

ACCA 会员申请指南 2025

更新日期：2025.03

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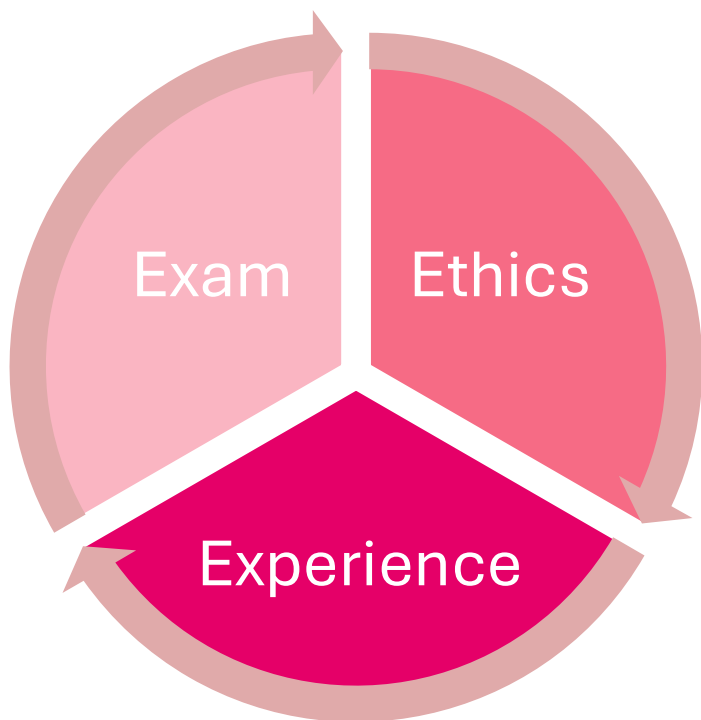
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成为会员的条件？

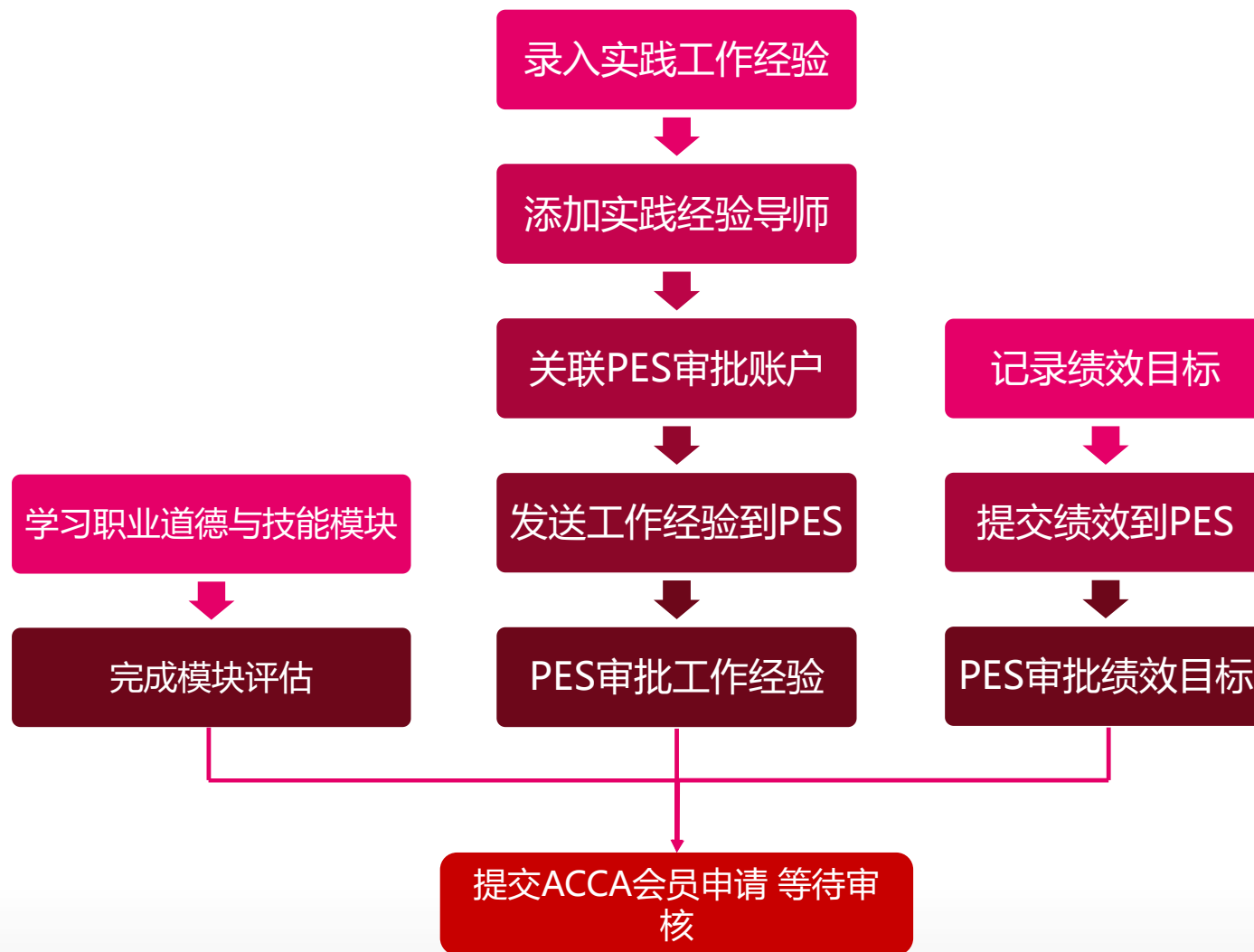
How to be member?

9

成为ACCA 会员的基本条件



- ✓ Exam 完成并通过13门ACCA专业资格考试
- ✓ Ethics 完成职业道德与职业技能模块
- ✓ Experience 录入实践工作经验和记录绩效目标



完成职业道德与专业技能模块

Ethics and Professional Skills Module(EPSM)

- 1.EPSM是什么
- 2.EPSM的模块
- 3.如何登录EPSM

EPSM是什么？



- 是一个**创新型交互式**模块，利用真实商业情境下挑战，帮助学习者提高职业道德与专业技能。
- 通过云端学习，打破时空限制，**随时随地**按需学习
- **10大单元**全覆盖，系统培养雇主看重的关键职场技能
- 针对性强化问题解决、数字技能、沟通与谈判，**打造全能财务专家**

EPSM是什么？

共10个单元，最后一个单元为测试评估

Unit 1 职业道德与专业素

Ethics and professionalism

Unit 2 个人效能

Personal effectiveness

Unit 3 沟通交流与人际交往技能

Communication & interpersonal skills

Unit 4 商业意识

Commercial awareness

Unit 5 领导力与团队协作

Leadership and team working

Unit 6 创新与质疑精神

Innovation and skepticism

Unit 7 数据分析

Data analytics

Unit 8 案例研究

Case study

Unit 9 战略专业支持

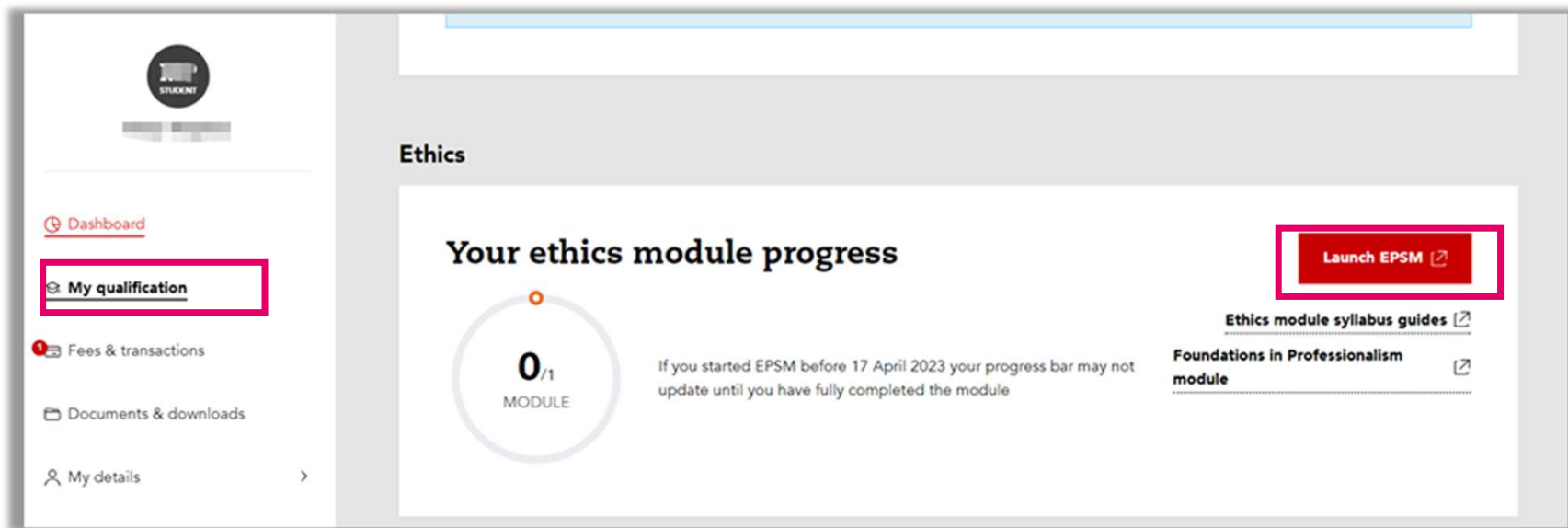
Strategic professional support

Unit 10 模块结束评估

End of module assessment



登录myACCA，点击 ‘My qualification’ - ‘Launch EPSM’



