.

The renewal process has been made as straightforward as is consistent with regulatory requirements. In addition to providing your confirmation and understanding of the conditions for renewal, you are required to provide details of:

- any changes to the address(es) or composition of your firm (or firms);
- the current professional indemnity insurance policy of your firm (or firms)\*; and
- the continuity of practice arrangements for your firm (or firms)\*;

(\* these are mandatory requirements for renewing your practising certificate for 2022/23).

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Please ensure that you have read and understood the following documents on our website before submitting your renewal:

- Conditions for the renewal of a practising certificate 2022/23
- Continuing professional development for practising members
- Guidance and checklist for audit engagement partners for compliance with IFAC International Education Standard (IES) 8
- Byelaw 8

The document headed "Conditions for the renewal of a practising certificate – 2022/23" is an integral part of the renewal, and is available on our website. In submitting the renewal you will be agreeing to comply with the undertakings contained in this document, and to be bound by the Bye-laws and Global Practising Regulations made thereunder (and/or any subsequent regulations replacing or amending, in full or part, these regulations).

There is no fee for the renewal of your ACCA practising certificate in 2022/23. However, to ensure that all ACCA practising certificate holders contribute to the regulatory costs associated with their particular authorisations a fee may be payable in 2023/24.

Your certificate, when issued, will detail the country, or countries, in which you practice. Your certificate may, however, be transferable to other countries depending on the category of certificate you currently hold and the date/circumstances in which it was awarded. Please contact Authorisation if you require guidance on the transferability of your practising certificate.

Please note:

- You must submit your renewal online. ACCA no longer issues paper renewal forms
- Your practising certificate will be sent to you by email once your renewal has been processed. ACCA no longer issues hard copy certificates
- You cannot hold both an ACCA practising certificate and be placed on ACCA's register of practitioners; you must choose one or the other

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**3. If you have ceased to be in practice altogether**

If you are no longer engaged in public practice you must submit a 'not renewing' declaration online through your [myACCA](#) account.

Please do not hesitate to contact Authorisation on +44 141 534 4175 or by e-mail [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com) if you require any further information or assistance regarding your three options.

ACCA



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