

6

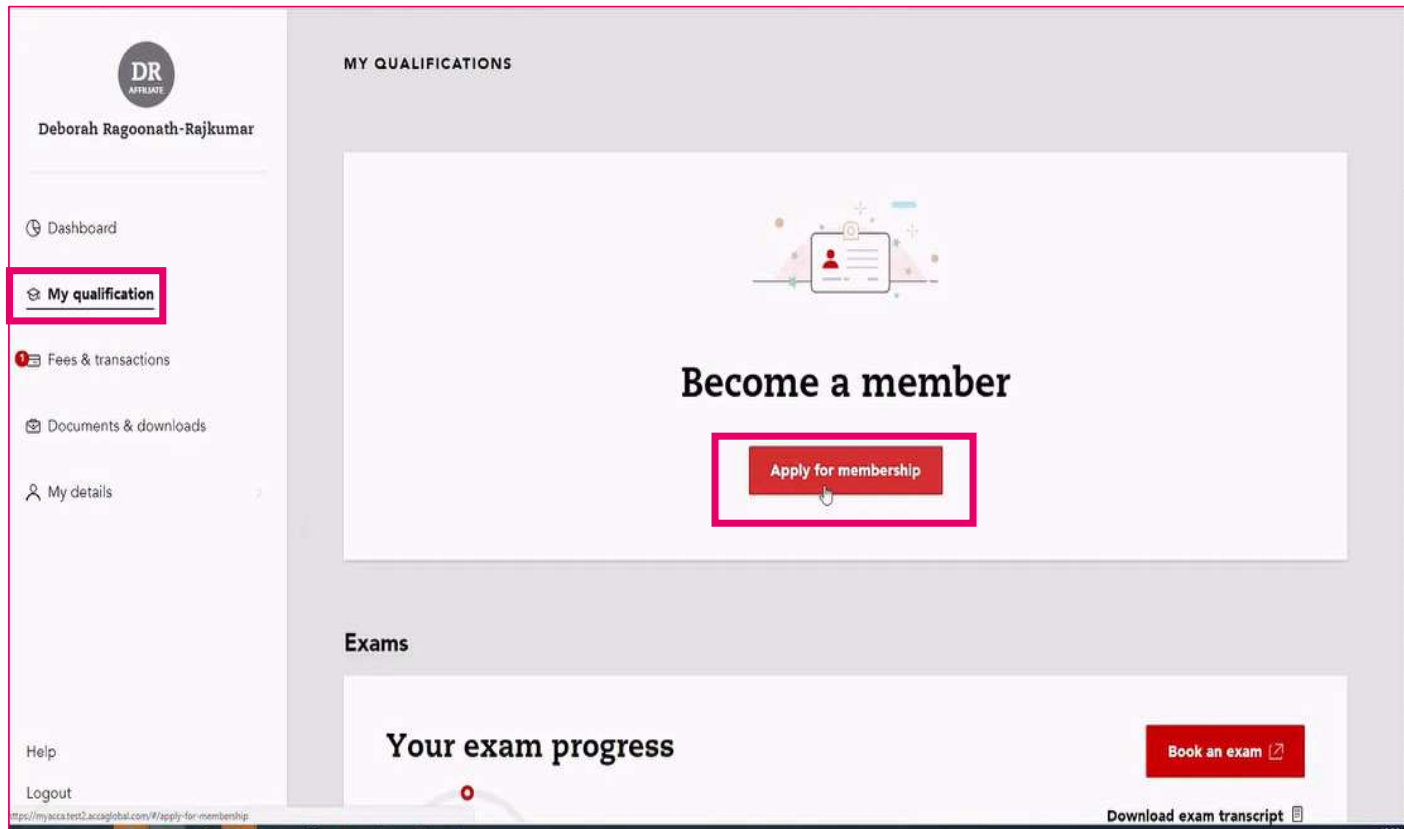
# 在哪里提交会员申请?

## Apply for membership



9

# 登录myACCA，在线提交会员申请

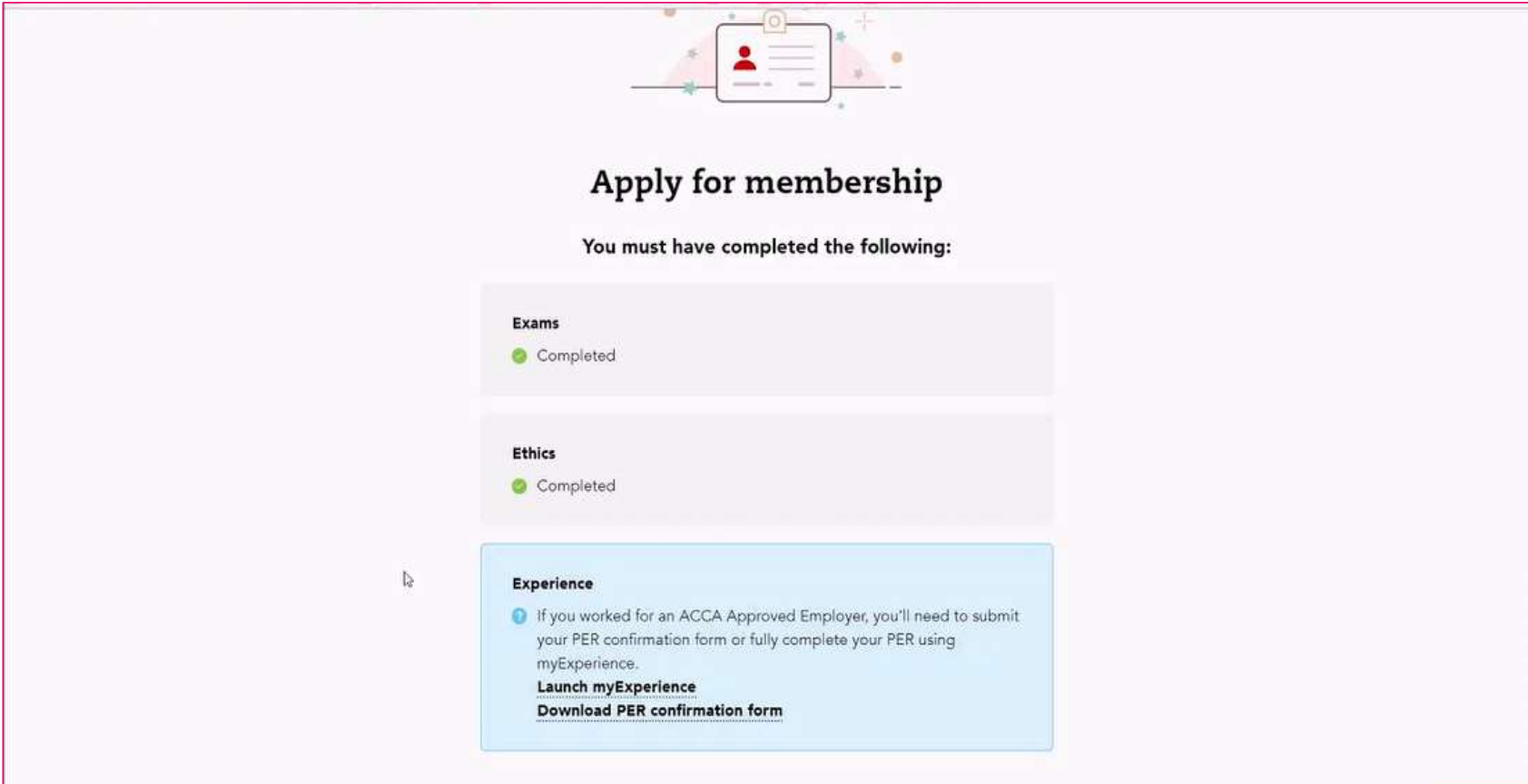


1. 登录myACCA
2. 点击 'My qualification'
3. 点击 'Apply for membership'

请注意，'Apply for membership' 只能点击一次，请确保符合所有成为会员的条件后再点击。



# 在线提交会员申请



The image shows a screenshot of the ACCA membership application progress page. At the top, there is a decorative header with a stylized person icon and a document icon. Below this, the main heading is "Apply for membership". Underneath, it states "You must have completed the following:". There are three sections: "Exams" with a green checkmark and the word "Completed"; "Ethics" with a green checkmark and the word "Completed"; and "Experience" which is highlighted in blue. The "Experience" section contains a blue information icon, a paragraph of text, and two links: "Launch myExperience" and "Download PER confirmation form".