扫描上方二维码
查看购买指南一键通

记录工作经验

Record your experience

- 1.记录工作经验
- 2.添加实践经验导师
- 3.关联导师账户
- 4.发送工作经验给导师

实践工作经验要求

Record your experience

1. 工作内容与财会领域相关：大部分时间用于会计、财务、审计和认证有关的活动和任务上，或者税务、破产和鉴证等其他相关技术领域的活动和任务上。
2. 工作方式：可以是兼职工作、实习工作甚至是部分职责涉及会计和财务方面工作的岗位。
3. 时间：36个月。36个月的实践无须一次性或在同一个岗位/一份工作完成。许多类型的工作都可计为PER。甚至包括您在成为ACCA准会员以前所做的工作。



第一步 登录myACCA， 点击‘Launch MyExperience’ Route1

MP STUDENT

Dashboard

My qualification

Fees & transactions

Documents & downloads

My details >

MY QUALIFICATION

Keeping track of your qualification

Practical experience

Your Training log - L4 progress

- MONTHS IN RELEVANT ROLE
229 months recorded, 5 signed off
- PERFORMANCE OBJECTIVES
0 objectives completed, 12 to go

Launch MyExperience

Training log essential guide

Performance objectives guide

第一步 登录myACCA，点击‘Record your practical experience’ Route2



Dashboard

My qualification

1 Fees & transactions

Documents & downloads

My details

Your overview

ACCA ID

MY QUALIFICATION

ACCA Accounting Technician Apprenticeship

[View progress](#)

ACCOUNT BALANCE

£137 in debit

[View transactions](#)

ACCA KEY DATES

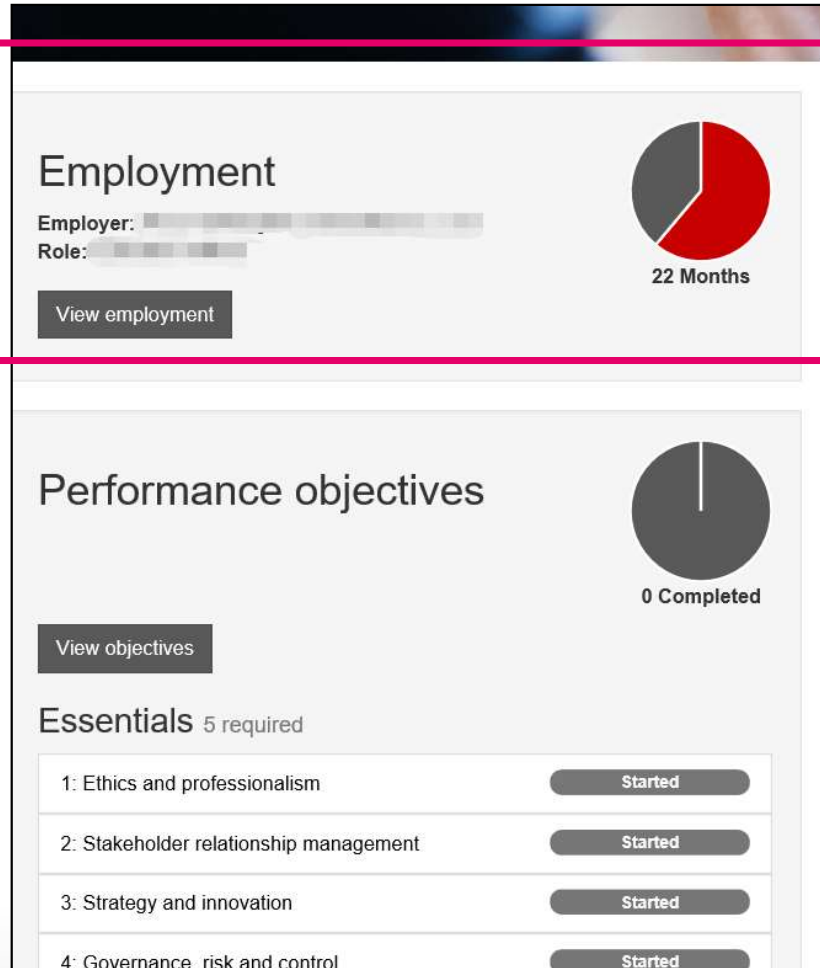
- **Annual subscription due:** 1 January 2025
- **September exams:** 2-6 September 2024
- **December exams:** 2-6 December 2024

COMMON ACTIONS

[Book an exam](#) [View your certificates](#)
[Print a transcript](#) [Record your practical experience](#)

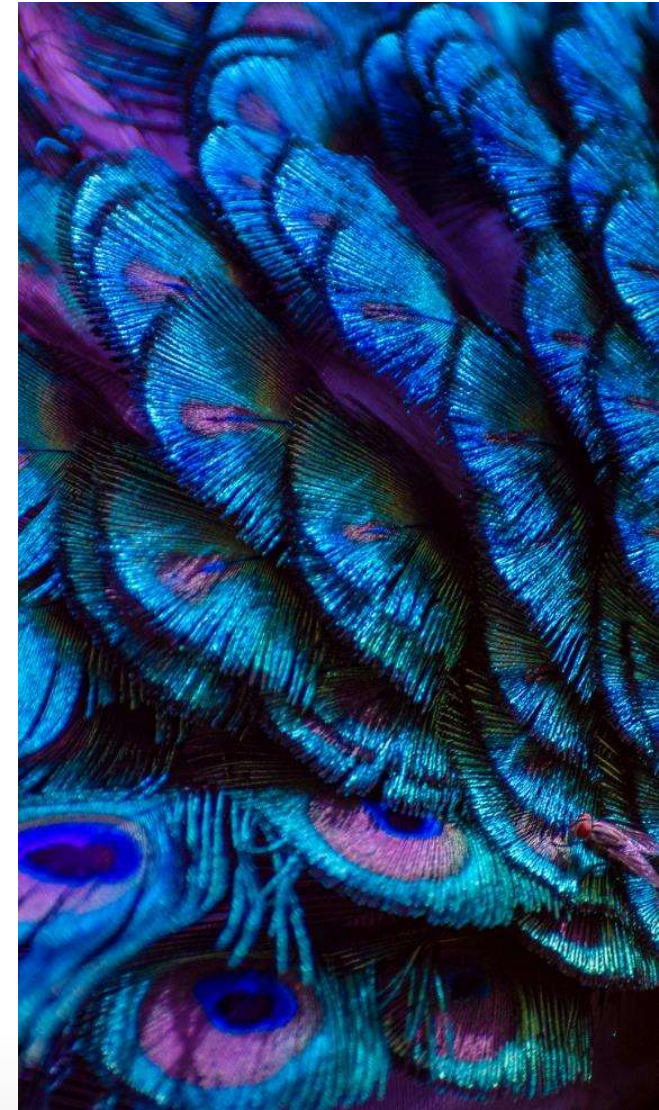
第二步 进入记录页面

点击 'View employment'
进入页面



The screenshot displays a user dashboard with three main sections. The 'Employment' section at the top shows a pie chart with a red segment representing 22 months, with fields for Employer and Role, and a 'View employment' button. The 'Performance objectives' section below it features a grey pie chart indicating 0 completed objectives and a 'View objectives' button. The 'Essentials' section at the bottom lists four items, each with a 'Started' button.

