

ACCA QUALIFICATION RE-REGISTRATION APPLICATION



This form should be completed by inactive students wishing to re-register to complete the ACCA Qualification. Students must ensure they are re-registered with ACCA prior to attempting an exam. Fill in your details in **BLACK INK** and **BLOCK CAPITALS** only. Do not complete this form if you are applying for the ACCA Qualification for the first time, re-registering for Foundations in Accountancy or Diploma in International Financial Reporting (DiplFR).

Professional Ethics Module

All students re-registering on the ACCA Qualification are required to complete the Professional Ethics module which can be accessed via *myACCA* when students are eligible for paper P1, Governance, Risk and Ethics. Further information on the Professional Ethics module can be viewed on the ACCA website at www.accaglobal.com/students/acca/ethics

Student Portal

Your previous registration number and passcode will remain the same. You can use these details to access your *myACCA* account via the ACCA website at www.accaglobal.com (you can enter for exams, access your Facts booklet, make payment and update your personal details online). We advise you to wait for confirmation that your re-registration is complete before starting your studies with a tuition provider. You can enter for exams all year round. The standard exam entry closing date, for both online and paper exam entries, is 8 October for December exams and 8 April for June exams. We have also introduced both early and late exam entry periods which are available for online entries only. Further details can be found here: <http://www.accaglobal.com/en/student/Exams/Enter-an-exam.html> It is each student's responsibility to ensure this application reaches ACCA Glasgow at least 20 working days before the relevant exam entry period.

1 EMAIL ADDRESS

Please confirm your email address.

▼ Email address (eg A.STUDENT@YAHOO.CO.UK)

2 PREVIOUS ACCA REGISTRATION DETAILS

Please confirm your previous registration number and registration date.

▼ ACCA Registration number

▼ Registration Date

3 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

▼ Last name/Family name

▼ Date of birth

▼ 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)

 ◀ Country code ◀ Area code ◀ No.

▼ Mobile telephone number

 ◀ Country code ◀ No.

ACCA will not charge for the SMS service.

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. If you choose this option you will not receive your results via email.

4 ADDITIONAL SUPPORT

Do you have any additional needs which might:

- affect your exams and for which you require support from ACCA?
- affect any service or facility offered by ACCA for which you may require support?

If you wish to notify ACCA of any such condition, please confirm by placing a cross in the box and enclose supporting medical documentation with this re-registration application. It is important to note that some facilities require significant time to make arrangements prior to an exam.

5 ACCA EXCHANGE CODE

If your employer is part of the ACCA Exchange Employer Service, please confirm their Exchange Code.

▼ ACCA Exchange code

6 PRACTICAL EXPERIENCE REQUIREMENTS

All ACCA trainees are required to keep a record of their practical work experience and make an annual return to ACCA which details their achievement. To record your experience and make your annual return you will have access to an online personalised trainee development matrix (TDM) and related services. You should start recording your work experience as soon as possible so that you receive full credit for past and current experience.

7 OTHER PROFESSIONAL ACCOUNTANCY QUALIFICATIONS

If you hold a professional accountancy qualification which gives the right to practise in your country of residence, please confirm by crossing this box.

For further details please refer to Membership Regulation (MR) 8(2) of the *ACCA Rulebook* at www.accaglobal.com/members/professional_standards/ethics/rulebook

This is for office use only.

8 EDUCATIONAL DETAILS/COURSES/QUALIFICATIONS GAINED SINCE LEAVING THE REGISTER

If you have gained additional qualifications and wish to make an application for exemption(s) from the ACCA Qualification exams, please ensure that you attach copies of official completion certificates and transcripts confirming all subjects passed. Please submit photocopies, **NOT** originals of any supporting documentation.

Students who wish to apply for an ACCA practising certificate and audit qualification must pass the UK or Irish variants of the following ACCA exams:

- F4 (Corporate and Business Law)
- F6 (Taxation)
- P2 (Corporate Reporting)
- P7 (Advanced Audit and Assurance).

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 9 papers at the Fundamentals level must complete the remaining Professional level papers within 5 years of registration. For a UK practising certificate and audit qualification, students who are eligible to receive exemption from any papers at the Fundamentals level on the basis of qualifications gained more than 5 years previously at time of award must forfeit all of these exemptions and sit the corresponding ACCA exams. This applies to exemptions awarded after 1 January 2010.

9 METHOD OF PAYMENT

If you had no fees outstanding when you came off the register, the re-registration fee is £79.00. If you had fees outstanding the re-registration fee is £79.00 plus the outstanding balance which may also include any sums as a result of a committee order.

Fees will not be refunded after re-registration or if your application contains false or misleading information. The annual subscription fee is due if you re-register and are eligible to sit both the June and December exam sessions. A subscription fee is invoiced annually and will be despatched in November or May depending on your time of re-registration.

