ACCA Think Ahead

PRIVATE AND CONFIDENTIAL

Student/affiliate/member verification request

Name of requestor

Email address to be sent to

Organisation type | Name of organisation

The above named requests information on the ACCA client listed below

Name of ACCA client | Maiden/other name

Date of birth | ACCA registration number ☐☐☐☐☐☐☐

ACCA will only supply the following information:

- The client is active
- The client is in good standing.

ACCA provides all students, affiliates and members who meet the above criteria, the facility to download a *Letter of good standing* from their own secure account. In addition, students have the facility to download their own transcripts which are provided as a pdf through their *myACCA* account.

In order to receive the information requested, the ACCA client must sign this document in the relevant space below. ACCA reserves the right to withhold this information should a suitable signature sample for the client not be held on file. ACCA advises that you engage with your client to ensure that they have supplied us with a recognised official document containing their signature, prior to submission of this form. This refers to students and affiliates only.

ACCA provides the facility to the public to verify the status of a member through our website which can be found below. In order to locate a member through this website, please select '**Find an Accountant**' at the bottom of the homepage.

☐ **I give my permission to ACCA to provide my current status to the requesting organisation** (please tick box).

Signature of client | Date ☐☐/☐☐/☐☐

Signature of requestor | Date ☐☐/☐☐/☐☐

This form is single use. Any subsequent requests for this client must be submitted as a new request. The completed form should be sent to the email address below with the subject line – **Verification Request**.

Please note that for students and members based outside of the UK and EU, your information will be transferred and held outside of the region of your residence and may be accessed by our local offi ce in your country of residence. ACCA processes information within the EU, but may also transfer data outside of EU as part of its operations and service delivery. For more information on how ACCA processes personal information, please see our Data Protection Notice at the link below.

www.accaglobal.com/gb/en/footertoolbar/privacy/data-protection.html

ACCA Connect
110 Queen Street Glasgow G1 3BX United Kingdom
0141 582 2000 info@accaglobal.com www.accaglobal.com