Essentials	5 required
1: Ethics and professionalism	Started
2: Stakeholder relationship management	Started
3: Strategy and innovation	Started
4: Governance, risk and control	Started



第二步 添加雇主信息

Employment

7 Months

Add new employer Manage roles

NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 -) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months

温馨提示：这里显示的是您已经录入的时间，而不是已经被PES确认好的时间

Employment

7 Months

Add new employer Manage roles

NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 -) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months

Employer details

Please complete the fields below and save and finish

For example

Employer name *
ACCA

Address line 1 *
No.1, Tianhe Road

Address line 2

Town / City *
Guangzhou

County / State
Guangdong

Country *
China

Zip code / Post code
510620

Save and finish

所有信息请用英文字符填写
带 * 号都为必填项
点击 'Save and finish' 进入下一步
注意：实践经验导师是直接绑定在每一份工作经验里，所以要先添加和编辑好雇主信息和职位信息，系统方能出现PES的部分供编辑。





第二步 添加和编辑职位信息

Employment



7 Months

[Add new employer](#) [Manage roles](#)

 ACCA	-
NASA	01/01/2013 - 30/04/2013 -  3 Months
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	4 Months
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 -) - 	0 Months
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	0 Months

Employer name ACCA

Address line 1 No.1 Tianhe Road

Address line 2

Town / City Guangzhou

County / State Guangdong

Country China, Peoples Rep of

Zip code / Post code 510000

[Edit this employer](#) [Delete this employer](#) [Add new role](#)

点击对应雇主栏进入，点击
'Add new role' 添加职位信息
和工作时间

Role details

Complete the fields below and *save and finish*.

Remember to confirm the number of hours you work each week and the percentage of your time that's spent on relevant activities. You can only claim a maximum of 35 hours for a full time role.

Job title *

Start date *

08/03/2016

End date ?

DD/MM/YYYY

Average hours per week * ?

35

% Relevant role * ?

100

ACCA approved employer? * ?

No

Is this an audit role? * ?

No

[Save and finish](#)

请如实填写职位信息

包括职位名称，工作开始日期，工作结束日期，每周平均工作小时，相关工作的时间占比，是否为认可雇主，是否涉及审计

注意：

1. End date须填写具体的日期，系统才能计算出总共的工作时间
2. 如有疑问，可点击旁边的问号，为填空内容的解释

在系统中添加实践经验导师PES

Add new supervisor

第三步 添加实践经验导师PES

Employment

Add new employer

Manage roles

173 Months

Kennen's Home

05/05/2018 - current

- Accountancy Consultant (05/05/2018 -)

12 Months

aaa

29/04/2018 - 02/04/2019

- auditor (29/04/2018 - 02/04/2019)

11 Months

ABC

20/04/2017 - 02/04/2019

- auditor (29/04/2018 - 02/04/2019)

11 Months

- auditor (20/04/2017 -)

25 Months

Accountants Enterprise

20/06/2018 - current

- The Boss (20/06/2018 -)

6 Months

?

Job title

Accountancy Consultant

Start date

05/05/2018

End date

Average hours per week

35

% Relevant role

100

ACCA approved employer?

No

Is this an audit role?

Yes

Is this a lecturing role?

No

Edit this role

Practical experience supervisors

Add selected supervisor

Add new supervisor

Kennen Feng

✓ Approve performance objectives

✓ Approve time

Disabled

填写并保存职位信息后，在您职位信息下方，添加实践经验导师

实践经验导师能如何帮助您?

Practical Experience Supervisor(PES)

PES需要帮您在线确认:

- ✓ 36 months' working experience
累计 36 个月财会相关工作经验
- ✓ 9 Performance objectives
完成 9 个绩效目标



谁能成为您的实践经验导师？

如何定义PES？

A **qualified accountant** of a professional accountancy or audit body recognised by law in this country **who knows your work**.

*If your line manager is not suitably qualified, you need to identify someone qualified to sign-off the objectives, but your line manager can still sign-off your working time.

职场关系	定义	审批工作时间	审批Performance Objectives
IFAC Qualified Line Manager	既是您的上级，也拥有IFAC相关资质	√	√
Non IFAC Qualified Line Manager	仅仅是您同一职场的上级或HR	√	
IFAC Qualified-Internal Supervisor	公司内部其他比您资深的经理同事，也拥有IFAC相关资质	√	√
IFAC Qualified-External Supervisor	公司外部有业务往来的机构里拥有IFAC相关资质的会计师、审计师或咨询师		√

*IFAC: International Federation of Accountants (国际会计师联合会)
主要成员: ACCA, CICPA等等
(拥有这类型专业资格的称为
IFAC Qualified, IFAC体系内的成员都可成为您的PES)

更多IFAC相关信息请浏览以下网址:

<https://www.ifac.org/who-we-are/membership>

第三步 编辑PES信息

- Se [redacted] untat (05/09/2020 - 01/01/2023)	27 Months
Bo [redacted]	05/06/2024 - 06/08/2024
- Bis [redacted] (05/06/2024 - 06/08/2024)	2 Months
A [redacted]	14/12/2020 - 14/12/2023
- [redacted] A (14/12/2020 - 14/12/2023)	36 Months
[redacted]	06/09/2022 - current
- Ac [redacted] 08/2023 -)	18 Months
- [redacted] (06/09/2022 -)	30 Months
A [redacted]	01/01/2022 - 27/06/2023
- Ac [redacted] (01/01/2022 - 27/06/2023)	17 Months

First Name *

Last name *

E-mail Address * ?

Relationship * ?

Job Title *

Save and send invite

请用英文字符填写

姓名，常用邮箱，
与PES的关系（请参照
上一页关系叙述），
PES的职位名称

填写后请点击'save and
send invite'，系统会自动
发送一封邀请邮件到
您的PES

第四步 PES收到系统邀请邮件

Dear [REDACTED]

You have been nominated by [REDACTED] as their practical experience supervisor during their employment at [REDACTED] to help them complete their practical experience requirement (PER) – an important component of the ACCA Qualification.

Please use the link below to start the registration process.

<https://experience.accaglobal.com/Public/report.aspx?memberQueryID=22F5C6FD-9335-4COD-AB1A-368D38DD4A72&WPSREFID=98124849-353C-458A-ACC9-F73C0C35938C>

If you've not previously registered or need additional help you can view our step-by-step guides for either [ACCA members](#) or [non-members](#). ACCA has lots of resources to help you understand the PER policy and support your trainees in achieving it, find out more at [accaglobal.com/per](#)

ACCA recognises the contribution that practical experience supervisors make to the development of ACCA trainees and thank you for your commitment and support.

Regards
ACCA

Please note this email is an automated notification which is unable to receive replies. Please contact us directly via [accaglobal.com/contactus](#) where we will be happy to help you with any questions or concerns you may have.


在您填好PES的信息并发送邀请后，您的PES会收到一封邮件（如图），他/她可以点击邮件里的链接开始创建ACCA账户来确认您的工作时间和批阅 Performance objectives

如无收到，请检查广告/垃圾邮箱

第五步 PES建立审批账号

Already registered with ACCA?

If you have a username and password for My ACCA please login.

[My ACCA](#) 

Forgot your username?

Forgot your password?

Not registered with ACCA?

Please enter your details to create a My ACCA account.

First name: *

Last name: *

Email: *

Date of birth (dd/mm/yyyy): *

Create account

Footer: in, twitter, YouTube, f, Call us +44 (0)141 582 2000, Contact us, Contact information for your local office

您的PES已是ACCA会员：
点击左边的myACCA链接，
登录到他/她自己原来的会员账号即可绑定账号。

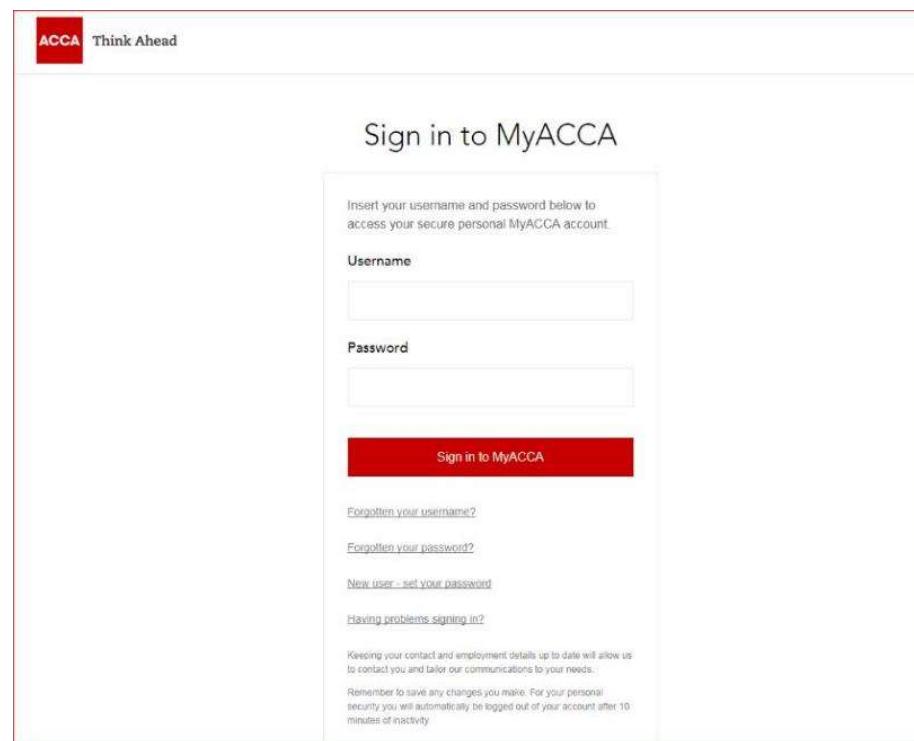
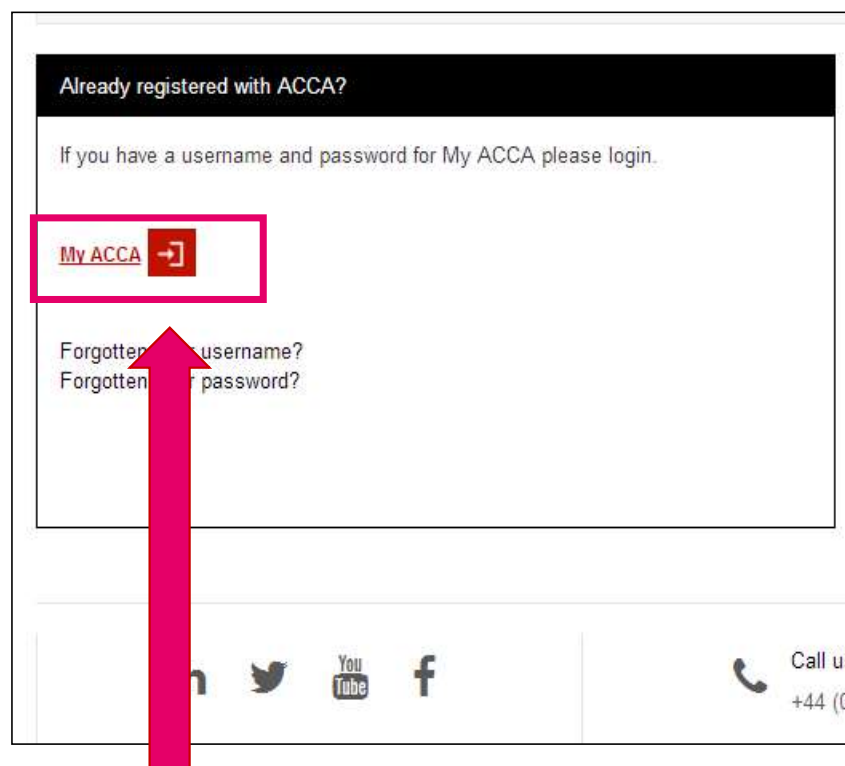
您的PES不是ACCA会员：
按照步骤提示建立一个ACCA账户，用以批阅您的工作经验(Time)与Performance objectives。

关联PES账号

Link the account with PES

第六步 PES关联审批账号

如果您的PES是ACCA会员



点击左边页面的My ACCA直接进入右边页面，请PES输入7位的ACCA ID和您的账户密码

第六步 PES关联审批账号

如果您的PES是ACCA会员

The screenshot shows the MYACCA Supervisor interface. At the top, there's a header with 'MYACCA' and 'ACCA' logos, and 'HOME' and 'LOGOUT' links. Below the header, there's a 'Supervisor' tab. On the left, a 'NAVIGATION MENU' is visible with 'Supervisor home' and 'Review and sign-off' (highlighted with a red box). The main content area is divided into two sections. The top section is 'MENTOR PERSONAL DETAILS' with fields for 'MR Dad: *****', 'ACCA n...', and 'E-MAIL' (with an 'UPDATE' button). Below this is a 'MAILING ADDRESS' section with an 'UPDATE' button and a note: 'Please update as there has been problems delivering your mail to this address'. The bottom section is 'TRAINEE PRACTICAL EXPERIENCE REQUIREMENT' with text explaining the requirement and a link to 'Go to the experience record to review and sign-off your trainees' practical experience' (highlighted with a red box).

登录后，会进入到这个界面，请确认您的个人信息；

然后点击 'Review and sign-off' 或者 'experience record' 进入审批页面

第六步 PES关联审批账号

如果您的PES是ACCA会员

Supervisor overview

IFAC member body

If you're a member of an accountancy body please add your membership details

Add membership details

请在此上传IFAC相关的资格证书（图片或扫描件）

Link with trainee

Lilly Laronette has asked you to be their practical experience supervisor.

Please confirm or amend your relationship and job title.

Pathway

Relationship

Job Title

Confirm and link

PER

IFAC qualified line manager

Accountant

请确认与学员/准会员的职场关系，可参考前文

进入审批页面后，PES需要在此处添加相关资格证书的图片或扫描件

确认与学员/准会员的职场关系

确认无误后，请点击‘Confirm and link’，此处已完成PES账号的关联

第六步 PES关联审批账号

如果您的PES不是ACCA会员

Not registered with ACCA?

Please enter your details to create a My ACCA account.

First name: *


Last name: *

Email: *

Date of birth (dd/mm/yyyy): *

Create account

141 582 2000

 **Contact us**
Contact information for your local office


您须按照步骤提示建立一个ACCA账户
这只是一个PES的账户








ACCA Think Ahead


Message sent
We have sent a message containing your login details to the address you used to register your ACCA Global Account.

My ACCA account created
Please make a note of your new My ACCA username.
ACCA Username: **26006333**
Please access My ACCA, and use the forgotten password facility to generate a secure password and complete the registration process.

[My ACCA](#) 

 **Call us**
+44 (0)141 582 2000

 **Contact us**
Contact information for your local office

© 2017 Association of Chartered Certified Accountants (ACCA)

您的账户已被创建，并通过邮件获得ACCA ID。请点击MyACCA链接，
按要求设置一个安全密码。

第六步 PES关联审批账号

如果您的PES不是ACCA会员

Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

[Sign in to MyACCA](#)

[Forgotten your username?](#)

[Forgotten your password?](#)

[New user - set your password](#)

[Having problems signing in?](#)

Set/Reset your password

Enter the username used to register your MyACCA account.

Username

[Forgotten your username?](#)

[Set/Reset your password](#)

[Back to Sign in](#)

选择“New user – set your password”，输入您的ACCA ID，完成密码设置

第六步 PES关联审批账号

如果您的PES不是ACCA会员

Set/Reset your password

Password reset email sent

[Back to Sign In](#)



您会看到以上界面信息，并收到一份带有修改密码链接的邮件，请点击进行密码修改



Choose your new password

Please enter your new password below.

Password ?

Re-type password

Set new password

[Back to Sign In](#)

Choose your new password

Password reset

[Back to Sign In](#)

设置一个新密码，确保密码符合安全标准，然后单击“back to sign in”，请使用您的ACCA ID和密码登录。

第六步 PES关联审批账号

如果您的PES不是ACCA会员

MYACCA ACCA

HOME LOGOUT

Supervisor

NAVIGATION MENU

- Supervisor home
- Review and sign-off**

MENTOR PERSONAL DETAILS

MR Dad: *****

ACCA n: *****3

E-MAIL: ***** UPDATE

Your e-mail address is: *****
Please ensure you keep your e-mail address up to date to ensure you receive important ACCA communications

MAILING ADDRESS UPDATE

Please update as there has been problems delivering your mail to this address

TRAINEE PRACTICAL EXPERIENCE REQUIREMENT

The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.

Trainees are able to record their achievement through an online *My Experience* record. *My Experience* provides a valuable record of workplace achievements.

Go to the **experience record** to review and sign-off your trainees' practical experience.

登录后，会进入到这个界面，请确认您的个人信息；

然后点击 'Review and sign-off' 或者 'experience record' 进入审批页面

第六步 PES关联审批账号

如果您的PES不是ACCA会员

Supervisor overview

IFAC member body

If you're a member of an accountancy body please add your membership details

Add membership details

请在此上传IFAC相关的资格证书（图片或扫描件）

Link with trainee

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Please confirm or amend your relationship and job title.

