



Application for ACCA membership

REGISTRATION NUMBER

In order to meet ACCA's membership requirements you must have:

- Completed the ACCA Qualification exams.
- Demonstrated effectiveness in the workplace by achieving ACCA's practical experience requirements and having this approved by a practical experience supervisor.
- Completed the Professional Ethics module or Ethics and Professional Skills module.

ACCA will already hold information relating to your practical experience if you have been updating your *My Experience* record via *myACCA*.

Please indicate here if you have completed your experience with a platinum or gold level ACCA Approved Employer (trainee development stream).

Please provide the name of your Approved Employer

If you are working for a platinum or gold level ACCA Approved Employer (trainee development stream) you will be required to complete and return an Approved Employer PER confirmation form along with your application. This can be downloaded from https://www.accaglobal.com/content/dam/ACCA_Global/Employers/approved-employer/PER-confirmation-form.pdf. Please retain a copy of this form in case it is required to validate your membership application.

ACCA retains the right to independently seek verification of your employment.

PERSONAL DETAILS

Title

Mr Mrs Miss Ms Dr Other (please specify)

Forename(s)

Surname

Date of birth (DD MM YYYY)

Honours/university degrees

Your full name (forenames 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.

PLEASE COMPLETE THE FOLLOWING SECTIONS ONLY IF YOUR DETAILS ARE DIFFERENT FROM THOSE CURRENTLY HELD BY ACCA.

NEW RESIDENTIAL ADDRESS

Number/Street

Town/City

County/State

Postcode Country

Mobile tel no (incl area code)

NEW BUSINESS ADDRESS

Job title

Company name

Number/Street

Town/City

County/State

Postcode Country

Business tel no (incl area code)

Please indicate the address to which you wish your ACCA 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

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.

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 affiliate/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 affiliate/member account correspondence)

☐ I would like to receive publications and promotional information and updates by e-communications but still receive my affiliate/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

We may use your personal data for the purposes of:

- membership administration and training requirements
- sending you publications and other communications
- responding to enquiries and investigating complaints
- complying with our regulatory obligations.

You can update your information through your *myACCA* account at any time. We may share information with our service delivery partners and our auditors. If you are a trainee, we may also share information with employers, in order to verify details regarding this PER confirmation.

Please note that for individuals based outside the UK and EU, your information will be held in ACCA's main information systems which are located in the UK and EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the UK and EU, but may also transfer data outside of the UK and 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) or contact privacy@accaglobal.com

For residents of China

By filling in this form and ticking the box, I give my consent that ACCA can collect, use, transfer and share the personal information I have entered according to ACCA's privacy notice, to process for the purpose of the above mentioned activities only, and possibly provide relevant customer support or contact me about helping with membership management, or any related industry news, events, career tips and other information relevant to the qualification or to me via the official email address, the monthly e-magazine, potential and relevant events/activities information for my continuous growth.

By filling in this form and ticking the box, I give my consent that ACCA can transfer the personal information I have entered outside of the People's Republic of China, ie to those overseas designated servers owned by ACCA or its partners mentioned below to enable global services to be provided to me. All data transfer will proceed according to ACCA's privacy notice for the purpose of the above mentioned activities only.

You can update your information or opt-out from communication at any point by contacting us. In principle, the personal information we collect will be stored in the main systems/servers globally operated by ACCA. And we, ACCA, provide products or services through the global resources and servers, which means, after receiving your consent in this form, when part of its operations and service deliveries demand, your personal information may be transferred to the jurisdictions in which the products or services are being operated, or be accessed from the ACCA local office of the jurisdictions in which you are staying, eg your personal information may be transferred and stored on the ACCA main information system located in the EU, or your personal information may be handled by the ACCA local office of your country of residence registered. ACCA may share your personal information with legally authorized suppliers and internal auditors for their proceeding in order to enable our membership management operations as well. ACCA will not use or process your personal information beyond the extent that it is directly or reasonably relevant to the purposes for which it was collected. ACCA may also share your personal information with authorized suppliers and auditors.

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

MEMBERS' NETWORK

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

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.

EMPLOYMENT CATEGORY

Which best describes your organisation?

National organisation

Presence in 2–10 countries

Multinational organisation

PUBLIC PRACTICE

Please indicate here if you work in public practice.

Please indicate here if you sign or produce any accounts or report or certificate or tax return concerning any persons/organisations financial affairs that may be relied upon by a third party.

Nature of firm

If all of the partners/directors are members of ACCA, 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. 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

AAPA

Other (specify)

Job category

Which one of the categories below best describes your work?

General practising services

OR specialising in:

Audit

Insolvency

Taxation

Management consultancy

Information technology

Other (specify)

Number of partners/directors

Sole practitioner

2–3

4–6

7–9

10–99

100+

Note on obtaining a practising certificate

If you wish to use up to one year of your pre-membership experience towards your eligibility for an ACCA practising certificate or ACCA practising certificate and audit qualification the experience should be obtained in an ACCA Approved Employer – practising certificate development /practising certificate development (audit) and your practical experience supervisor must be the training principal or partner. For an ACCA practising certificate and audit qualification your practical experience supervisor must be an audit principal and your experience must be documented in a Practising Certificate Experience Form (PCEF). ACCA reserves the right to request additional information as deemed necessary.

INDUSTRY, COMMERCE OR PUBLIC SECTOR

If you work in industry, commerce or public sector insert a tick in this box (✓)

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	General management	Data processing/Management	Management accounting
Company secretarial	Taxation	Financial management/Treasurership	Financial accounting
Other (specify)			

Number of people in organisation

1–10	11–50	51–250	251–2000	2001+
------	-------	--------	----------	-------

NOT EMPLOYED

If you are not employed insert a tick in this box (✓)

DECLARATION

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 as a member of ACCA I must adhere to and keep updated with ACCA's Rulebook at all times. This is available online at <http://www.accaglobal.com/rulebook>
- 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 in writing 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 have not already been brought to the attention of ACCA's Assessment or Professional Conduct departments in writing;
- I understand that the UK Rehabilitation of Offenders Act 1974 does not apply to me (as it does not apply to the professions of chartered accountant, certified accountant) and that I am required to disclose all convictions and/or cautions, including those that are spent, provided that they are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) which provides 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 or hold myself out to do so (as defined by The Chartered Certified Accountants Global Practising Regulations 3 and 4) as a director, partner, LLP member or principal in an accountancy practice, I will need to hold an ACCA practising certificate or arrange to be placed on ACCA's register of practitioners.

I understand that ACCA's definition of public practice extends beyond audit to incorporate all types of work generally associated with an accountancy practice, such as producing accounts, tax returns, but excluding book keeping services, and requires me to hold an ACCA practicing certificate.

I understand that if I provide external accountancy services as defined by CCAB guidance (which includes book keeping/payroll services or any service which involves the recording, review, analysis, calculation or reporting of financial information, and which is provided under arrangements other than a contract of employment), I must be registered for anti-money laundering supervision with HM Revenue and Customs or another Professional Body Supervisor recognised for such purposes prior to provision of such services. NB: Members outside the UK should check what local obligations they may have regarding anti-money laundering supervision.

I have read, understood and checked my position against the factsheet: *Am I in public practice?*

https://www.accaglobal.com/content/dam/ACCA_Global/Members/members-in-practice/members-in-practice/Am-I-In-Public-Practice.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.

I consent to ACCA processing my personal data as described under the Communications, Marketing and Data Protection section.

I agree to pay the membership admission fee and understand that I will be invoiced for this amount on successful conversion to ACCA membership. I am aware that non-payment of sums due to ACCA may lead to removal from the register of ACCA members. Payment can be made via your online *myACCA* account when you have successfully transferred to ACCA membership.

Notes: ACCA's 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's Bye-laws or Regulations; disciplinary action against you by another professional body or regulatory body; entering a voluntary arrangement, administration 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 omission which brings, or is likely to bring, discredit to you, a relevant firm, ACCA or the accountancy profession. 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

ADDITIONAL NOTES – only tick if applicable to you

Up to 12 months' lecturing experience can count towards the PER for membership. The lecturing experience must be at a level at least equivalent to the Applied Skills level of the ACCA Qualification. If any of your relevant experience has been achieved in a **lecturing** role please enclose detail of the subjects and level taught together with your application.

If you work in public practice and you sign or produce any accounts or report or certificate of tax return concerning any person's/ organisation's financial affairs that may be relied upon by a third party please enclose a current job description together with your application. Any member must hold an ACCA practising certificate if they undertake work falling within ACCA's definition of public practice in a designated territory or in a country of jurisdiction that, according to local legislative and/or regulatory requirements, requires an ACCA practising certificate. This is the case even if a licence to practise is held from another body. Any member who is carrying on public practice in a country or jurisdiction where an ACCA practising certificate is not required must notify ACCA and be placed on a register of ACCA practitioners. Such members must confirm that they have complied with any local legislative and/or regulatory requirements to be eligible to carry on public practice.