



Think Ahead

## ACCA/FIA Qualification re-registration application

This form should be completed by inactive students wishing to re-register to complete the ACCA Qualification or FIA suite of qualifications. Students must ensure they are re-registered with ACCA prior to attempting an exam. Please fill in your details in **BLOCK CAPITALS** only. Do not complete this form if you are applying to join ACCA for the first time or if you are applying for the Diploma in International Financial Reporting (DipFR).

We advise you to wait for confirmation that your re-registration is complete before starting your studies with a tuition provider. It is each student's responsibility to ensure this application reaches ACCA Glasgow at least 10 working days before the relevant exam entry deadline. Exam entry closing dates can be found on our website.

### 1 QUALIFICATION DETAILS

Registration number

Please select which qualification you intend to study: ☐ ACCA Qualification ☐ FIA suite of qualifications

If you register as an FIA student, you will automatically be transferred to the ACCA Qualification free of charge when you have passed the required papers.

☐ Please indicate here if you do **NOT** wish to be automatically transferred

### 2 PERSONAL DETAILS

Please complete all fields marked in red

Title First name

Last name/family name

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

Email address

Home telephone number (including country code)

Mobile telephone number (including country code)

I would like to receive general updates from ACCA by SMS text message ☐ Yes ☐ No

I would like to receive notification of my results by SMS text message ☐ Yes ☐ No

ACCA will not charge for the SMS service.

### 3 PAYMENT

If you had no fees outstanding when you came off the register, **you will be required to pay the re-registration fee only.** Details of the current fees can be found on the ACCA website. If you had fees outstanding, **you will be required to pay the current re-registration fee** plus your outstanding balance. Please contact your local office/ACCA Connect for confirmation of fees due upon re-registration as applications cannot be accepted without the correct fee.

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 are eligible to sit in three or more exam sessions in the calendar year.

**If you would prefer to pay by credit/debit card, please call ACCA Connect to re-register.** The re-registration application form is not required if you re-register over the phone. You may find the telephone number at the end of this form.

I enclose a cheque or draft\* for GBP  \* Crossed GBP cheque or Sterling bank draft valid in the UK.

All cheques or drafts should be made payable to 'ACCA'. Please ensure that you write your ID number on the front of cheques/drafts.

### 4 ACCA JOINT EXAMINATION SCHEMES/AGREEMENTS

If you are a student in Barbados, Botswana, Cambodia, Cyprus, Eswatini, Greece, Guyana, Lesotho, Sierra Leone and United Arab Emirates. Please read the following declaration and tick the box to confirm your consent.

I consent to ACCA sharing my personal details with my Joint Examination Scheme/Agreement partner if applicable.  
I understand that this includes my exam results.

☐ Please tick here to confirm your consent.

If you are a student in Barbados, Belize, Botswana, Cyprus, Eswatini, Greece, Guyana, Jamaica, Lesotho, Malta and Sierra Leone you are required to register/re-register with our joint scheme partners prior to re-registering with ACCA.

If you are a student in Belize, Jamaica, Malta and Trinidad and Tobago and were previously registered with ACCA and a Joint Examination Scheme partner, please do not submit this form. Please contact your joint scheme or visit our website to obtain the correct form.

### 5 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) (<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](https://cn.accaglobal.com/privacy/policy.html) at <https://cn.accaglobal.com/privacy/policy.html>, or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

## 6 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 bookkeeping 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

#### 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)