APPLICATION FOR CERTIFIED ACCOUNTING TECHNICIAN (CAT) STATUS

Think Ahead ACCA

This form should be completed if you satisfy the exam, Foundations in Professionalism and experience requirements. To meet the exam requirements you must be a FIA Graduate or have completed F1, F2, F3 plus two from F6, F8 and F9.

Please provide

Registration number

If you are accepted as a Certified Accounting Technician (CAT) you will receive a qualifying Certificate and will be entitled to use the designatory letters CAT. You will also have the option to progress onto the ACCA Qualification and commence studies from paper F4 onwards of the Fundamentals module (please refer to Section 8).

1 EMAIL ADDRESS

Please make sure the email address is unique i.e. not used by anyone else and written in **BLOCK CAPITALS**. It is your responsibility to ensure that your email address is correct. ACCA will not accept responsibility for emails being sent to addresses which are no longer used, incorrectly formatted or which are publicly available. ACCA will send you email confirmation of your registration and passcode details separately after your application has been processed.

Please confirm your email address.

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

2 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 (see examples opposite)

Last name/Family name (see examples opposite)

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.

3 EMPLOYMENT DETAILS

Please confirm your current employment status.

☐ Employed ☐ Self-employed ☐ Unemployed ☐ Career break ☐ Studying

Please note: An ACCA student may only undertake work as set out in ACCA membership regulations. You may not hold yourself out to be in Public Practice. If you do not comply with ACCA regulations we may be forced to take disciplinary action against you.

If you provide accounting services, or would like information about the types of work you can undertake, you must contact ACCA on +44 (0)141 582 2000 or email: ***students@accaglobal.com***

Job title (please specify)

Company name

Employer address

Town or city

County or state

Post/Zip code

Country

Business telephone number, including area code (eg +44 (0)141 582 2000)

Country code Area code No

What employment sector do you work in?

☐ Public Practice ☐ Industry/Commerce ☐ Public Sector

4 PREFERRED CONTACT ADDRESS

Please confirm the address to which ACCA communications should be directed.

☒ Home Address ☒ Employer Address

5 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
http://www.accaglobal.com/gb/en/member/professional-standards/rules-standards/acca-rulebook.html

6 PRACTICAL EXPERIENCE

Certified Accounting Technician practical experience requirements
Please tick the appropriate box to indicate the route by which the CAT experience requirements have been met.

☐ **Foundations in practical experience requirements (FPER)***
*Please indicate below if you are claiming exemption from any of the following papers based on FPER:

☐ **FA1** ☐ **MA1** ☐ **FA2** ☐ **MA2**

☐ **ACCA/FCCA Member**

☐ **Other (please supply relevant supporting documentation)**

7 TRANSFER TO THE ACCA QUALIFICATION – **if you are currently an ACCA Qualification Student go straight to Section 9.**

As a Certified Accounting Technician you will be eligible for transfer to the ACCA Qualification and awarded exemptions from the Knowledge module (F1-F3). No fee will be due for these exemptions, however, ACCA Qualification students will be subject to the usual annual subscriptions, further exemption and exam fees.

If you are resident in any of the following countries you will be transferred to the Joint Exam Scheme currently in operation. The local body will contact you regarding any fees due to them.

Barbados, Belize, Botswana, Cambodia, Cyprus, Greece, Guyana, Jamaica, Lesotho, Malawi, Malta, Sierra Leone, Swaziland, Trinidad & Tobago, Vietnam and United Arab Emirates.

☐ I wish to be transferred to the ACCA Qualification.

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 and must also pass optional paper P7 (Advanced Audit & Assurance). 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 the time of the award must forfeit all of these exemptions and sit the corresponding ACCA exams. This applies to exemptions awarded after 1 January 2010.

8 BSC (HONS) DEGREE FROM OXFORD BROOKES UNIVERSITY

Applicable if you wish to transfer to the ACCA Qualification

ACCA's innovative partnership with Oxford Brookes University allows ACCA students to study for a BSc (Hons) Degree in Applied Accounting, while taking their ACCA exams. On completion of the Fundamentals Level of the ACCA Qualification and the Professional Ethics Module, students are eligible to submit a Research and Analysis Project to Oxford Brookes in order to be assessed for the degree. You will automatically be considered for inclusion into this programme unless indicated below.
Your details will be held on a joint system.

