

## Application for Certified Accounting Technician (CAT) status

This form should be completed if you satisfy the exam, Foundations in Professionalism and experience requirements. To meet the exam requirements you must be a FIA Graduate or have completed BT, MA, FA plus two from TX, AA and FM.

Please provide your registration number

If you are accepted as a Certified Accounting Technician (CAT) you will receive a qualifying certificate and will be entitled to use the designatory letters CAT. You will also have the option to progress onto the ACCA Qualification and commence studies from paper LW onwards of the Fundamentals module (please refer to Section 8).

### 1 EMAIL ADDRESS

Please make sure the email address is unique ie not used by anyone else and written in **BLOCK CAPITALS**. It is your responsibility to ensure that your email address is correct. ACCA will not accept responsibility for emails being sent to addresses which are no longer used, incorrectly formatted or which are publicly available. ACCA will send you email confirmation of your registration and passcode details separately after your application has been processed.

Please confirm your email address (eg A.STUDENT@YAHOO.CO.UK)

### 2 PERSONAL AND ADDRESS DETAILS

#### Examples

##### Chinese names

Insert your full name in the Last name/Family name box. Western names should be inserted in the First/Western name box.

First/Western name: MARY

Last name/Family name: CHAN YIN YEE

##### Muslim names

Insert your full name in the Last name/Family name box, leaving the First/Western name field blank.

First/Western name:

Last name/Family name: MOHAMED AHMED SALIM

Title (Mr, Mrs, Miss, Ms, or please specify if other)

First/Western name (see examples above)

Last name/Family name (see examples above)

Date of birth (DD/MM/YYYY)  /  /

Male  Female

Home address

Town or city

County or state

Post/Zip code

Country

Telephone number (including area code, eg +44 (0)141 582 2000)

Mobile telephone number (including country code)

I would like to receive general updates from ACCA by SMS text message

I would like to receive notification of my results by SMS text message

ACCA will not charge for the SMS service.

### 3 OTHER PROFESSIONAL ACCOUNTANCY QUALIFICATIONS

Please indicate here if you hold a professional accountancy qualification which gives the right to practise in your country of residence.

For further details please refer to Membership Regulation (MR) 8(2) of the [ACCA Rulebook](http://www.accaglobal.com/gb/en/member/professional-standards/rules-standards/acca-rulebook.html) (<http://www.accaglobal.com/gb/en/member/professional-standards/rules-standards/acca-rulebook.html>)

### 4 PRACTICAL EXPERIENCE

#### Certified Accounting Technician practical experience requirements

Please tick the appropriate box to indicate the route by which the CAT experience requirements have been met.

Foundations in practical experience requirements (FPER)

Please indicate below if you are claiming exemption from any of the following papers based on FPER

FA1  MA1  FA2  MA2

ACCA/FCCA member

Other (please supply relevant supporting documentation)

### 5 TRANSFER TO THE ACCA QUALIFICATION

#### If you are currently an ACCA Qualification student, please go straight to section 9

As a Certified Accounting Technician you will be eligible for transfer to the ACCA Qualification and awarded exemptions from the Knowledge module (AB-FA). No fee will be due for these exemptions, however, ACCA Qualification students will be subject to the usual annual subscriptions, further exemption and exam fees.

If you are resident in any of the following countries you will be transferred to the Joint Exam Scheme currently in operation. The local body will contact you regarding any fees due to them.

Barbados, Belize, Botswana, Cambodia, Cyprus, Greece, Guyana, Jamaica, Lesotho, Malawi, Malta, Sierra Leone, Swaziland, Trinidad and Tobago, Vietnam and United Arab Emirates.

I wish to be transferred to the ACCA Qualification

#### ACCA's Global Practising Regulations

The following restrictions apply to individuals who are eligible to receive exemptions and subsequently wish to apply for an ACCA practising certificate and audit qualification. Students who are eligible to receive exemption from all nine papers at the Fundamentals level must complete the remaining Professional level papers within five years of registration and must also pass optional paper AAA (Advanced Audit and Assurance). Students who are eligible to receive exemption from any papers at the Fundamentals level on the basis of qualifications gained more than five years previously at the time of the award must forfeit all of these exemptions and sit the corresponding ACCA exams. This applies to exemptions awarded after 1 January 2010.

## 6 METHOD OF PAYMENT

Payment can be made by a crossed sterling cheque made payable in the UK or a sterling bank draft on a UK bank. Please refer to the ACCA website for the current fee. Cheques/bank drafts should be made payable to '**The Association of Chartered Certified Accountants**'. Please print your name and registration number on the back of your payment document(s).

**Please do not send cash.**

Alternatively if you prefer to pay by card, the debt will be raised onto your account when the application is processed and payment can be made by logging into your *myACCA* account online. Please note that your CAT status will only be confirmed and your certificate issued once payment has been received.

## 7 DATA PROTECTION, COMMUNICATION AND MARKETING

### Third party marketing 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 professional capacity. All third party organisations are strictly vetted and the mailing/email list is never given directly to the advertising party. All campaigns are carried out by ACCA or an ACCA approved agency.

I wish to remain informed.

### Data protection

We may use your personal data for the purposes of:

- membership, student membership, and exam administration
- sending you ACCA 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, after your application has been approved.

We may share information with our suppliers and our auditors. If you are a dual or multi-qualified member, or applying for a joint scheme, we may share details with your other professional associations(s). We may also share information with learning providers, where you have agreed this with them.

