

# THE ACCA QUALIFICATION DECLARATION



▼ Registration number

▼ Student name (please print in CAPITALS)

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 and that, if admitted as a member, I must pay an annual subscription fee to the Association, which will be despatched in November or May depending on my time of registration.

I understand that once I have 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 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 becoming an ACCA 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 the UK Rehabilitation of Offenders Act 1974 does not apply to the accountancy profession, and that I am therefore required to disclose spent convictions. I wish to apply for registration to attempt the ACCA Qualification. 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. If you do not meet the necessary criteria for entry to the ACCA Qualification, you will be automatically registered for an alternative entry route if you meet the criteria.

I consent to ACCA processing my personal data as described under Section 12 (Communications and Marketing) of the ACCA Qualification initial application form.

I declare that I have read and fully understood the declaration and accompanying Guidance Notes. 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 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.

I confirm that I have not previously been registered as a student with ACCA.

**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

◀ Date

**Please return this form together with the appropriate documentation to the following address:**

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