

Application for direct admission to membership



A member of CGA-Canada* who has completed the CGA-Canada Program of Professional Studies and has satisfied the CGA-Canada practical experience requirements shall be eligible for admission into membership of ACCA.

The relevant section of regulation 3 is set out below in more detail.

An individual shall be eligible for membership of ACCA if he:

- i is a member of CGA-Canada having completed the CGA-Canada Program of Professional Studies and has satisfied the CGA-Canada practical experience requirements;
- ii satisfies the Admissions and Licensing Committee as to his general character and suitability; and
- iii completes the Overview of UK Tax and Law course, or equivalent. Applicants may be eligible for exemption from the Overview of UK Tax and Law course if they have passed ACCA Paper F4, *Corporate and Business Law* (England, Scotland or Global); Paper F6, *Taxation* (UK) or acceptable tax and law courses from a recognised institution in the UK. Applicants are required to return this form to the address below. Please note that applications will only be finalised once a copy of the pass certificate for the Overview of UK Tax and Law course (or other documentation confirming exemption from this course) has been submitted to ACCA.

Members admitted under the terms of the MRA are required to maintain their originating designation, which includes payment of annual dues to both organisations. If, for any reason, a member ceases to hold his or her originating designation, the member concerned shall automatically cease to be eligible for membership in the other body under the MRA.

Admission as a member under the MRA does not provide an applicant with the right to operate in public practice. Applicants will be required to meet ACCA's entry to public practice requirements in the jurisdiction of residence of practice.

* A full list of all CGA-Canada associations eligible for direct admission to membership of ACCA are listed below:

The Certified General Accountants Association of Canada
The Certified General Accountants Association of British Columbia
The Certified General Accountants Association of Alberta
The Certified General Accountants Association of Saskatchewan
The Certified General Accountants Association of Manitoba
The Certified General Accountants Association of Ontario
The Certified General Accountants Association of New Brunswick
The Certified General Accountants Association of Newfoundland/Labrador
The Certified General Accountants Association of Nova Scotia
The Certified General Accountants Association of Prince Edward Island
The Certified General Accountants Association of N.W.T/Nunavut
The Certified General Accountants Association of Yukon
The Certified General Accountants Association of Hong Kong
The Certified General Accountants Association of Quebec

PERSONAL DETAILS

Surname

Title (X) Mr Mrs Miss Ms Dr Other (please specify)

Forenames

Honours/university degrees

Date of birth

Your full name (forenames followed by surname) will be printed on your membership certificate. If you wish to have the certificate printed showing your name in a different order, please detail here your name as you would like it printed.

Residential address

Post town/city

County/state

Country

Postcode

Business address

Job title

Company name

Company address

Post town/city

County/state

Country

Postcode

Tel Area/STD code

Number

Fax Area/STD code

Number

Mailing details

Please indicate the address to which you wish your correspondence to be sent (X):

Residential Business

Please indicate which address you wish to have published in the **Directory of Members** (X):

Residential Business Neither

E-mail address

Your e-mail address will be used for outbound e-mails. It must be unique to you and not shared. It is your responsibility to ensure that your e-mail address is correct. ACCA will not accept responsibility for e-mails being sent to e-mail addresses which are no longer used, which are incorrectly formatted, or which are publicly available.

E-mail

From time to time, ACCA will send you information by e-mail ranging from administrative notices to continuing professional development opportunities and news on the profession. To ensure that you receive only the type of information you require by e-mail, please cross one of the four boxes below.

- If you do NOT wish to receive any electronic correspondence from ACCA, please cross here. All correspondence will be sent by post.
- If you wish to receive the majority of correspondence via e-mail rather than post, please cross here.
- Throughout the year ACCA may send specific information and general promotional/event information. Should you wish to receive these by e-mail, please cross here.
- ACCA may carry out mailings on behalf of third parties where, solely in ACCA's opinion, the products or services on offer are likely to be of direct interest, relevance or benefit to a student or member. Should you wish to receive these by e-mail, please cross here.

Do you wish your e-mail address to be included in the **Directory of Members**?