☐ I do **NOT** wish to be included in the ACCA/Oxford Brookes University programme to obtain a BSc(Hons) Degree in Applied Accounting. I understand that I can opt in at a later date and that I must opt in prior to attempting papers F7, F8 or F9.

Please note: You must hold an acceptable English language qualification. If you are awarded exemptions from papers F7, F8 or F9, or your exemptions are based on qualifications gained by you more than 10 years ago, you will not be eligible to join the degree programme. Previously registered ACCA Qualification students transferring back to the ACCA Qualification will have their Oxford Brookes eligibility assessed on an individual basis, in accordance with current regulations.

9 METHOD OF PAYMENT

Payment can be made by a crossed sterling cheque made payable in the UK, crossed British postal orders or a sterling bank draft on a UK bank. Please refer to the ACCA website for the current fee. Cheques/bank drafts or postal orders should be made payable to **'The Association of Chartered Certified Accountants'**. Please print your name and registration number on the back of your payment document(s). **Please do not send cash**.

Alternatively if you prefer to pay by card, the debt will be raised onto your account when the application is processed and payment can be made by logging into your *myACCA* account online. Please note that your CAT status will only be confirmed and your certificate issued once payment has been received.

10 COMMUNICATION AND MARKETING

Please tick if you 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, your student membership and any subsequent ACCA membership
- administer and monitor exams, courses and work experience records (if applicable)
- send you publications and other communications, details of ACCA courses and events or to notify you of any updates and changes to ACCA's products and services
- send you mailings or to operate or administer exams, ACCA may use third party service providers to use your personal data only for the purpose of the relevant service
- carry out mailings on behalf of third parties (without disclosing your details to such third parties), subject to obtaining your consent. You will be given the opportunity to update your communication options for receiving such mailings via the *myACCA* portal or by contacting ACCA's customer service centre
- respond to enquiries and investigate complaints. However, please be aware that disciplinary hearings and outcomes may be made public. If you are a dual or multi-qualified member, we may share details with your other professional associations(s)
- monitor the quality of assistance you receive when you contact ACCA via ACCA's customer call centre, your communications with ACCA, including online, by email, text message (SMS), via may be recorded and retained for training and record-keeping purposes
- 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 **http://www.accaglobal.com/uk/en/footertoolbar/privacy/data-protection.html#3.-How-will-ACCA-collect-your-information?** or alternatively contact ACCA using the details set out at Section 13 of this form.

11 DECLARATION

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 consent to ACCA processing my personal data as described under Section 10 (Communications and Marketing) of the ACCA Qualification registration form.
- 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 re-admitted as a member, I must pay an annual subscription fee to ACCA due on the 1st January each year.
- 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 Qualification student.
- 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/Approved Partner students only:** I agree that my ACCA Exchange/Approved Partner can administer my ACCA account and I understand that on leaving the employer I am ultimately responsible for my fees.

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: having pleaded guilty to, been found guilty of, or accepted a caution in relation to, any offence discreditable to ACCA or to the accountancy profession; a finding by a court in any civil proceedings in which you have been a party or witness that you have acted fraudulently or dishonestly; incompetence in carrying out work; breach of ACCA Bye-laws or Regulations; disciplinary action against you by another professional body; 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, which brings, or is likely to bring, discredit to you or a relevant firm or to ACCA or to the accountancy profession.

[1] If you have any queries as to whether your current work constitutes public practice, please contact ACCA's Authorisation's department on +44 (0)141 534 4175 or via authorisations@accaglobal.com

◀ Signature D D M M Y Y Y Y ◀ Date

12 HAVE YOU INCLUDED EVERYTHING?

Please read the following carefully to ensure that you have sent us everything we need to process your application without delay.
Please do NOT send original documents – we are unable to guarantee that these will be returned.

Ensure that you have:

☐ ◀ Signed the declaration (see Section 11)

And enclosed the following:

☐ ◀ Copies of all your educational and professional certificates including official transcripts and if applicable official translations of any non-English documents

☐ ◀ A copy of your marriage certificate or deed poll certificate or decree nisi if your name has changed

☐ ◀ Practical experience requirements documentation (see Section 6)

☐ ◀ Medical document (if applicable). If you have additional needs which require support from ACCA a copy of your supporting medical documentation must be submitted (Section 3)

13 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**