

ACCA/ICATT JOINT EXAM SCHEME RE-REGISTRATION APPLICATION



Think Ahead

ACCA

This form should be completed by inactive students wishing to re-register to complete the ACCA/ICATT 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 (DiplFR).

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.

If you do **NOT** wish to be automatically transferred, please indicate by placing a cross in this box.

If you then wish to transfer to the ACCA Qualification at a later date, you may be charged a transfer fee.

2 PERSONAL DETAILS

Please complete all fields marked with an asterisk *

* Title

* First name

* Last name/family name

* Date of birth

* 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: Y N

I would like to receive notification of my results by SMS text message: Y N

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 to both the ACCA and ICATT**. If you had fees outstanding, **you will be required to pay the current re-registration fee** plus your outstanding balance and any applicable ICATT fees. Please contact ICATT/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 3 or more exam sessions in the calendar year.

Method of payment to ACCA

All cheques, drafts or Postal Orders should be valid in the UK, crossed and made payable to 'ACCA'. Please ensure that you write your ID number on the front of cheques/drafts and Postal Orders.

Method of payment to ICATT

Crossed cheques and postal orders should be made payable to 'The Institute of Chartered Accountants of Trinidad and Tobago'. Please do not send cash.

4 QUALIFICATIONS GAINED SINCE LEAVING THE REGISTER

If you have gained additional qualifications and wish to make an application for exemption(s) from any ACCA/FIA 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.

5 ACCA EXCHANGE/APPROVED PARTNER

If your employer is an ACCA Exchange Employer or Approved Partner, please confirm their Exchange code or Approved Partner code below

--	--	--	--	--	--	--	--	--	--

6 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/footer/toolbar/privacy/data-protection.html#3.-How-will-ACCA-collect-your-information?> or alternatively contact ACCA using the details set out at Section 8 of this form.

7 DECLARATION STATEMENT OF RE-REGISTRATION

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 6 (Communications and Marketing) of the ACCA/FIA Qualification re-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 registered as a student, I must pay an annual subscription fee to ACCA, which will be dispatched in November or May depending on my time of registration.
- 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/FIA 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 European Economic Area 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/FIA account and I understand that on leaving the employer I am ultimately responsible for my fees.

I further understand that as a student of ACCA/FIA I am not permitted to use the designation 'Chartered Certified 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 confirm that I have read and understood the factsheet: Do I need a practising certificate? (available at http://www.accaglobal.com/content/dam/acca/global/PDF-members/2012/2012p/PC_factsheet.pdf). I confirm I am not currently in public practice and will not engage in such activities until authorised by ACCA to do so.

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.

Signature:

Date:

--	--	--	--	--	--	--	--



8 WHERE TO SEND THIS APPLICATION

Please send your completed application to:

The Institute of Chartered Accountants of Trinidad and Tobago (ICATT)
2nd Floor Professional Centre 11-13 Fitzblackman Drive South Woodbrook Port of Spain Trinidad and Tobago
tel: +1 868 623 8000/625 1954/624 9476/623 0176 exts: 224 fax: +1 868 627 7087 email: service@icatt.org

If you have any queries or require more information, please contact ICATT or
ACCA Caribbean PO Box 5047 Newtown Port of Spain Trinidad West Indies
tel: +1 868 662 4777 email: info@accaglobal.com