

# Application for direct admission to membership



A member of the Malaysian Institute of Certified Public Accountants who has successfully completed the MICPA professional exam and obtained MICPA membership will be eligible for admission to membership of ACCA under one of the following schemes.

**ROUTE A**

Members of MICPA in good standing who have been admitted as Certified Public Accountants (CPA members) and wish to become eligible for ACCA membership must prepare for and pass ACCA's Paper P1, *The Professional Accountant*. Paper P1 consists of a three-hour written exam.

MICPA members must indicate below which exam session they wish to be entered for in addition to the name of the exam centre at which they would like to sit the exam. The exam entry closing date for the December session is 15 October and 15 April for the June session.

The current exam fee for Paper P1 is £81GBP which is subject to be reviewed at each exam session. This payment must accompany your completed application. If any MICPA member fails to pass Paper P1, he/she would be required to resit this paper at the next exam session. The exam fee established for that particular exam session would be required to be paid to allow the MICPA member to resit Paper P1.

I wish to sit at the December session.

Exam centre \_\_\_\_\_

A full exam centre list is enclosed with this application for your reference.

I wish to sit at the June session.

Exam centre \_\_\_\_\_

A full exam centre list is enclosed with this application for your reference.

**ROUTE B**

Members of MICPA who have achieved **five** years' relevant post-qualification professional experience must complete either:

i  the ACCA online Professional Ethics Module (PEM)

The module allows applicants to establish what their ethical values are, gives them a wide base of ethics theory and reinforces the five fundamental ethics principles – objectivity, integrity, confidentiality, professional behaviour, and professional competence and due care. In order to put into practice what they have learned, applicants complete the module via an interactive case study which allows them to experience an ethical dilemma from two points of view – the auditor side and the corporate financial accountant side. Applicants are asked to analyse the situation and make a number of decisions, on which they receive immediate feedback.

There is no charge for the Professional Ethics Module. As soon as your application is received by ACCA you will be issued with instructions on how to access the online PEM.

or

ii  the ACCA Critical Incident Questionnaire (CIQ)

A CIQ is a structured record of a significant incident which a professional has been exposed to at work, which enables the professional to reflect on his or her practice and to explain, justify, or if necessary modify, his or her behaviour. Please note, that at any time the CIQ may be withdrawn at the discretion of ACCA.

The CIQ costs £30GBP and payment must accompany this form. You will be sent the CIQ as soon as ACCA receives your completed application.

Members admitted under the terms of the MRA are required to maintain their original designation, which includes payment of annual subscriptions to both organisations. If, for any reason, a member ceases to hold his or her original designation, the member concerned shall automatically cease to be eligible for membership of the other body under the MRA.

Admission as a member under the MRA does not provide an applicant with the right to engage in public practice. Applicants who are engaged in public practice as a sole practitioner, partner or director of a firm which undertakes public practice, are required to hold an ACCA practising certificate and must therefore submit a practising certificate application form. A copy of the form can be downloaded from ACCA's website at [www.accaglobal.com/members/professionalstandards](http://www.accaglobal.com/members/professionalstandards)

## PERSONAL DETAILS

Surname

Title (X)  Mr  Mrs  Miss  Ms  Dr  Other (please specify)

Forenames

Honours/university degrees

Date of birth

Your full name (forenames followed by surname) will be printed on your membership certificate. If you wish to have the certificate printed showing your names in a different order, please detail here your name as you would like it printed.

### Residential address

Post town/city

County/state

Country

Postcode

### Business address

Job title

Company name

Company address

Post town/city

County/state

Country

Postcode

Tel Area/STD code

Number

Fax Area/STD code

Number

### Mailing details

Please indicate the address to which you wish your correspondence to be sent (X):

Residential  Business

Please indicate which address you wish to have published in the **Directory of Members** (X):

Residential  Business  Neither

### Email address

Your email address will be used for outbound emails. It must be unique to you and not shared. It is your responsibility to ensure that your email address is correct. ACCA will not accept responsibility for emails being sent to e-mail addresses which are no longer used, which are incorrectly formatted, or which are publicly available.

Email

From time to time, ACCA will send you information by email ranging from administrative notices to continuing professional development opportunities and news on the profession. To ensure that you receive only the type of information you require by email, please cross one of the four boxes below.

