

Request for a replacement certificate

This form is to request a replacement certificate. The cost is 25GBP per certificate.

I am a current ACCA student, affiliate or member

To pay by cheque, draft or Postal Order, please complete and return this form with payment by post
To pay online, please complete and return the form and the debit will be raised on your myACCA account.

I am a former ACCA student, affiliate or member

To pay by cheque, draft or Postal Order, please complete and return this form with payment by post
To pay by credit or debit card, please do not send this form. Instead contact ACCA Connect on +44 (0)141 582 2000.

Certificates will only be replaced where appropriate. If a certificate is requested that you are not entitled to and payment for multiple requests is submitted, the entire payment will be allocated to your account and a refund can be issued.

Name _____ Client ID

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Address _____ Postcode _____

I require the following certificates:
(Please note the listed certificates can be downloaded free of charge by accessing myACCA if your account is active. * These certificates can only be requested by post.)

Foundations in Accountancy syllabus 2011 onwards

- Introductory Certificate in Financial and Management Accounting
- Intermediate Certificate Financial and Management Accounting
- Diploma in Accounting and Business
- Foundations in Tax Certificate
- Foundations in Audit Certificate
- Foundations in Financial Management Certificate
- CAT Certificate*.

Certified Accounting Technician syllabus 2004–2011

- Introductory Level Certificate
- Intermediate Level Certificate
- Advanced Level Certificate
- Passed Finalist Certificate
- CAT Certificate*

Certified Accounting Technician syllabus 1998–2003

- Level A Certificate
- Level B Certificate
- Level C Certificate

ACCA Qualification 2011 onwards

- Diploma in Accounting and Business
- Advanced Diploma in Accounting and Business
- Professional Level Certificate
- Certificate of Achievement

ACCA Qualification syllabus 2007–2011

- Fundamental Level Certificate
- Certificate of Achievement
- Professional Level Certificate

ACCA Qualification syllabus 2001–2007

- Part 1 Certificate
- Part 2 Certificate

Post Professional Qualifications

- DipFM Certificate*
- DipIFR Certificate
- CDipAF Certificate*

I enclose a cheque, draft or Postal Order* for _____ GBP

* 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.

Signature _____

Date _____

Data protection

We may use your personal data for the purposes of:

- servicing this request for a replacement certificate
- complying with our regulatory obligations.

You can update your information by contacting ACCA at any time. We may share information with our suppliers and auditors.

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](#), or contact privacy@accaglobal.com