

DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING INITIAL APPLICATION FORM



This form should be completed by students wishing to register for the Diploma in International Financial Reporting (DiplFR). Fill in your details in **BLACK INK** and **BLOCK CAPITALS** only. Do **NOT** complete this form if you are applying for the ACCA Qualification, Foundations in Accountancy or if you are re-registering for the Diploma in International Financial Reporting.

If you are entering for the **June exam session** for a regular centre or a special centre which is included on our exam centre list, ACCA in Glasgow must receive your application by **8 April**. If you are entering for the **December exam session** for a regular centre or a special centre which is included on our exam centre list, ACCA in Glasgow must receive your application by **8 October**. If you wish to sit at a special centre which is **NOT** included in the list, you should leave the centre details on your entry form blank and enclose a covering letter with your form, ensuring it is received in Glasgow no later than **8th March** for the June exam session and the **8th September** for the December exam session. Exam administration will notify you whether it has been possible to make arrangements for a special centre at the location requested.

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

1 EMAIL ADDRESS

Please make sure the email address is a unique email address 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

▼ Last name/Family name

▼ 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.

◀ I want to receive updates by text message.

◀ I want to receive exam results by text message.

3 DISABILITY

Do you have a long term or permanent disability, health problem or specific learning difficulty which might:

- affect your exams and for which you require support from ACCA?
- affect any service or facility offered by ACCA for which you may require support?

If you wish to notify ACCA of any such condition, please confirm by placing a cross in the box and enclose supporting documentation with this initial application. It is important to note that some facilities require significant time to make arrangements prior to an exam.

4 EMPLOYMENT DETAILS

Please confirm your current employment status.

Employed Self-employed Unemployed Career break Studying

Please leave this section blank and go to Section 5 if you are:

- employed and do not wish your employer to be contacted
- unemployed
- on a career break
- studying

▼ 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

Please confirm whether your work is of an accounting/finance related nature.

Yes No

Nature of firm (if in Public Practice)

Please confirm the category which best describes your employer (refer to firm's headed notepaper)

Chartered Certified Chartered Mixed Chartered Certified/Chartered AAPA Other

Number of partners/directors

Sole practitioner 2-3 4-6 7-10 11-99 100+

Business category (if not in Public Practice)

Please confirm the category which best describes the nature of your employer's business

Banking Energy & Utilities Education Health
 Insurance/Investment IT/Communications Leisure/Tourism/Travel Local Government
 Manufacturing/Industry/Engineering National Government Not For Profit Transport/Distribution
 Pharmaceuticals/Healthcare Professional Services Retail/Consumer Other

Number of employees

1-10 11-50 51-250 251-2000 2001+

5 ENTRY QUALIFICATIONS

This Diploma is designed for accountancy professionals. Please confirm the qualifications you hold or work experience gained and enclose a copy (**NOT** original) of your educational certificate and/or letter from your employer confirming the work experience gained in an accounting environment.

QUALIFICATION PROFESSIONAL/ MEMBERSHIP/TYPE AWARDED BODY REGISTRATION NO.

<input type="text"/>	◀ Accountancy professional body or _____
<input type="text"/>	◀ A relevant degree plus two years relevant work experience or _____
<input type="text"/>	◀ Three years relevant work experience or _____
<input type="text"/>	◀ ACCA Qualification student/member _____
<input type="text"/>	◀ ACCA Certificate in International Financial Reporting plus two years relevant work experience _____

6 EXAM ENTRY DETAILS

Please write your **centre name** and **centre code** in the areas provided below. Exam centres and codes are listed on the enclosed sheet. If you require special facilities please refer to the examination notes. Closing dates for special centres and regular centres can be found on the front of this form.

▼ Centre name

▼ Centre code

Exam session

Please confirm the session of your choice:

 ◀ June 2012

 ◀ December 2012

7 METHOD OF PAYMENT

Payment can be made by a crossed sterling cheque made payable in the UK, crossed British postal orders, a sterling bank draft drawn on a UK bank or a credit or debit card. Cheques/bank drafts or postal orders for £177GBP should be made payable to **'The Certified Accountants Educational Trust'**. Please print your name and registration number on the back of your payment document(s). **Please do not send cash.**

The fee is £177GBP and covers your registration and one exam attempt. 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 £177GBP.

 ◀ Visa
 ◀ American Express
 ◀ MasterCard
 ◀ Switch/Maestro UK
 ◀ Solo

▼ Name of cardholder (as shown on card)

▼ Card number (from front of card – do not include spaces, do not include the 3-digit security code on the reverse)

▼ Start date (if shown)

▼ Expiry date

▼ Issue no. (if shown)

▼ Amount payable

▼ Today's date

▼ Cardholder's signature

8 COMMUNICATION AND MARKETING

This section sets out certain information and options on how ACCA may communicate with you, the types of materials which ACCA may send to you and the extent to which ACCA will discuss your details with certain third parties. By signing the declaration, you give your consent to ACCA using your data for the purposes and in the manner indicated in this section, except to the extent you opt out; for Third Party Marketing Material you may opt out by ticking the box; for ACCA Promotional Material, ACCA Support and communications methods you may opt out by logging on to myACCA and changing your preferences.

Communications methods - ACCA may communicate with you by email, phone or by post using the contact details provided on this form or otherwise provided by you. Email is ACCA's preferred method of sending general correspondence, publications and promotional information.

ACCA promotional material - In order to assist you with your studies and help you to get the maximum benefit out of your course and ACCA's services, ACCA may send you promotional materials relating to ACCA services and events.

ACCA support - ACCA often communicates with employers to discuss membership improvements and ways in which ACCA can provide enhanced support towards advancements through your qualification. When communicating with employers it is often helpful to provide a list of names of those ACCA contacts who are working at that company.

Third party marketing material - ACCA would like to keep you informed of products and services from third party organisations that may be of interest, relevance or benefit to you in your professional/study capacity. All are strictly vetted and the mailing/email list is never given directly to the advertising party. All campaigns are carried out by ACCA or an ACCA approved agency.

I do **NOT** 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 and any subsequent ACCA membership
- administer and monitor exams, courses and experience (if applicable)
- send you publications and other communications (produced by ACCA)
- respond to enquiries and investigate complaints
- 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 www.accaglobal.com/documents/protection_notice.pdf or alternatively contact ACCA using the details set out at Section 11.

9 DECLARATION

I wish to apply for registration as a Diploma in International Financial Reporting (DiplFR) student of ACCA. I understand that my eligibility will be based solely on official documents about my qualifications that I have previously sent to ACCA. I have enclosed all relevant details. 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 DiplFR 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 Byelaw 8 may render me liable to disciplinary action. 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 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's Charter, Byelaws, Regulations and Code of Ethics Conduct from time to time in force. 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 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 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.

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 ACCA or the accountancy profession, or is derogatory to ACCA or the accountancy profession or a finding by a court in civil proceedings, that you have acted fraudulently or dishonestly.

Copies of the ACCA *Rulebook* are available for reading online at the ACCA website

http://www.accaglobal.com/members/professional_standards/ethics/rulebook or at ACCA offices.

Signature

Date

10 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 9)

And enclosed the following:

a passport-sized photograph

your registration payment or provided credit/debit card details (see Section 7)

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

11 WHERE TO SEND THIS APPLICATION

Please send your completed application to:

ACCA OPERATIONAL DELIVERY 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom
tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 email: students@accaglobal.com

PHOTOGRAPH

Please ensure that you have attached all relevant documentation and the fee or correct remittance. If you did not previously provide, or wish to update your photograph, please submit a passport-sized photograph of yourself with your previous registration number written on the back.