Pathway

Relationship

Job Title

Confirm and link

PER

IFAC qualified line manager

Accountant

请确认与学员/准会员的职场关系，可参考前文

进入审批页面后，PES需要在此处添加相关资格证书的图片或扫描件

确认与学员/准会员的职场关系

确认无误后，请点击
'Confirm and link'，此处已完成PES账号的关联

6

提交工作经验给PES审批

Claim the time

9

您需要查询并确认PES的相关状态

Employment

173 Months

Add new employer Manage roles

Kennen's Home	05/05/2018 - current	
- Accountancy Consultant (05/05/2018 -)		12 Months
aaa	29/04/2018 - 02/04/2019	
- auditor (29/04/2018 - 02/04/2019)		
ABC	20/04/2017 - 02/04/2019	
- auditor (29/04/2018 - 02/04/2019)		11 Months
- auditor (20/04/2017 -)		25 Months
Accountants Enterprise	20/06/2018 - current	
- The Boss (20/06/2018 -)		6 Months

点击对应的职位进入

等待 PES 接受邀请的状态

Practical experience supervisors

Add new supervisor

显示您的名字

✓ Approve time

⌚ Waiting

Edit details

Resend invite

Remove supervisor

PES已经接受邀请和绑定账号的状态

右下角显示状态为“Enabled”的时候，代表PES已经和您的账号联结，可以审批工作经验

Practical experience supervisors

▼

Add selected supervisor

Add new supervisor

显示PES的名字

✓ Approve performance objectives

✓ Approve time

Enabled

第六步 提交工作经验给PES审批

ACCA

Think Ahead

[Home](#) [Help](#) [Employment](#) [Objectives](#) [Claim time](#) [Logout](#) PER Amrute Name


Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).

To make this recorded time count towards your 36 months' total you need to it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role



26 Months

ACCA14/07/2014 - 09/03/2016

- Customer Service Officer

You have 19 Months you can claim now

Claim this time

NASA01/01/2013 - 30/04/2013

- Spaceman

3 Months

ACCA01/01/2012 - 01/05/2012

- TM

4 Months

company two18/10/2010 - current

- Admissions Manager

0 Months

Signed off time

Below is the time that you've had approved by your supervisor- and the time that you're still waiting for your supervisor to approve.

If you've any outstanding time submissions then you can send a reminder to your supervisor.

If your supervisor declines your submission then you can delete it - update your employment records where necessary- and re-submit the time to your supervisor.

Waiting for approval0 Months

Approved7 Months

3 Months claimed on the IMPORT in the role of Spaceman at NASA

Import approved

Remove claim

4 Months claimed on the IMPORT in the role of TM at ACCA

Import approved

Remove claim

Malta Financial Services Authority	01/04/2017 - 27/02/2021
- Internal Auditor	47 Months
Malta Financial Services Authority	01/05/2015 - 31/03/2017
- Finance Manager	0 Months
You have 23 Months you can claim now	
Claim this time	

Import approved的工作时间需要PES审核
需要点” claim this time”，然后联系PES进行确认。

第六步 提交工作经验给PES审批

提交后, 请查看您工作经验的状态

Waiting for approval为等待PES审批的时间

Approved为PES已经审批的时间

Request time approval
Please submit the time you're claiming to your supervisor for sign-off.

Please select your supervisor and add a comment they will be able to view when reviewing your assessment request.

Claimed time
19 Months claimed on the 09/03/2016 in the role of Customer Service Officer at ACCA **Not approved**

Practical experience supervisor: Dada Lee 下拉菜单选择对应的PES

Comments:
Edit

Submit 选择对应的PES后提交 Words: 0



ACCA Think Ahead
Home Help Employment Objective Claim time Log out

Claiming your time
The pie chart on the right shows the number of months that you've recorded in your role(s).
To make this recorded time count towards your 36 months' total you need to get it signed off by a practical experience supervisor from the employer where you gained the experience.
Below you can see:
• the number of months you've had signed off in each role
• the number of months you've sent to your supervisor for sign-off in each role
• any additional time you've got available to claim in a role- either because you've end dated a role or reached 36 months' experience.

Signed off time
Below is the time that you've had approved by your supervisor - and the time that you're still waiting for your supervisor to approve.
If you've any outstanding time submissions then you can send a reminder to your supervisor.
If your supervisor declines your submission then you can remove it - update your employment records where necessary - and re-submit the correct time to your supervisor.

Waiting for approval 13 Months **Approved 113 Months**

12 Months claimed on the 18/02/2019 in the role of **Test Role 1** **Waiting for approval** at ACCA
Send new request
Remove claim

Role	Start Date	End Date	Months
Kennet's Home	05/05/2018	current	
- Accountancy Consultant			36 Months
aaa	29/04/2018	02/04/2019	

6

记录绩效目标

Record your performance objective
(PO)

- 1.进入记录页面
- 2.点击PO开始记录
- 3.按element内容撰写PO的总结
- 4.提交PO给PES审批

9

绩效目标PO

performance objective (PO)

作为PER的一部分，您将完成绩效目标，以表明您能将通过考试教学大纲习得的知识、技能和行为运用于真实生活和工作活动。您将通过在日常工作中的实践来达成各目标要素，最终，通过文字描述把从中所获得的经验和所开展的工作的实例表述出来，而这将是实践经验导师进行判断的依据。

您必须完成全部**九项**绩效目标，包括：**所有五项核心能力目标（必选）**以及**七个技术领域17项技术能力表现目标（17选4）**。

每一项PO都由description, element（用以描述所要求的相关技能与经验）和statement组成。您可以在statement中简单总结您的工作，以及从中得到的反思，由此您的上级就能够判断您是否已经达到标准了。

写statement的时候，要注意以下几点：

1. 简洁明了
2. 避免术语或缩写（可以使用注解）
3. 使用证据和例子去阐述论点
4. 避免信息重复或引用其他statements



第一步 进入记录页面

点击 'View objectives'
进入页面

Employment

Employer: [REDACTED]
Role: [REDACTED]

22 Months

View employment

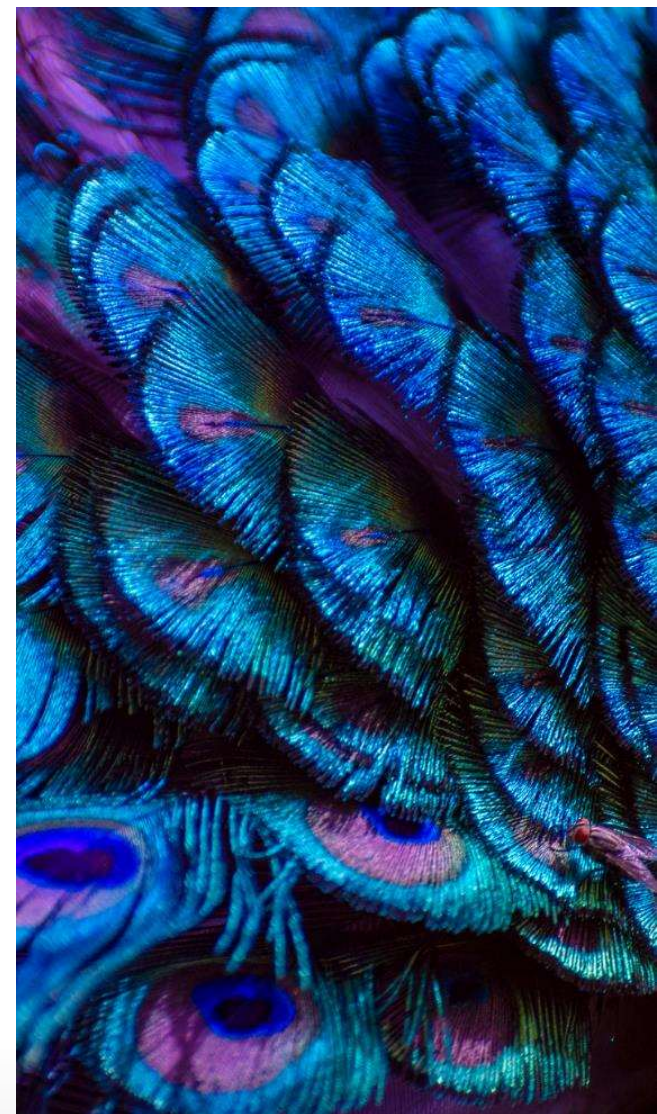
Performance objectives

0 Completed

View objectives

Essentials 5 required

1: Ethics and professionalism	Started
2: Stakeholder relationship management	Started
3: Strategy and innovation	Started
4: Governance, risk and control	Started



第二步 点击其中一条PO开始记录

The image shows a two-step process for selecting a performance objective (PO) in the ACCA system. The first screenshot shows a list of POs under 'Essentials' and 'Technical' categories. The second screenshot shows the details for the selected PO, 'Stakeholder relationship management', with a red box highlighting the 'Start objective' button and the 'Description' tab.

Performance objectives

Essentials 5 required 3 Completed

- 1: Professionalism and ethics **Transferred**
- 2: Stakeholder relationship management
- 3: Strategy and innovation **Transferred**
- 4: Governance risk and control **Transferred**
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital

Performance objectives

Essentials 5 required 3 Completed

- 1: Professionalism and ethics **Transferred**
- 2: Stakeholder relationship management
- 3: Strategy and innovation **Transferred**
- 4: Governance risk and control **Transferred**
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital
- 11: Identify and manage financial risk

2: Stakeholder relationship management

Start objective 点击“开始”


Description Examples of activities Linked exams

You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.

Elements

Here are the elements you need to achieve for this performance objective

- a Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.
- b Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.
- c Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.


<h1>Performance objectives</h1>	
	
8 Completed	
<h2>Essentials 5 required</h2>	
1: Ethics and professionalism	Under review
2: Stakeholder relationship management	Started
3: Strategy and innovation	Under review
4: Governance, risk and control	AE exemption
5: Leadership and management	Under review
<h2>Technical 4 required</h2>	
<h3>Corporate and business reporting</h3>	
6: Record and process transactions and events	AE exemption
7: Prepare external financial reports	AE exemption
8: Analyse and interpret financial reports	Completed
<h3>Financial management</h3>	
9: Evaluate investment and financing decisions	Started
10: Manage and control working capital	Under review
11: Identify and manage financial risk	Started
<h3>Management accounting</h3>	
12: Evaluate management accounting systems	Under review

Save statement

第四步 提交PO给PES审批

如果您已经完成了所选PO里面的Statement，您可以直接点Claim objective提交这一项PO。

Performance objectives



0 Completed

Essentials 5 required

1: Professionalism and ethics	Under review
2: Stakeholder relationship management	Completed
3: Strategy and innovation	Under review
4: Governance risk and control	Under review
5: Leadership and management	Under review

Technical 4 required

Corporate reporting

6: Record and process transactions and events
7: Prepare external financial reports

1: Professionalism and ethics

Claim objective

Waiting for approval ?

Description	Examples of activities	Linked exams						
<p>The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.</p>								
<h4>Elements</h4> <p>Here are the elements you need to achieve for this performance objective</p> <table><tbody><tr><td>a</td><td>Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.</td><td>Approved</td></tr><tr><td>b</td><td>Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.</td><td>Approved</td></tr></tbody></table>			a	Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.	Approved	b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	Approved
a	Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.	Approved						
b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	Approved						

第四步 提交PO给PES审批

You can add a new supervisor to a role in the employment section and send them an invitation to register.

If you've already invited a supervisor but they've not yet registered then you can send them a reminder from the employment page. Once your supervisor has registered you'll be able to submit your elements or objectives to them.

6. Record and process transactions and events Remove

6.a Implement or operate systems to record and process accounting data using emerging technology where appropriate or feasible.

6.b Gather information for end-of-period accounting entries – and prepare estimates for adjustments to inter-company accounts.

6.c Verify, input and process routine financial accounting data within the accounting system using emerging technology where appropriate or feasible.

6.d Prepare and review reconciliations and other accounting controls.

6.e Make sure you're using accounting standards and policies when you're processing transactions and events.

Please select a supervisor to send your items to and confirm the role where you gained this experience. You can add an optional comment.

Practical experience supervisor

Select employer - role

Comments:

testing submission

☐ Terms and conditions apply, see more here.

选择对应的PES

Terms and conditions需要阅读后勾选，
然后按submit

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PES如何审批?

Approve your PER

9

第一步 PES登录myACCA- www.accaglobal.com

MYACCA **ACCA**

HOME LOGOUT

Supervisor

NAVIGATION MENU

- Supervisor home
- Review and sign-off**

MENTOR PERSONAL DETAILS

MR Dad: *****
ACCA nu: *****3

E-MAIL **UPDATE**

Your e-mail address is: *****
Please ensure you keep ***** up to date to ensure you receive important ACCA communications

MAILING ADDRESS **UPDATE**

Please update as there has been problems delivering your mail to this address

TRAINEE PRACTICAL EXPERIENCE REQUIREMENT

The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.

Trainees are able to record their achievement through an online *My Experience* record. *My Experience* provides a valuable record of workplace achievements.

Go to the **experience record** to review and sign-off your trainees' practical experience.

第二步 PES进入页面审批工作时间

Trainee name	Permissions	Tasks	
Training John Doe	Can sign performance objectives Can approve time	0 Objectives waiting for assessment 0 Elements waiting for assessment 0 Time waiting for assessment	View trainee


进入后PES会收到需要审核的请求，里面会显示Trainee name以及需要您审批的项目，请点击‘View trainee’

审批时间，请点击‘Approve claimed time’，然后根据实际情况选择‘Approve’或‘Decline’

Viewing [redacted]

Time

[Approve claimed time](#)




6 Months

6 months claimed on the 16/08/2016

[Please choose](#)
[Approve](#)
[Decline](#)

Waiting for approval

Performance objectives



1 Completed

Essentials 5 required

- 1: Professionalism and ethics To be reviewed
- 2: Stakeholder relationship management 2 Elements to go
- 3: Strategy and innovation
- 4: Governance risk and control

第二步 PES进入页面审批PO

The screenshot displays the PES system interface. On the left, there are three sections: 'Time' with a red circle and '65 Months' claimed; 'Performance objectives' with a grey circle and '0 Completed'; and 'Essentials 5 required' with a list of five items. A red box highlights the 'To be reviewed' status for the first four items. Below this is 'Technical 4 required' with a list of four items. Further down are 'Corporate reporting' with three items and 'Financial management' with three items. On the right, the '9. Evaluate investment and financing decisions' PO is shown. A red box highlights the 'Approve' button in the top right corner. Below the button is a 'View statement' button. The main text area contains a paragraph describing the audit process. At the bottom, there is a table with two columns: 'Description' and 'Linked exams'. The table lists two elements: 'a Advise on the appropriateness and cost of different sources of finance.' and 'b Identify and raise an appropriate source of finance for a specific business need.'

Time
Approve claimed time
65 Months

Performance objectives
0 Completed

Essentials 5 required

- 1: Professionalism and ethics
- 2: Stakeholder relationship management
- 3: Strategy and innovation
- 4: Governance risk and control
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital
- 11: Identify and manage financial risk

9. Evaluate investment and financing decisions

Approve

View statement

As an internal auditor, I plan the audits which I participate in, as follows: I review the policies in place related to the area being audited and identify the relevant regulations and laws which were applicable to the process. I also consider the requirements emanating from the MFSA's Ethics Framework during the planning of internal audits and investigations. Furthermore, I carry out a risk assessment on the area being audited and hold discussions with the Risk Management function to identify any other risks associated with the process being audited together with any risk incidents reported. Following discussions with the both the auditees and the internal audit team, I clearly set and document the objectives and scope of the engagement and communicate it to the auditees together with the timeline of the internal audit fieldwork through the notification letter sent by the Head of Internal Audit. Based on the risks identified by Risk Management, the Function being audited and the internal audit's risk assessment, I prepare the audit programme including the controls expected to be in place and the tests to be carried out during the audit fieldwork. The audit programme is inputted on the Internal Audit Software together with any attachments obtained, discuss it with the internal audit team and submit it for review by the Audit Manager. I also include on the Internal Audit Software, the dates of the fieldwork and when the draft and final report are to be issued.

Description Linked exams

You advise on alternative sources of finance, and evaluate and review the financial viability of investment decisions.

Elements

Here are the elements you need to achieve for this performance objective

a	Advise on the appropriateness and cost of different sources of finance.
b	Identify and raise an appropriate source of finance for a specific business need.

To be reviewed 意味着该PO正等待PES审批。PES只需点击对应的PO，就可以选择页面右上角的Approve来完成该PO的审批。

Statement required的意思是学员/准会员暂未完成该PO的statement。

如果您在ACCA认可雇主任职? Working in Approved Employer?

您可以申请豁免PO!