Yes No

Your details are retained on ACCA's databases for administrative and regulatory purposes, in accordance with ACCA's registration under data protection legislation. While ACCA never sells its mailing list to third parties, it does undertake strictly controlled mailings on behalf of selected third parties where the product or service being advertised is likely to be of interest or use to accountants. If you wish to receive such mailings please indicate your express consent by crossing the box (X):

Upon admission to membership you will automatically receive a copy of the ACCA *Rulebook* in CD-ROM format. If you would prefer to receive this in book format, cross here (X):

EMPLOYMENT CATEGORY

Which best describes your organisation? National organisation Presence in 2 – 10 countries Multinational organisation

PUBLIC PRACTICE

If you work in **Public practice** insert a cross in this box (X). Please also complete the **Job category** and **Number of partners/directors** by inserting a tick in the relevant boxes.

Job category

Which one of the categories below best describes your work?

General practising services

OR specialising in:

Audits

Insolvency

Taxation

Management consultancy

Information technology

Other (specify) _____

Number of partners/directors?

Sole practitioner

2–3

4–6

7–9

10–99

100+

INDUSTRY, COMMERCE OR PUBLIC SECTOR

If you work in **Industry, Commerce or Public sector** insert a tick in this box (X). Please also complete the **Job category** and **Size of organisation** by inserting a tick in the relevant boxes.

Business category

Which one of the categories below best describes your employment?

Retail/consumer

Energy and utilities

Manufacturing/industry/engineering

Transport/distribution

Professional services

IT/communications

Pharmaceuticals/healthcare

Leisure/tourism/travel

Banking

Insurance/investment

Education

Local government

National government

Not for profit

Health

Other (specify) _____

Job category

Which one of the categories below best describes your work?

Internal auditing

Data processing/management services

Financial accounting

General management

Financial management/treasurership

Management accounting

Company secretarial

Taxation

Other (specify) _____

Size of organisation?

1–10

11–50

51–250

251–2000

2001+

ETHNIC MONITORING

In order that ACCA can monitor effectively, please indicate your ethnic origin by crossing **one** box below only.

Supplying this information is optional. However, please note that by supplying this information, you are giving consent to ACCA to store this information on either computer or manual files and to use it for statistical purposes on an anonymous and confidential basis.

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Black – African | <input type="checkbox"/> White |
| <input type="checkbox"/> Asian – Chinese | <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Other |
| <input type="checkbox"/> Asian – Indian | <input type="checkbox"/> Black – other | |
| <input type="checkbox"/> Asian – Malay | | |
| <input type="checkbox"/> Asian – Pakistani | | |
| <input type="checkbox"/> Asian – other | | |

PROFESSIONAL QUALIFICATIONS

Please indicate the professional body, or bodies, of which you are a member.

_____ Date of admission

CGA registration number

Year of registration _____

If you have ever been a registered student of ACCA please give details below.

ACCA registration number

Year of registration _____

If you are an active ACCA student you will be removed from the register on admission to membership.

EMPLOYMENT HISTORY

Please list below your employment history for the past five years (**commencing with your current post**).

You are welcome to supply a curriculum vitae instead of completing this section if you prefer.

1 Name and address of employer

Nature of employer's business

Job title

Start date

Finish date

2 Name and address of employer

Nature of employer's business

Job title

Start date

Finish date

APPLICATION FOR DIRECT ADMISSION TO MEMBERSHIP

I hereby apply under bye-law 2 and Membership Regulation 3 for admission to membership of the Association of Chartered Certified Accountants. I undertake that, if admitted, I will, so long as I remain a member of ACCA, comply with the bye-laws and all other regulations of ACCA for the time being in force. I further undertake that I will use the designation 'Chartered Certified Accountant' and/or the prescribed designatory letters 'ACCA' or 'FCCA' only while I remain a member of ACCA.

I confirm that I am not the subject of any disciplinary proceedings of, or investigations by, the body of which I am currently a member. I acknowledge my duty to the public to ensure that the quality of my knowledge and service is maintained after qualification. I therefore accept my responsibility to undertake adequate continuing professional development as directed by Council and specified in the Chartered Certified Accountants' Membership Regulations. I confirm that I have never been adjudged bankrupt or either individually or as a partner in a firm, made or agreed to make an assignment for the benefit of creditors or made any arrangement or composition with creditors or executed any similar deed or agreement or taken or attempted to take the benefit of any statutory provision for arrangement with creditors.

I confirm that I have read and fully comprehend the content of ACCA's bye-law 8 and that there is nothing which I should bring to ACCA's attention at the present time. Please note that the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession. You are, therefore, required to disclose spent convictions. I declare that the whole of the information contained in this application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that any statement contained herein which is known by me to be false may invalidate this application and any decision reached thereon by Council.