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 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 information and rights are respected, please access our [privacy notice](#) (<http://www.accaglobal.com/uk/en/footertoolbar/privacy/data-protection.html>), or contact [privacy@accaglobal.com](mailto: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 and contact me about industry news, events, career tips and other information relevant to their qualification or to me via the official email address, our monthly e-magazine, potential and relevant events/activities information.

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

## 8 DECLARATION STATEMENT OF RE-REGISTRATION

### Declaration

I agree to comply with ACCA's Charter, Bye-laws, Regulations and Code of Ethics and Conduct from time to time in force.

I understand that if my application for registration and/or exemption(s) is found to have been based on false document(s), ACCA may treat my registration as null and void and I may be administratively removed from ACCA's register. I accept that if I am removed for this reason, I will not be entitled to a refund of any registration and/or exemption fee(s). Further, I understand that any new application for registration will need to be considered by ACCA's Admissions and Licensing Committee.

I understand that my eligibility will be based solely on official documents about my qualifications that I have sent to ACCA.

I agree that while I am registered with ACCA I will promptly tell ACCA about any event which may engage ACCA's Bye-law 8 (see Notes below) and make me liable to disciplinary action.

I understand that once I have registered, I could be liable to disciplinary action under ACCA's Bye-law 11 for events set out in Bye-law 8 which occurred before or after I registered.

I have disclosed details of any past events referred to in ACCA's Bye-law 8 and understand that they will be taken into account in dealing with my application, but that they will not automatically stop me becoming an ACCA student.

I understand that if I fail to declare an event which may engage Bye-law 8 I may face disciplinary action.

I have not been subject to any criminal conviction and/or caution that has not already been brought to the attention of ACCA's Assessment or Investigations departments.

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). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure.

I further understand that as a student of ACCA I am not permitted to use the designation 'Chartered Certified Accountant', 'Accountant' (or any similar description) and the designatory letters 'ACCA'.

I understand that I am not permitted to engage in any public practice activities (as defined by The Chartered Certified Accountants Global Practising Regulations 3 and 4). 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.

I confirm I am not currently in public practice and will not engage in such activities until I have obtained a practising certificate from ACCA authorising me to do so, or arranged to have been placed on ACCA's register of practitioners.

I understand that if I provide external accountancy services other than public practice (such as those set out in Membership Regulation 8(2)(b), eg book-keeping or payroll services), 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: Students outside the UK should check what local obligations they may have regarding anti-money laundering supervision.

I confirm that I have read and understood the factsheet '[Am I in public practice?](https://www.accaglobal.com/content/dam/ACCA_Global/Members/Doc/Am_I_in_Public_Practice.pdf)' ([https://www.accaglobal.com/content/dam/ACCA\\_Global/Members/Doc/Am\\_I\\_in\\_Public\\_Practice.pdf](https://www.accaglobal.com/content/dam/ACCA_Global/Members/Doc/Am_I_in_Public_Practice.pdf)).

I wish to apply for registration to attempt the ACCA or, if applicable, the Foundations in Accountancy (FIA) qualification. I understand that I will be charged for any applicable fees at the current rate. If I do not meet the necessary criteria for entry to the ACCA Qualification, I will be automatically registered for the FIA qualification, should I meet the criteria.

I accept that this declaration will continue to apply on an on-going basis in the event I transfer from FIA to the ACCA Qualification or vice versa.

I declare that I have read and fully understood this Declaration. I declare that the information I have given on this form is correct and that I have not been subject to any matters which may engage Bye-law 8 that have not already been brought to the attention of ACCA's Assessment/Investigations Department in writing.

**ACCA Exchange students only:** I agree that my employer can administer my ACCA account (this does not include having access to myACCA login and/or password details) and I understand that on leaving the employer I am ultimately responsible for my fees. I confirm that I have not previously been registered as a student with ACCA.

#### 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 Bye-laws or regulations; disciplinary action against you by another professional or regulatory body; entering a voluntary arrangement, administration, liquidation or insolvency; failure to satisfy a judgment debt without reasonable excuse within two months; a conviction or caution for an offence discreditable to ACCA or the accountancy profession; a finding by a court in civil proceedings that you have acted fraudulently or dishonestly; misconduct – this includes (but is not limited to) any act, or failure to act, which brings, or is likely to bring, discredit to you, a relevant firm, ACCA or the accountancy profession.

Signature

Date

## 9 HAVE YOU INCLUDED EVERYTHING?

Please read the following carefully to ensure that you have sent us everything we need to process your application without delay. Please do NOT send original documents – we are unable to guarantee that these will be returned.

Ensure that you have:

Signed the Declaration (see section 11)

And enclosed the following:

- Copies of all your educational and professional certificates including official transcripts and if applicable official translations of any non-English documents
- A copy of your marriage certificate or deed poll certificate or decree nisi if your name has changed
- Practical experience requirements documentation (see section 6)
- Medical document (if applicable). If you have additional needs which require support from ACCA a copy of your supporting medical documentation must be submitted (section 3).

## WHERE TO SEND THIS APPLICATION

Please send your completed application to:

ACCA Customer Operations  
110 Queen Street  
Glasgow G1 3BX  
United Kingdom

ACCA Connect is open 24 hours a day, 7 days a week.

Tel: +44 (0)141 582 2000

Email: [students@accaglobal.com](mailto:students@accaglobal.com)