**Apply for membership**

You must have completed the following:

**Exams**

Completed

**Ethics**

Completed

**Experience**

If you worked for an ACCA Approved Employer, you'll need to submit your PER confirmation form or fully complete your PER using myExperience.

[Launch myExperience](#)

[Download PER confirmation form](#)



# 在线提交会员申请

Completed

**Experience**

If you worked for an ACCA Approved Employer, you'll need to submit your PER confirmation form or fully complete your PER using myExperience.

**Launch myExperience**

**Download PER confirmation form**

**Before you apply:**

- Check your **mailing address** details as this is where we will send your certificate if your application is successful
- If you have any previous cautions or convictions, you're required to disclose these before applying
- You'll need to send supporting documentation if you are engaged in public practice. This means signing or producing accounts/reports/certificates/tax returns concerning persons or organisations' financial affairs that may be relied upon by a 3rd party. This does not apply if you are an employee who works in a public practice firm.

★

Let's get started



## 在线提交会员申请

- 按照提示回答几个简单的问题

1. 是否有违法犯罪记录, 是否从事执业相关的工作等

## Before we begin

Do you have any previous cautions or convictions?

Please note the UK Rehabilitation of Offenders Act 1974 doesn't apply to the accountancy profession. You are required to disclose all convictions and/or cautions, including those that are spent, provided that they are not 'protected'.

☐ Yes

☒ No

Do you currently engage in public practice?

Are you signing or producing accounts/reports/certificates/tax returns concerning persons or organisations financial affairs that may be relied upon by a third party?

ACCA's full definition of public practice can be found by clicking [here](#).

This does not apply to you if you are an employee within public practice

☐ Yes

☐ No



# 在线提交会员申请

-按照提示回答几个简单的问题

2. 选择是否同时具备其他资格认证，和填写职业状态相关的问题

Cancel X

## Employment & qualifications

If you work for multiple companies, please give details for your primary employer only

Are you a member of any professional bodies?

Select... ▼

What is your employment category?

Select... ▼

← Previous

Continue

- 是否同时具备其他财会专业资格认证，比如HKICPA，注意：CICPA（中注会）请选择“Other Qualifications”

- 选择相应的职业状态比如：Full time 全职学生，Industry/Commerce 工商业界，Public Practice 事务所等公共实务；



# 在线提交会员申请

-按照提示回答几个简单的问题

3. 选择是否在ACCA全球官网公开您的会员信息

Cancel X

## Select your membership preferences

By being a part of an ACCA network you are regularly invited to play a part in developing the profession at all levels. You can change these options at any time via the Communication Preferences section of myACCA.

■ 是否同意在ACCA全球官网公开您的会员信息（信息只显示名字，ACCA ID，以及成为会员的年份）

Include in directory of members

Show up in our global member directory. This is used by thousands of people and companies world-wide looking for ACCA qualified members.

**Please note:** If you opt-out of the directory of members, only your name, membership number and year of admission will be shown in the directory.

☐ Yes

☐ No

Previous

Continue

ACCA

THINK AHEAD

Public

© ACCA

# 在线提交会员申请

-提交会员申请  
阅读会员申请声明，并点击已阅读和了解相关条例

Please read and understand the following:

- Declaration
- Byelaw 8

**Declaration**

I understand that when transferring to membership, I could become liable to disciplinary action for events which engage ACCA Byelaw 8, liability to disciplinary action, which occurred before or after I transfer (read Notes section below now).

