

Diploma in International Financial Reporting registration form



This form is for those intending to take the Diploma in International Financial Reporting examination only. For all other ACCA qualifications, please request the appropriate form from ACCA Connect by telephoning +44 (0)141 582 2000.

Please complete the form in black ink, using crosses or block capitals in the boxes provided.

1 MAILING DETAILS

Chinese names: Write your full Chinese name in 'Surname or family name' box with surname first, and write any Western name or forename in the 'Forenames' box. **Muslim names:** Write your full name in the 'Surname or family name' box.

Surname: (or family name)

Forenames:

Title: (Mr, Mrs, Miss, Ms, or please specify other) Date of birth (dd/mm/yyyy):

Gender: (mark **X** in appropriate box) Male Female

Nationality:

Address:

Company name: (if using business address)

Number/Street:

Town or city:

County or state:

Postcode:

Country:

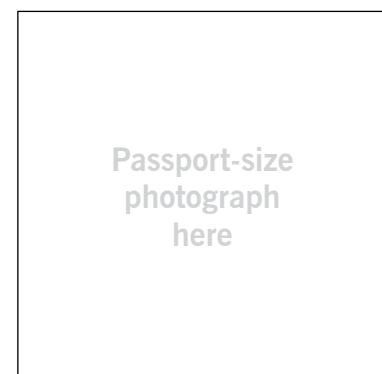
Telephone number (Incl. area code):

Before you complete your e-mail address below, please indicate your consent in section 8. See note on ACCA use (section 8).

E-mail address:

2 YOUR IDENTITY CARD

Please put a passport-size photograph of yourself here, with your full name written on the back.



Once your registration form has been processed successfully, you will receive an ACCA identity card. This will be required for identification purposes at examination centres.

5 FEES

The fee is £150 sterling and covers your registration and one examination attempt to be taken at one of the next two examination sessions. Your fee must accompany this application. It will not be refunded after registration or if your application contains false or misleading information. Subsequent attempts will be charged at £100 sterling.

Your method of payment

- Crossed GBP cheque or bank draft drawn on a UK bank Crossed GBP British postal orders
 Credit/Debit card (see below)

Please make cheques, bank drafts and postal orders payable to The Certified Accountants Educational Trust and write your name and date of birth on the front of your payment. If paying by credit/debit card, please mark one box below (we cannot accept any other cards) and complete cardholder details:

- Visa MasterCard American Express Switch/Maestro UK Solo

Name of cardholder (Shown on card)

Card number (From front of card. Do not include spaces)

Card start date (dd/mm) Card expiry date Issue no. (if shown)

Amount payable £

Signature of cardholder _____

Today's date (dd/mm/yyyy)

6 HOW DID YOU FIND OUT ABOUT ACCA?

Which of the following resources have you used/seen to find out about ACCA?

Please cross ALL boxes that apply.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> ACCA promotional event | <input type="checkbox"/> ACCA publication/literature | <input type="checkbox"/> Careers service/literature | <input type="checkbox"/> Trade/career event |
| <input type="checkbox"/> ACCA website | <input type="checkbox"/> Other website | <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Tutor/lecturer |
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Employer | <input type="checkbox"/> Advertisement | |

Which source of information was the key influence in helping you choose ACCA?

Please cross ONE box only.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> ACCA promotional event | <input type="checkbox"/> ACCA publication/literature | <input type="checkbox"/> Careers service/literature | <input type="checkbox"/> Trade/career event |
| <input type="checkbox"/> ACCA website | <input type="checkbox"/> Other website | <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Tutor/lecturer |
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Employer | <input type="checkbox"/> Advertisement | |

7 DECLARATION

Please read this carefully before signing the form.