如何搜索认可雇主？

点击 <https://www.accaglobal.com/gb/en/help/approved-employer.html>

ACCA Think Ahead

My ACCA →

Find an ACCA approved employer

Globally Approved Employers

Approved Employers in a specific country/region

点击这里

About this directory

Country/Region

Firm Name

Select country/region (required)

Firm name (required)

Search

↓

输入Region以及公司英文全名

Country/Region

Firm Name

China

Search

如何搜索认可雇主?

COMPANY NAME

Professional Development (Single office - Shanghai)

Trainee Development - Platinum (Single office - Shanghai)

OR

Trainee Development - Platinum (Country wide)

若Country wide即该雇主全国范围的办公点都有资格作为认可雇主豁免您的PO;

若Single office-Shanghai, 即表示只有上海办公点/分公司才有资格作为认可雇主豁免您的PO;

所以在后续填写PO豁免表格时先查看能作为认可雇主的范围, 再填写详细公司地址。

只有黄金及白金级培训生发展类 (trainee development) 认可雇主才能为您豁免PO。

Company ID

Approval scope Single office

Performance objective exemption Yes

ACCA trainees may claim a performance objective exemption, however they still need to use their online My Experience to:

- record that they are claiming the performance objective exemption
- enter the employment details and employment status
- record progress towards achieving 36 months in a relevant role.

Please check with the employer to confirm whether they want to allow ACCA trainees to claim the performance objectives exemption.

Foundation practical experience requirement exemption No

FIA students are required to record their experience in your FPER My Experience recording tool.

The scope of this approval covers the following locations

Location

Department / Function

Valid from

Shanghai, China, People's Republic of

01 January 2019

这个ID即为Approved Employer Number, 需填在PO申请表中

查询ACCA认可雇主后，如何找到PO豁免表格并填写？

Employment

14 Months

Add new employer Manage roles

Job title	Trainee Accountant
Start date	01/12/2014
End date	22/02/2016
Average hours per week	35
% Relevant role	100
ACCA approved employer?	Yes
Is this an audit role?	No

Edit this role

Approved employer form

You've indicated that this role is with an ACCA approved employer.

If you are leaving this employer, or you have completed your 36 months' experience, then complete and submit the attached form to ACCA. You won't be able to claim the performance objective exemption until you submit this form.

Approved Employer PER Confirmation form

Step 1: 登录myACCA录入工作经验
Step 2: 下载并填写Approved Employer PER confirmation form

如果您正受聘于或曾任职于ACCA黄金级或白金级培训生发展类 (trainee development) 认可雇主，可以在该职业信息里的“ACCA approved employer”里选YES, 之后页面会出现PO豁免申请表，请下载该表。

填写豁免申请表 Approved Employer PER Confirmation Form

1 YOUR WORKPLACE DETAILS

To be completed by the trainee

Full name

Email address

ACCA registration number

Date of birth

Organisation name

Approved Employer number

Job title

Dates of employment

Months in a relevant role

Percentage relevance of role

Employer address including postcode

Level of approval (Gold/Platinum)

认可雇主编号

在该雇主工作了多少个月

填写：黄金级雇主或白金级雇主

PES的
基本信息

2 ACCA APPROVED EMPLOYER DETAILS

To be completed by the ACCA Approved Employer primary contact or practical experience supervisor

Full name

ACCA registration number (if applicable)

Job title

Qualifications

Email address

Relationship to trainee

Signature

如果PES是ACCA会员，请填写注册号

PES所拥有的资质，如ACCA或CICPA等

PES与您的关系

PES签名

准会员提交此表格时，需要附上PES的IFAC会员证书扫描件，或其他的会员资格证明，如最新的Letter of Good Standing.

填写豁免申请表 Approved Employer PER Confirmation Form

必须完成，全部由PES签名，并签上完成日期。

按照个人情况选择4项已经在职场上达到的目标，由PES签名，并签上完成日期。

	Performance objective	Signature	Date (DD/MM/YYYY)
ESSENTIALS	1 Ethics and professionalism		
	2 Stakeholder relationship management		
	3 Strategy, innovation and sustainable value creation		
	4 Governance, risk and control		
	5 Leadership and management		
TECHNICAL	6 Record and process transactions and events		
	7 Prepare external financial reports		
	8 Analyse and interpret financial reports		
	9 Evaluate investment and financing decisions		
	10 Manage and control working capital		
	11 Identify and manage financial risk		
	12 Evaluate management accounting systems		
	13 Plan and control performance		
	14 Monitor performance		
	15 Tax computations and assessments		
	16 Tax compliance and verification		
	17 Tax planning and advice		
	18 Prepare for and plan the audit and assurance process		
	19 Collect and evaluate evidence for an audit or assurance engagement		
	20 Review and report on the findings of an audit or assurance engagement		
	21 Business advisory		
	22 Data analysis and decision support		

In addition to achieving the performance objectives signed off above, I confirm that the trainee named in section 1:

- has been employed by this organisation during the dates entered in section 1
- has achieved the number of months in a relevant role claimed in section 1 (to be prorated for part-time experience)
- has followed this organisation's performance management and appraisal processes
- is eligible to claim performance objectives through the Approved Employer route.

Print name

Signature PES签名

Date 签名日期

温馨提醒：

1. 请在对应完成的PO后逐一签名及签上完成日期。

	Performance Objective	Signature	Date (DD/MM/YYYY)
ESSENTIALS	1 Ethics and professionalism		
	2 Stakeholder relationship management		
	3 Strategy and innovation		
	4 Governance, risk and control		
	5 Leadership and management		
TECHNICAL	6 Record and process transactions and events		
	7 Prepare external financial reports		
	8 Analyse and interpret financial reports		
	9 Evaluate investment and financing decisions		
	10 Manage and control working capital		
	11 Identify and manage financial risk		
	12 Evaluate management accounting systems		
	13 Plan and control performance		
	14 Monitor performance		
	15 Tax computations and assessments		
	16 Tax compliance and verification		
	17 Tax planning and advice		
	18 Prepare for and plan the audit and assurance process		
	19 Collect and evaluate evidence for an audit or assurance engagement		
	20 Review and report on the findings of an audit or assurance engagement		
	21 Business advisory		
	22 Data analysis and decision support		