I confirm I have now read the Notes section below and:

- I understand that as a member of ACCA I must adhere and keep updated with the ACCA rulebook at all times. This is available online at [www.accaglobal.com/rulebook](http://www.accaglobal.com/rulebook)
- I understand that if I fail to declare an event which may engage Bye-law 8, or if I provide any false or misleading statement in this form, I may face disciplinary action which may involve an allegation

☐ I confirm I have read, understood and accept the membership declaration and Byelaw 8

提交会员申请后，审批  
时间为10个工作日



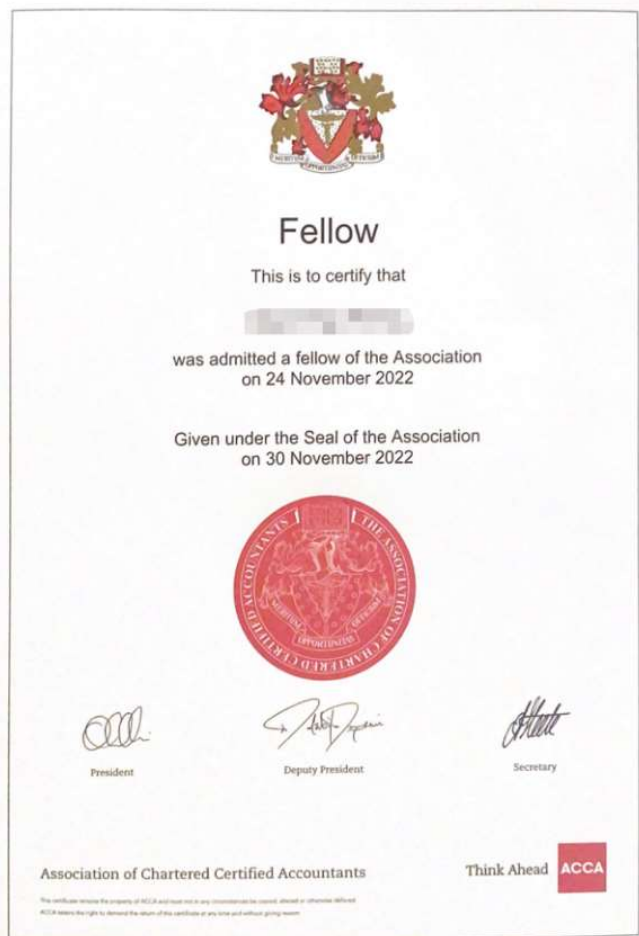
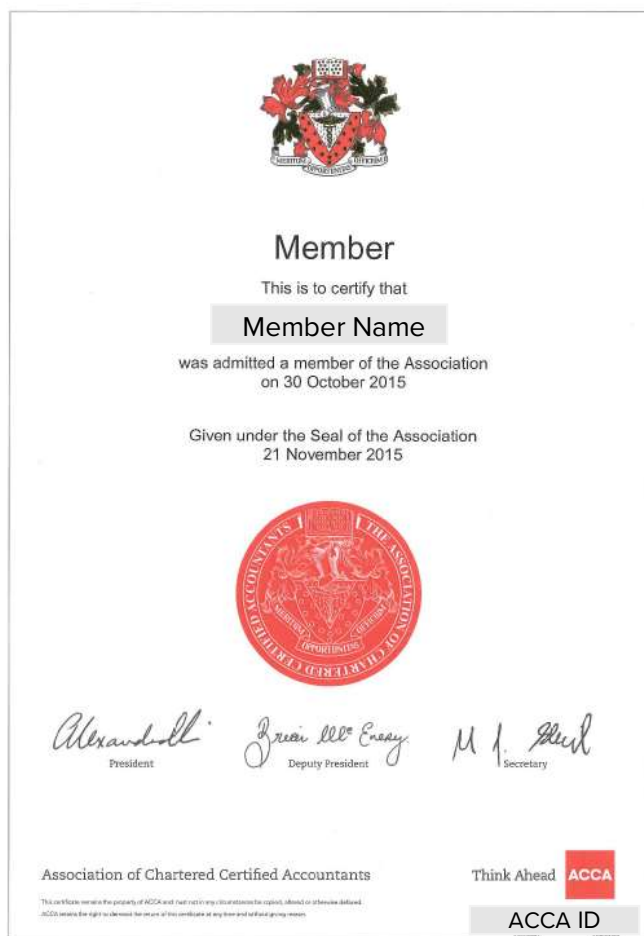