- If you do NOT wish to receive any electronic correspondence from ACCA, please cross here. All correspondence will be sent by post.
- If you wish to receive the majority of correspondence via email rather than post, please cross here.
- Throughout the year ACCA may send specific information and general promotional/event information. Should you wish to receive these by email, please cross here.
- ACCA may carry out mailings on behalf of third parties where, solely in ACCA's opinion, the products or services on offer are likely to be of direct interest, relevance or benefit to a student or member. Should you wish to receive these by email, please cross here.

Do you wish your email address to be included in the **Directory of Members**?

Yes  No

Your details are retained on ACCA's databases for administrative and regulatory purposes, in accordance with ACCA's registration under data protection legislation. While ACCA never sells its mailing list 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 or use to accountants. If you wish to receive such mailings please indicate your express consent by crossing the box (X):

Upon admission to membership you will automatically receive a copy of the *ACCA Rulebook* in CD-ROM format.

## EMPLOYMENT CATEGORY

Which best describes your organisation?  National organisation  Presence in 2 – 10 countries  Multinational organisation

### PUBLIC PRACTICE

If you work in **Public practice** insert a cross in this box (X). Please also complete the **Job category** and **Number of partners/directors** by inserting a tick in the relevant boxes.

#### Nature of firm?

If all of the partners/directors are members of the Association of Chartered Certified Accountants, the firm is Chartered Certified. If all of the partners/directors are members of one, or more, of the Institutes of Chartered Accountants in England & Wales, Ireland or Scotland, the firm is Chartered. If all of the partners/directors are members of ACCA and one, or more, of the above-mentioned Institutes, the firm is Mixed Chartered Certified/Chartered. If all of the partners/directors are members of the Association of Authorised Public Accountants, the firm is Authorised. Any other combination of partners/directors, including firms with unqualified partners, is Other.

- Chartered Certified  Mixed Chartered Certified/Chartered  Chartered  
 Authorised  Other (specify) \_\_\_\_\_

#### Job category

Which one of the categories below best describes your work?

General practising services

OR specialising in:

- Audits  Insolvency  Taxation  
 Management consultancy  Information technology  Other (specify) \_\_\_\_\_

#### Number of partners/directors?

Sole Practitioner  2–3  4–6  7–9  10–99  100+

### INDUSTRY, COMMERCE OR PUBLIC SECTOR

If you work in **Industry, Commerce or Public sector** insert a tick in this box (X). Please also complete the **Job category** and **Size of organisation** by inserting a tick in the relevant boxes.

#### Business category

Which one of the categories below best describes your employment?

- Retail/consumer  Energy and utilities  Manufacturing/industry/engineering  
 Transport/distribution  Professional services  IT/communications  
 Pharmaceuticals/healthcare  Leisure/tourism/travel  Banking  
 Insurance/investment  Education  Local government  
 National government  Not for profit  Health  
 Other (specify) \_\_\_\_\_

#### Job category

Which one of the categories below best describes your work?

- Internal auditing  Data processing/management services  Financial accounting  
 General management  Financial management/treasurership  Management accounting  
 Company secretarial  Taxation  Other (specify) \_\_\_\_\_

#### Size of organisation?

1–10  11–50  51–250  251–2000  2001+

## ETHNIC MONITORING

In order that ACCA can monitor effectively, please indicate your ethnic origin by crossing **one** box below only.

Supplying this information is optional. However, please note that by supplying this information, 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"/> Asian – Chinese     | <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Other |
| <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       |  |                                |

## PROFESSIONAL QUALIFICATIONS

Please indicate the professional body, or bodies, of which you are a member.

_____	Date of admission
_____	Date of admission

If you have ever been a registered student of ACCA please give details below.

Student registration number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year of registration _____
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If you are an active ACCA student you will be removed from the register on admission to membership.

## EMPLOYMENT HISTORY

Please list below your employment history for the past five years (**commencing with your current post**).

You are welcome to supply a curriculum vitae instead of completing this section if you prefer.

1 Name and address of employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of employer's business

Job title	Start date	Finish date
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2 Name and address of employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of employer's business

Job title	Start date	Finish date
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## APPLICATION FOR DIRECT ADMISSION TO MEMBERSHIP

I confirm that the information contained in this form is true, accurate and complete to the best of my knowledge and belief. 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 have read Bye-law 8, liability to disciplinary action, at the back of this form, and there is nothing I should bring to ACCA's attention at the present time. 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.

As this is an application for full membership, I undertake, that if admitted as a member I will, so long as I remain a member of ACCA, abide by the Bye-laws and all regulations made hereunder. I further undertake that I will use the designation 'Chartered Certified Accountant' and the designatory letters 'ACCA' (or 'FCCA' when I become a fellow) only while I remain a member of ACCA.

