

## ACCA Apprenticeships (England) Transfer Request

Registration number:

Date of Birth: \_\_\_\_\_

Student name (please print in CAPITALS): \_\_\_\_\_

I can confirm that I wish to transfer to the:

- ACCA Accounting Technician Apprenticeship (Level 4)  
 ACCA Professional Accountants Apprenticeship (Level 7)

I confirm I have read the NOTES section below and:

- I declare that the information I have given on this form is correct.
- I understand that any false or misleading statement in this form or any supporting documentation could lead to disciplinary action being taken against me and/or may invalidate any decision reached on this application.
- I agree that while I am registered with ACCA I will tell you about any event which may engage ACCA Bye-law 8 and make me liable to disciplinary action.
- I understand that if I fail to declare an event which may engage Bye-law 8 I may face an allegation of dishonest conduct.
- I agree to comply with ACCA's Charter, Bye-laws, Regulations and Code of Ethics and Conduct for the time being in force.
- I confirm I have not been subject to any criminal, disciplinary or other matters which may engage Bye-law 8 that have not already been brought to ACCA's attention in writing. I understand that the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession and that I am required to disclose any convictions and/or cautions that 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 understand that my eligibility will be based solely on official documents about my qualifications that I have sent to ACCA. I confirm that all supporting documentation that I have submitted does not contain any false or misleading information.
- I understand that all applicable fees will be charged at the current rate and that, if admitted as a member, I must pay an annual subscription fee to ACCA, which will be dispatched in November or May depending on my time of registration.
- I have disclosed details of any past events referred to in ACCA 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 re-registering as an ACCA/Foundations in Accountancy Qualification student.
- ACCA Exchange/Approved Partner students only: I agree that my ACCA Exchange/Approved Partner can administer my ACCA/Foundations in Accountancy 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 further understand that as a student of ACCA/Foundations in Accountancy I am not permitted to use the designation 'Chartered Certified 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 confirm that I have read and understood the factsheet: *Do I need a practising certificate?* (available at [http://www.accaglobal.com/content/dam/accaglobal/PDF-members/2012/2012p/PC\\_factsheet.pdf](http://www.accaglobal.com/content/dam/accaglobal/PDF-members/2012/2012p/PC_factsheet.pdf)). I confirm I am not currently in public practice and will not engage in such activities until authorised by ACCA to do so<sup>1</sup>.

**ACCA Exchange/Approved Partner 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).

**NOTES:** ACCA 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 body or organisation; bankruptcy or insolvency; failure to satisfy a judgment debt without reasonable excuse within two months; misconduct – this includes (but is not limited to) any act, or failure to act, that is likely to discredit you. The following events are conclusive proof of misconduct: conviction for a criminal offence which discredits you or is derogatory to ACCA or the accountancy profession; a finding by a court in civil proceedings that you have acted fraudulently or dishonestly. 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.

### DATA PROTECTION

We may use the personal data provided on this form for the purposes of:

- supporting the administration of the apprenticeship scheme
- responding to enquiries and investigating complaints
- complying with regulatory obligations.

We may share information with our suppliers, auditors and regulators. 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 EU as part of its operations and service delivery.

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

Student signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> If you have any queries as to whether your current work constitutes public practice, please contact ACCA's Authorisations Department on +44 (0)141 534 4175 or via [authorisations@accaglobal.com](mailto:authorisations@accaglobal.com)