## 填写表格提交会员申请

- 曾经提交过在线会员申请但未通过，或无法打开在线会员申请页面？
- 打印并填写会员申请表，将扫描件发送至members@accaglobal.com  
[https://www.accaglobal.com/content/dam/ACCA\\_Global/affiliates/Forms/acca-membership-application-form.pdf](https://www.accaglobal.com/content/dam/ACCA_Global/affiliates/Forms/acca-membership-application-form.pdf)
- 总部会在10个工作日内邮件回复审核结果



# ACCA会员及资深会员FCCA证书范例



## 关于会员及资深会员证书的邮寄安排

成为ACCA会员和资深会员后证书会批量寄到中国办公室，我们会先联系您再用顺丰寄送给您。

请务必把自己正确的联系方式，包括**电话和邮箱**更新在myACCA里，否则我们无法联系本人寄送证书。

说明：成为ACCA会员后，连续5年账户状态良好（期间未被除名过），ACCA会员将自动转换为FCCA（ACCA资深会员）。



# Q&A

## 1. 没考完之前的工作经验算吗？

答：算，实习与兼职也算。兼职工作获得的经验只能根据按比例的方式计入为申请ACCA会员而需达成的PER。您将会被要求将您在岗位上一周工作的小时数录入“My Experience”，然后您的工作时间会自动计算出来。因此，建议您尽量获得具有相关性、获得指导的符合PER的全职工作经验\*。

\*作为一项指导原则，ACCA将全职工作经验定为每周35小时。1540小时的兼职工作等于12个月的全职工作经验。其中将年假等剔除。

## 2. 在A公司工作2年，B公司工作2年，是不是需要两个PES去签字啊？

答：是的。工作经验（时间）需要原公司的HR或Line Manager去确认的。

Performance objectives则可以让同一个PES或不同的PES帮您做确认。

## 3. 目前正在一家认可的雇主工作，但是不满36个月，可以把Performance objectives全豁免了吗？

答：可以的。假如您觉得您在目前的工作上已经能够体现出您达到9个Performance objectives的要求了，那么您是可以9个全豁免的，也可以申请部分豁免。

## 4. 国有企业一般以职称为主，尤其是较为年长的Line Manager，高级会计师是否属于IFAC？

答：国内职称并不属于IFAC体系的专业会计师团体，所以不可作为PES的。



## Q&A

5. 如果我用PER confirmation form申请PO豁免，那么工作时间需要另外找PES审批吗？

答：需要的。如果您所在的ACCA认可雇主拥有trainee development 资质，您可以通过填写免PO申请表 (Approved Employer PER confirmation form) 申请PO的豁免。在培训生类认可雇主工作超过36个月的请按照以下步骤完成会员申请1、先登录myACCA登记这36个月工作时间。登记步骤请看以下指南 <https://www.accaglobal.com.cn/content/dam/acca/member/files/2025/01/2025-Membership-Application-Guide.pdf>2、下载并填写Approved Employer PER confirmation form <https://www.accaglobal.com.cn/content/dam/acca/email/files/Approved-Employer-PER-confirmation-form.pdf>3、找一位您的上级（持有ACCA或者其他国际会计师联合会（IFAC）机构的会员）帮您在打印版的表格上签字确认 4、发送扫描版的表格以及PES的IFAC会员证书扫描件到 [info@accaglobal.com](mailto:info@accaglobal.com) 5、等待总部回复（一般5个工作日内），并根据回复指引在myACCA操作申请会员即可。

6. 我需要一次性完成所有的Performance Objectives (PO) 吗？

答：关于Performance Objectives的完成，您可以根据自己的进度和实际情况，可以一次性完成，也可以分批次完成。

7. 在我的 “My qualifications”的界面里，没有“Apply for membership”的按钮，怎么办？

答：如果没有这个按钮，您可以选择下载会员申请表，填妥后，以扫描件形式回传至[members@accaglobal.com](mailto:members@accaglobal.com)申请。