

Request for a replacement membership certificate

A request for a replacement certificate should be accompanied by the certificate to be replaced, unless the certificate to be replaced has been lost. Where the certificate to be replaced has been lost, this form must be accompanied by a statement explaining the circumstances in which the certificate was lost (eg misplaced, stolen or destroyed). Fellows may obtain replacement membership and fellowship certificates.

Name _____ Membership no.

Address _____

Postcode _____

I require the following:

- A replacement membership certificate, at a charge of 35GBP
- A replacement fellowship certificate, at a charge of 35GBP
- Replacement membership and fellowship certificates, at a combined charge of 70GBP
- I wish to pay by cheque/bank draft and enclose a cheque/draft number _____
- I wish to pay by credit/debit card

Name of cardholder (if different from above) _____

Please debit my MasterCard Visa American Express Maestro with the sum of 35/70GBP _____

Card number

(from front of card – do not include the 3-digit security code on the reverse)

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

Name of cardholder _____

Signature of cardholder _____ Date _____

OR I enclose a cheque, draft or Postal Order* for 35/70GBP _____

* Crossed GBP cheque or Sterling bank draft valid in the UK

* Crossed British Postal Order

All cheques, drafts or Postal Orders should be made payable to 'ACCA'. Please ensure that you write your ID number on the front of cheques/drafts and Postal Orders.

Please tick one of the following boxes:

- I enclose the certificate(s) to be replaced
- I have not enclosed the certificate(s) to be replaced as the certificate(s) have been lost. In signing this form, I undertake to return my certificate(s) to ACCA should these subsequently be found.

I acknowledge that any replacement membership certificate issued to me remains the property of ACCA and must be returned if my membership ceases for any reason (Chartered Certified Accountants' Membership Regulation 9(5) refers).

Signature _____ Date _____

**Please return this form, with your remittance and certificate(s) to be replaced, to:
Operational Delivery ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom**