

## Renewal of your practising certificate and audit qualification for 2022/23

Your 2022/23 practising certificate and audit qualification renewal must be completed in all circumstances and should be submitted as soon as possible.

**It is your responsibility to ensure that your renewal is submitted on time and that you have been issued with the correct certificate.**

Any member who is a principal in an accountancy practice must hold an ACCA practising certificate if they are carrying on public practice in a designated territory, or in a country or jurisdiction that, according to local legislative and/or regulatory requirements, requires an ACCA practising certificate. This is the case even if you hold a practising certificate from another body.

A member intending to cease to be in practice altogether as a principal must still submit a renewal to ACCA, with the appropriate cessation of practice declaration completed.

### ***Electronic submission***

You may submit your practising certificate and audit qualification renewal 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***

The renewal process has been made as straightforward as is consistent with regulatory requirements. In addition to providing your confirmation and understanding of the renewal conditions, you are required to submit 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)\*;

Continued

ACCA



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

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. 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 and audit qualification 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 do not hesitate to contact Authorisation on +44 141 534 4175 or e-mail [authorisation@accaglobal.com](mailto:authorisation@accaglobal.com) if you require any further information or assistance regarding the renewal of your practising certificate and audit qualification.