2. 请不要22项目标都全部签名及签上日期

ESSENTIALS: 5项目标需要全部逐一签名
TECHNICAL: 请选择其中4项逐一签名

3. 填写后，请发送扫描版的表格以及PES的IFAC会员证书扫描件到 info@accaglobal.com，相关部门收到后，会在10个工作日内回复。

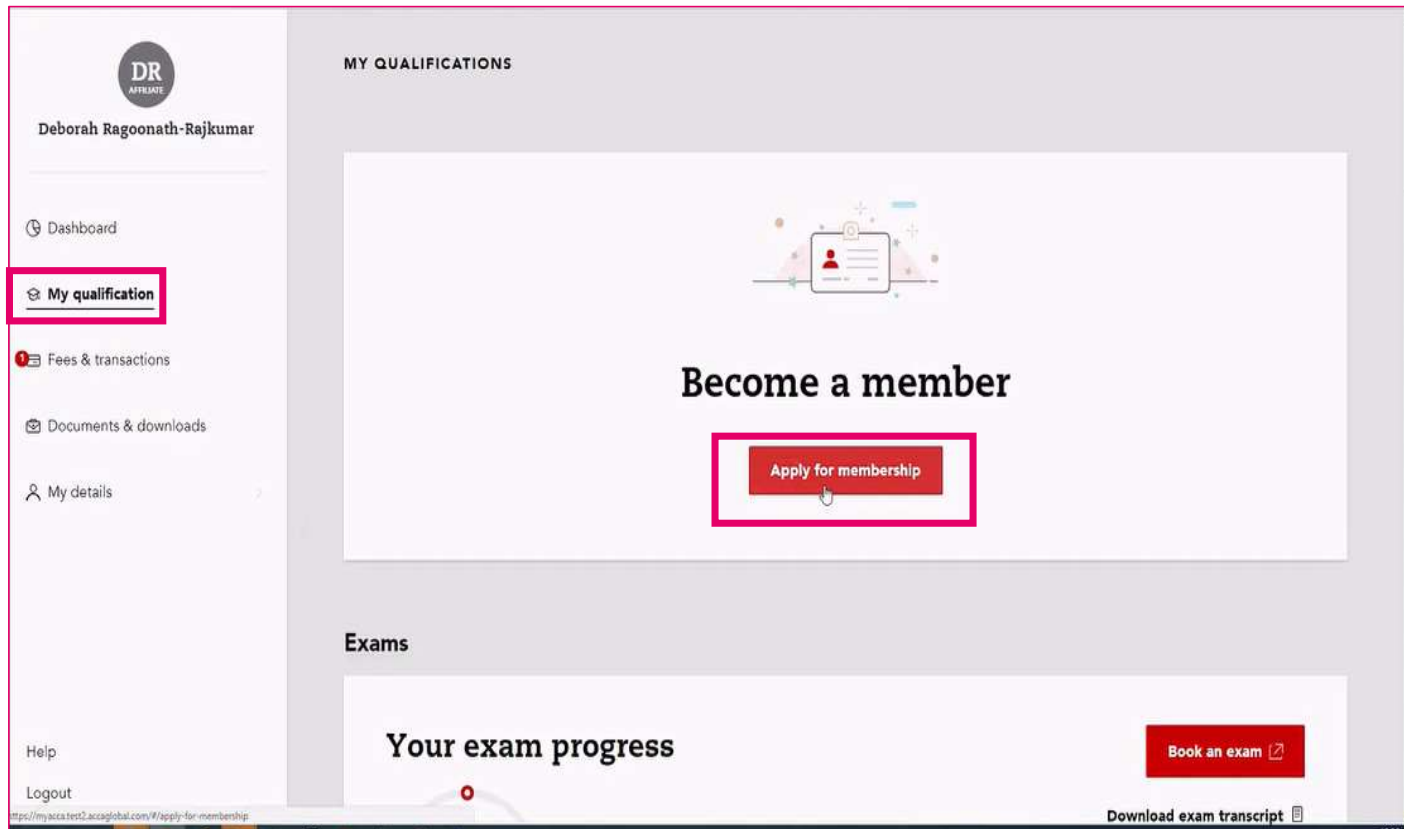
6

在哪里提交会员申请?

Apply for membership

9

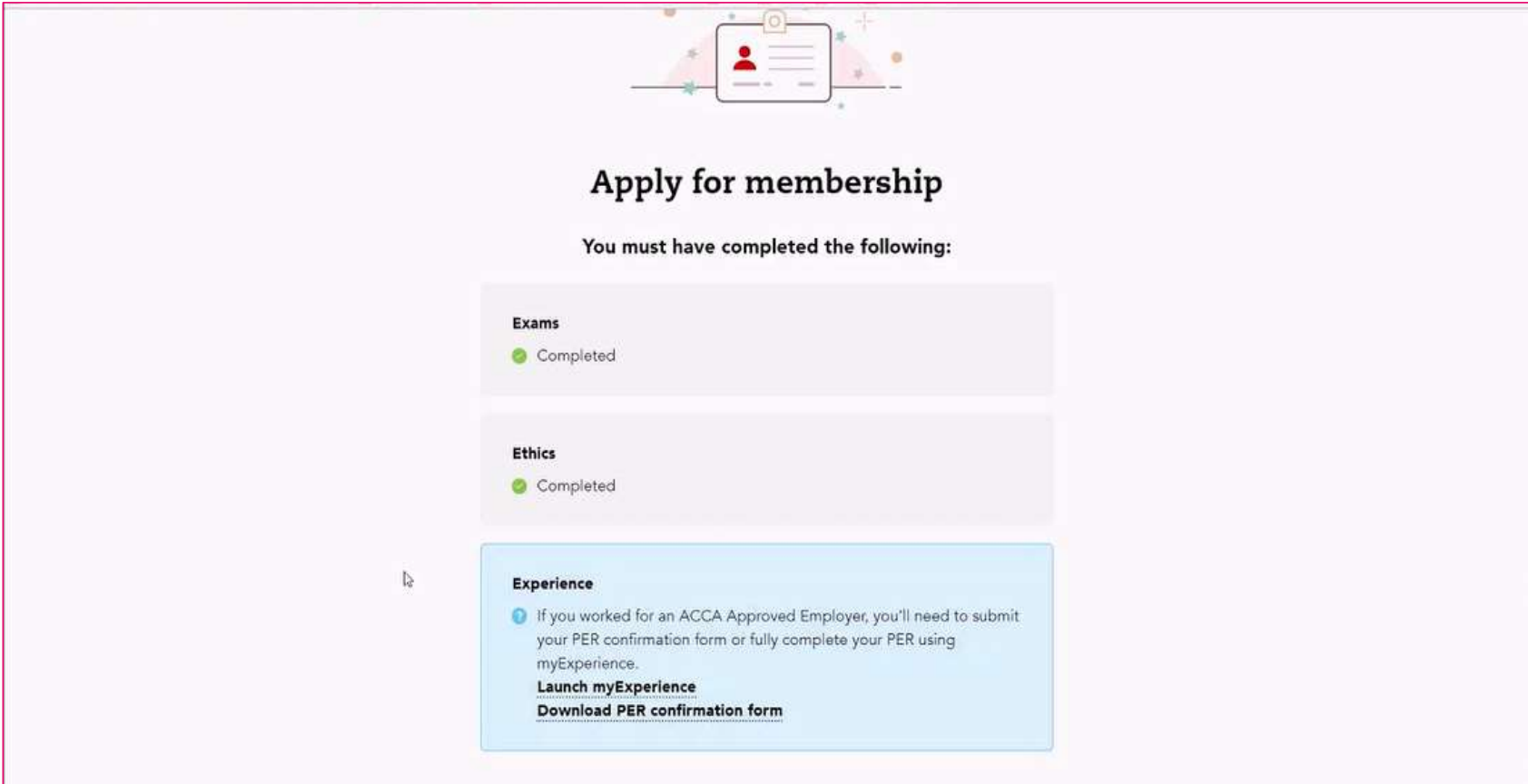
登录myACCA，在线提交会员申请



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 "Completed", "Ethics" with a green checkmark and "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

The screenshot shows a web form titled "Before we begin" with a progress bar at the top. It contains two questions with radio button options.

Question 1: 是否有违法犯罪行为 (Do you have any previous cautions or convictions?)

Text: 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'.

Options: ☐ Yes, ☒ No (The "No" option is highlighted with a red border in the original image).

Question 2: 是否从事执业相关的工作 (Do you currently engage in public practice?)

Text: 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

Options: ☐ 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

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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
- 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

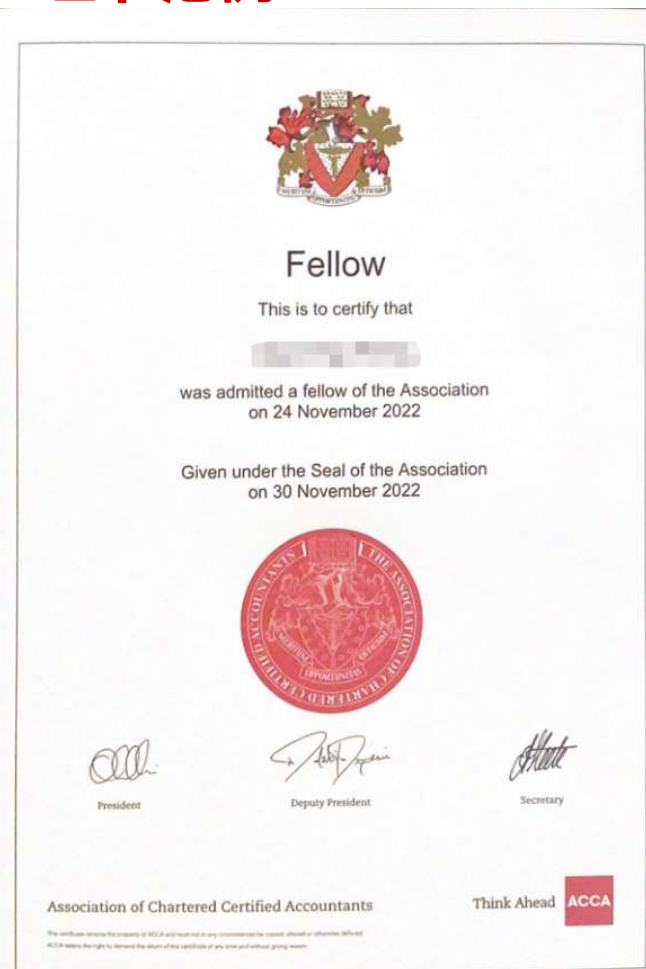
☐ I confirm I have read, understood and accept the membership declaration and Byelaw 8

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
- 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 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申请。

6

联系我们

9



ACCA客户服务

电话: 400 6848 666 / 400 8333 338

Contact us:

<https://forms.accaglobal.com/contact-us>

工作时间:

星期一至星期五: 8:00 - 20:00