- I wish to apply for registration as a Diploma in International Financial Reporting student of ACCA.
 - I understand that my eligibility will be based solely on official documents about my qualifications that I have sent to ACCA. I have enclosed all relevant details.
 - 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 becoming an ACCA Diploma in International Financial Reporting student.
 - I declare that I have included anything ACCA needs to know, and understand that any failure to disclose past events referred to in ACCA's Bye-law 8 may render me liable to disciplinary action.
 - I understand that once I have registered, I could be liable to disciplinary action under ACCA Bye-law 11 for events set out in ACCA Bye-law 8 which occurred before or after I registered. (See notes below before signing.)
 - I agree that while I am registered with ACCA, I will tell you about any event which may contravene ACCA Bye-law 8 and make me liable to disciplinary action.
 - I agree to comply with ACCA's Charter, Bye-laws, Regulations and Rules of Professional Conduct.
 - I declare that I have read and fully understood the declaration above and that the information I have given on this form is correct.
 - I consent to ACCA processing this information under the Data Protection Act 1998 and 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. This will include disclosure to the relevant body with whom ACCA has made an agreement (see list below*). I understand that any such disclosure may be to a country outside the UK that does not have laws to protect this information.
- * Institute of Certified Public Accountants in Ireland; Serbian Association of Accountants and Auditors; Slovak Chamber of Auditors; Chamber of Auditors of the Czech Republic and Union of Accountants of the Czech Republic; Lebanese Association of Certified Public Accountants.

NB This list will be updated regularly and is available on ACCA's website. Printed copies are available on request.

Signature _____

Date _____

Notes

ACCA 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 which discredits you, ACCA or the accountancy profession;
- breach of ACCA's bye-laws or regulations;
- disciplinary action against you by another professional body or organisation;
- bankruptcy or insolvency;
- 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 by a UK court, or by a superior court of another country, which discredits you or is derogatory to ACCA or the accountancy profession
 - a civil judgment by a UK court, or by a superior court of another country, that you have acted fraudulently or dishonestly.

Copies of the ACCA *Rulebook* are available for reading online at the ACCA website www.accaglobal.com or at ACCA offices.

8 DATA PROTECTION ACT

ACCA may wish to give limited information about students to other people. We may wish to give a student's name, address, date of birth and examination details to recruitment agencies, current and prospective employers, educational or professional bodies.

- I consent to ACCA giving out this information. (Not applicable to students based in a country ACCA has made an agreement with. Please refer to Section 7.)

Whilst ACCA never supplies mailing details 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 to its registered students.

- If you wish to receive such mailings, please indicate your express consent by crossing this box.

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, incorrectly formatted, or which are publicly available. From time to time, ACCA will send you information by e-mail. To ensure that you receive only the type of information you require by e-mail, please cross **one** of the four boxes below.

- No electronic mails (for those who do not wish to receive any information by e-mail).
- One-to-one e-mail only (for those who would only like to receive correspondence e-mails).
- ACCA campaign e-mails (for those who would like to receive one-to-one e-mails and promotional e-mails relating to events/courses/questionnaires).
- ACCA and third party e-mails (for those who would like to receive one-to-one e-mails, promotional e-mails and e-mails from third parties with prior approval from ACCA).

9 YOUR ETHNIC ORIGIN

In order that ACCA can monitor effectively, please indicate your ethnic origin by crossing ONE box below only. Completion of this section is voluntary. However, please note that by completing this part of the form, 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"/> Other |
| <input type="checkbox"/> Asian – Chinese | <input type="checkbox"/> Black – Caribbean | | |
| <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 | | | |

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.**

Ensure you have:

- signed the declaration (see Section 7)

and enclosed the following:

- a passport-size photograph
- your registration payment or provided credit/debit card details (see Section 5)
- copies of educational documents and/or reference letter. Please note official translations are required where documents are not in English
- A copy of your birth certificate or, if this is not available, a copy of the relevant pages of your passport.

CLOSING DATES

The deadline for ACCA in Glasgow receiving your application for the **June** examination session is **15 April**.

The deadline for ACCA in Glasgow receiving your application for the **December** examination session is **15 October**.

NB The deadlines above also apply to requests to change examination sessions and/or centres.

PLEASE SEND THE COMPLETED FORM WITH PAYMENT AND A COPY OF YOUR EDUCATIONAL CERTIFICATE/LETTER TO:

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

For further information please contact *ACCA Connect*, our dedicated global customer service centre on:

tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 e-mail: info@accaglobal.com www.accaglobal.com