I agree to pay the admission fee of £181 (which includes my subscription for the current calendar year) and, where applicable, the practising certificate fee of £350/£75*. I understand that this sum will be refunded to me if my application is unsuccessful.

Signature

Date

I enclose the following with my application (X):

- a letter from my provincial association, CGA HK or CGA Canada International as appropriate, confirming that I am a member of good standing and have completed the Program of Professional Studies and satisfied the CGA-Canada practical experience requirements
- Certificate of Completion for the Overview of UK Tax and Law course
- cheque for £181 (admission fee) or
cheque for £531 (practising certificate fee of £350* plus £181 admission fee) or
cheque for £256 (spare-time practising certificate fee of £75* plus £181 admission fee) or
cheque for £531 (insolvency licence fee for non-appointment takers of £350 plus £181 admission fee)
- OR
- please debit my MasterCard Visa American Express Switch/Maestro Solo with the sum of £ _____

Card number

Start date/valid from Expiry date Issue no (if applicable)

Name of cardholder

Signature of cardholder

(* Applicable only to UK/Irish/Channel Islands/Isle of Man practising certificate applicants. Certificates for other countries are, currently, issued free of charge. The £75 rate applies only where fee income will be under £5,000 per calendar year and is not available to an applicant for a practising certificate and audit qualification).

- practising certificate application form, if applicable
- copy of a practising certificate/confirmation of eligibility for a practising certificate.
- Students wishing to claim exemption from the Overview of UK Tax and Law course:
- copy of pass in ACCA Paper F4, *Corporate and Business Law* (England, Scotland or Global) and Paper F6 *Taxation* (UK)
- OR
- copy of transcript showing a pass in acceptable tax and law courses from a recognised institution in the UK

BYE-LAW 8: LIABILITY TO DISCIPLINARY ACTION

- a** A member, relevant firm or registered student shall, subject to bye-law 11, be liable to disciplinary action if:
- i** he or it, in the course of carrying out his or its professional duties or otherwise, has been guilty of misconduct;
 - ii** he or it has performed his or its professional work or conducted his or its practice, or (in the case of a member or registered student) performed the duties of his employment, improperly, inefficiently or incompetently to such an extent or on such number of occasions as to bring discredit to himself or itself, to the Association, or to the accountancy profession;
 - iii** he or it has committed any breach of these bye-laws or of any regulations made under them in respect of which he or it is bound;
 - iv** in the case of a relevant firm, any person has in the course of the business of that firm committed any breach of these bye-laws or of any regulations made under them in respect of which that person is bound;
 - v** he is a specified person in relation to a relevant firm against which a disciplinary order has been made and which has become effective or which has been disciplined by another professional body or pursuant to some other disciplinary process;
 - vi** he or it has been disciplined by another professional body or pursuant to some other disciplinary process;
 - vii** he or it has made an assignment for the benefit of creditors, or has made an arrangement for the payment of a composition to creditors, or has had an interim order made by the court in respect of him, or is a specified person in relation to a relevant firm which has made such an assignment or composition or been wound up as an unregistered company, or entered into a voluntary arrangement, administration or liquidation, in each case where applicable under the Insolvency Act 1986, or other similar or analogous event has occurred in relation to him or it under applicable legislation; or
 - viii** he or it has failed to satisfy a judgement debt without reasonable excuse for a period of two months (and the fact that he or it did not have sufficient funds to discharge the debt shall not be a reasonable excuse for this purpose) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder.
- b** Each of the paragraphs in bye-law 8(a) shall be without prejudice to the generality of any of the other paragraphs therein.
- c** For the purposes of bye-law 8(a), misconduct includes (but is not confined to) any act or default likely to bring discredit to the member, relevant firm or registered student in question. The fact that a member, relevant firm or registered student has before a court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are in the opinion of Council (or relevant committee of Council) relevant, pleaded guilty to or been found guilty of any offence discreditable to him or, as the case may be, it, or derogatory to the Association or the accountancy profession or has in any civil proceedings before any court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are enforceable in the United Kingdom been found to have acted fraudulently or dishonestly, shall be conclusive proof of misconduct. In deciding whether a member, relevant firm or registered student has been guilty of misconduct, regard may be had to any code of practice, ethical or technical, adopted by the Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by the Council.