I acknowledge my duty is to maintain the quality of my knowledge and will undertake adequate continuing professional development as directed by Council and specified in the 'Chartered Certified Accountants' Membership Regulations.

I agree to pay the initial subscription fee £189 (which includes my subscription for the current calendar year) and, where applicable, the P1 examination fee or CIQ fee. In addition, and where applicable, the practising certificate fee of £370\*. I understand that this sum will be refunded to me if my application is unsuccessful.

Signature

Date

I enclose the following with my application:

- If applying under route A – a letter from the Malaysian Institute of Certified Public Accountants of which I am a member, confirming that I have been a member in good standing and have completed the MICPA Professional Examination and stating the date of my admission to membership.
- If applying under route B – a letter from the Malaysian Institute of Certified Public Accountants of which I am a member, confirming that I have been a member in good standing for five continuous years and have completed the MICPA Professional Examination and stating the date of my admission to membership.
- Initial subscription fee payable on admission to register of £189, plus P1 fee of £81 (if applicable) or CIQ fee of £30 (if applicable)
- Practising certificate fee of £370\* plus the initial subscription fee and, if applicable, P1 fee of £80 or CIQ fee of £30 (\*Applicable only to UK/Irish/Channel Islands/Isle of Man practising certificate applicants. Certificates for other countries are, currently, issued free of charge).
- Practising certificate application form
- Copy of practising certificate/confirmation of eligibility for a practising certificate.

Please debit my  MasterCard  Visa  American Express  Switch/Maestro  Solo with the sum of £ \_\_\_\_\_

Card number

Start date/valid from     Expiry date     Issue no (if applicable)

Name of cardholder

Signature of cardholder

## BYE-LAW 8: LIABILITY TO DISCIPLINARY ACTION

- a** A member, relevant firm or registered student shall, subject to bye-law 11, be liable to disciplinary action if:
- i** he or it, in the course of carrying out his or its professional duties or otherwise, has been guilty of misconduct;
  - ii** he or it has performed his or its professional work or conducted his or its practice, or (in the case of a member or registered student) performed the duties of his employment, improperly, inefficiently or incompetently to such an extent or on such number of occasions as to bring discredit to himself or itself, to the Association, or to the accountancy profession;
  - iii** he or it has committed any breach of these bye-laws or of any regulations made under them in respect of which he or it is bound;
  - iv** in the case of a relevant firm, any person has in the course of the business of that firm committed any breach of these bye-laws or of any regulations made under them in respect of which that person is bound;
  - v** he is a specified person in relation to a relevant firm against which a disciplinary order has been made and which has become effective or which has been disciplined by another professional body or pursuant to some other disciplinary process;
  - vi** he or it has been disciplined by another professional body or pursuant to some other disciplinary process;
  - vii** he or it has made an assignment for the benefit of creditors, or has made an arrangement for the payment of a composition to creditors, or has had an interim order made by the court in respect of him, or is a specified person in relation to a relevant firm which has made such an assignment or composition or been wound up as an unregistered company, or entered into a voluntary arrangement, administration or liquidation, in each case where applicable under the Insolvency Act 1986, or other similar or analogous event has occurred in relation to him or it under applicable legislation; or
  - viii** he or it has failed to satisfy a judgement debt without reasonable excuse for a period of two months (and the fact that he or it did not have sufficient funds to discharge the debt shall not be a reasonable excuse for this purpose) whether or not the debt remains outstanding at the time of the bringing of the disciplinary proceedings hereunder.
- b** Each of the paragraphs in bye-law 8(a) shall be without prejudice to the generality of any of the other paragraphs therein.
- c** For the purposes of bye-law 8(a), misconduct includes (but is not confined to) any act or default likely to bring discredit to the member, relevant firm or registered student in question. The fact that a member, relevant firm or registered student has before a court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are in the opinion of Council (or relevant committee of Council) relevant, pleaded guilty to or been found guilty of any offence discreditable to him or, as the case may be, it, or derogatory to the Association or the accountancy profession or has in any civil proceedings before any court of competent jurisdiction in the United Kingdom or in a superior court of any country whose judgements are enforceable in the United Kingdom been found to have acted fraudulently or dishonestly, shall be conclusive proof of misconduct. In deciding whether a member, relevant firm or registered student has been guilty of misconduct, regard may be had to any code of practice, ethical or technical, adopted by the Council, and to any regulation affecting members, relevant firms or registered students laid down or approved by the Council.