

ACCA Realise: Your 2008 CPD Declaration

Your annual CPD declaration for 2008 is due to be submitted to ACCA by 1 January 2009. For those members who are new to CPD, the declaration is a simple and straightforward process. You can complete it either online, by visiting www.accaglobal.com and logging into your myACCA e-business account; or you can complete it on paper, as the CPD declaration is included in your subscription renewal notification which is sent to you each November. You do not need to send in

supporting evidence with your annual CPD declaration; however, you should keep your CPD evidence safe for three years in case you are selected for a CPD activity review.

This year, the annual CPD declaration allows members to state not only if they have completed their CPD, but also if they have not. It should be stressed that CPD is a membership requirement: if you indicate that you did not meet the requirement, by

selecting Option B on the form (illustrated below), you will be contacted by ACCA who will support you in making up your CPD shortfall. Once this has been done, you will then be required to complete a duplicate declaration for 2008, selecting Option A. For further information on submitting your CPD declaration, and for more ideas on achieving your CPD requirement for 2008, visit www.accaglobal.com/members/cpd

ANNUAL CPD DECLARATION

Please use BLACK INK to complete this form.

PART 1

All members must complete this part of the form by selecting either option A or option B.

- Option A** – I have complied with the CPD requirements for 2008. The CPD route I followed is (please select one route only):
- Unit route
 - Unit route – part-time or semi-retired
 - ACCA Approved Employer route
 - IFAC member body route
- OR
- Option B** – I have not been able to meet the CPD requirements for 2008. I understand that CPD is a requirement for my continuing membership and that I will be contacted by ACCA to enable rectification of this matter.

PART 2

Only complete this part of the form if the statement below applies to you. If it does not, please leave blank.

I confirm that I am involved in the audit of historical financial information.

PART 3

All members must complete this part of the form by signing and dating the declaration.

I confirm that the information given in this form is true and accurate to the best of my knowledge and belief. I further confirm that I have not been subject to any criminal, disciplinary or other matters within the terms of by-law 8 (liability to disciplinary action) that have not already been brought to the attention of ACCA's professional conduct department. I have maintained and, where appropriate, developed my competence in professional ethics.

Signature

Today's date

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