Please contact your local office/ACCA Connect for confirmation of fees due upon re-registration as applications cannot be accepted without the correct fee. Cheques, bank drafts or postal orders should be made payable to 'The Association of Chartered Certified Accountants', please write your registration number on the back of your payment documents. We can only accept the credit/debit cards listed. Please select one payment method only.

I enclose remittance: £79.00 (re-registration only) £79.00 and outstanding balance

Payment is by: Crossed GBP cheque/bank draft drawn on a UK bank Crossed GBP British postal orders
 Credit/debit card (please complete details below)

Visa American Express MasterCard Maestro

▼ Name of cardholder (as shown on card)

▼ Card number (from front of card – do not include spaces, do not include the 3-digit security code on the reverse)

▼ Start date (if shown)

▼ Expiry date

▼ Issue no. (if shown)

▼ Amount payable

▼ Today's date

▼ Cardholder's signature

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10 COMMUNICATION AND MARKETING

This section sets out certain information and options on how ACCA may communicate with you, the types of materials which ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties. By signing the declaration, you give your consent to ACCA using your data for the purposes and in the manner indicated in this section, except to the extent you opt out below or by logging into myACCA.

Communications methods – ACCA may communicate with you by email, phone or by post using the contact details provided on this form or otherwise provided by you. Email is ACCA's preferred method of sending general correspondence, publications and promotional information.

ACCA promotional material – In order to assist you with your studies and help you to get the maximum benefit out of your course and ACCA's services, ACCA may send you promotional materials relating to ACCA services and events.

ACCA support – ACCA often communicates with employers to discuss membership improvements and ways in which ACCA can provide enhanced support towards both CPD and advancements through the ACCA Qualification. When communicating with employers it is often helpful to provide a list of names of those ACCA contacts who are working at that company.

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/study capacity. All 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 do NOT wish to receive third party marketing materials.

Data protection

ACCA may use your personal data (provided on this form or otherwise collected during the course of your relationship with ACCA) in order to:

- administer your application and any subsequent ACCA membership
- administer and monitor exams, courses and experience (if applicable)
- send you publications and other communications (produced by ACCA)
- respond to enquiries and investigate complaints
- comply with ACCA's regulatory obligations

For more details on how we collect and use your personal data, please refer to our data protection notice, available at

www.accaglobal.com/documents/protection_notice.pdf or alternatively contact ACCA using the details set out at Section 12.

11 DECLARATION STATEMENT OF RE-REGISTRATION

Read Terms and Conditions

I wish to apply for re-registration to re-attempt the ACCA Qualification exams and agree to abide by the rules and regulations as laid down by ACCA. I declare that the information I have given on this form is correct. I understand that any false or misleading statement in this form 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 Byelaw 8 and make me liable to disciplinary action. I agree to comply with ACCA Charter, Byelaws, Regulations and Code of Ethics and Conduct from time to time in force. I understand that the Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession, and that I am therefore liable to disclose spent convictions.

I consent to ACCA processing my personal data as described under Section 10 (Communications and Marketing).

I understand that my eligibility will be based solely on official documents about my qualifications that I have sent to ACCA. I understand that all applicable fees will be charged at the current rate. I understand that, if admitted as a member, I must pay an annual subscription fee to the Association, due on 1 January each year unless otherwise directed by Council. I understand that once I have re-registered, I could be liable to disciplinary action under ACCA Byelaw 11 for events set out in ACCA Byelaw 8 which occurred before or after I re-registered. **(See notes below before signing.)** I have disclosed details of any past events referred to in ACCA Byelaw 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 Qualification student. I declare that I have included anything ACCA needs to know, and I understand that any failure to disclose past events referred to in ACCA Byelaw 8 may render me liable to disciplinary action. I undertake that, if admitted, I will, so long as I remain a member of ACCA, comply with the byelaws and all other regulations of ACCA for the time being in force. I understand that this information, together with any subsequent correspondence and documentation will be retained by ACCA in a database, and/or disclosed, for administrative and regulatory purposes. I understand that any such disclosure may be to a country outside the UK that does not have laws to protect this information. **ACCA Exchange students only:** I agree that my employer can administer my ACCA account and I understand that on leaving the employer I am ultimately responsible for my fees.

Notes ACCA Byelaw 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 Byelaws or regulations; disciplinary action against you by another professional body or organisation; bankruptcy or insolvency; failure to satisfy a judgement 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.

◀ Signature

D D M M Y Y Y Y

◀ Date

12 WHERE TO SEND THIS APPLICATION

Please send your completed application to:

ACCA OPERATIONAL DELIVERY
2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom

If you have any questions tel: +44 (0)141 582 2000 email: students@accaglobal.com

PHOTOGRAPH

Please ensure that you have attached all relevant documentation and the fee or correct remittance. If you did not previously provide or wish to update your photograph, please submit a passport-sized photograph of yourself with your previous registration number written on the back.