



To: All Graduate Accountants of the ACCA/ICPAC Joint Examination Scheme

22 December 2022

Dear Graduate Accountant

Subject: Graduate Accountants Subscription for the year 2023

Attached herewith please find the notification for the renewal of the **annual Graduate Accountants' subscription for the year 2023**.

In the context of the continuous upgrading of ICPAC's services and digital transformation, the renewal of the annual subscription has been automated and thus an invoice will be sent by e-mail **early January 2023**, concerning the annual membership fee for the year 2023.

The renewal of the Graduate Accountants' subscription must be made by **31 January 2023** at the latest.

Upon receipt of the invoice, you can settle your annual subscription using the attached notification form and the payment of the subscription may be done by one of the ways mentioned on the form. For speedier and more convenient transaction, you may elect to make the payment via the Institute's website www.icpac.org.cy or JCCsmart.

In case you wish to pay the Graduate Accountants' subscription for the year 2023 **before receiving the relevant invoice**, you can do so by filling in the notification for the renewal of the annual Graduate Accountants' subscription for the year 2023 form and sending it to finance@icpac.org.cy.

Recognizing the financial difficulties of the times **the Council of ICPAC decided to retain the subscription for the year 2023 at €40 for Graduate Accountants who are unemployed**, provided they submit all the relevant documents from the Social Insurance Services.

Please note that those who will submit their applications during 2023, in order to register as regular Members of ICPAC, they will not be required to pay the Graduate Accountant subscription fee for that very year. Instead, they will only have to pay the regular Member fee, as per ICPAC's existing procedures.

Please note that, as from 1/1/2018, a new Regulation for Students and Graduate Accountants has been introduced. More precisely, the new Regulation provides for the following:

- (i) The annual subscription for Graduate Accountants becomes **mandatory**.
- (ii) You can remain as a Graduate Student for a maximum period of after receiving your last exams results and being included in the Graduate Accountants Register.
- (iii) After the expiry of the above-mentioned three-year period, the Graduate Accountants will be required to pay the contribution of a regular Member, regardless of whether they opt to remain in the Graduate Accountants Register or not.

Updating of Graduate Accountant's details

You are prompt to update your personal details (if you have not done it up to today) directly from the ICPAC website via your personal account (after logging in) and going to “change profile details” section or by filling the related [document](#) «*Change of personal details form*» so that communication with you remains unhindered.

Further, please (for those who have not done so yet) complete and sign the Personal Data Processing & Privacy Information Notice. It is important to note that the section mentioned in the Personal Data Processing & Privacy Information Notice should be clearly state your preferences / consent as reflected therein.

Removal from ICPAC Graduate Accountants' Register

It should be noted that those who will decide not to renew their subscription, they will be removed from the Graduate Accountants Register. Deleted Graduate Accountants will be able to re-enrol under the same scheme upon payment of the subscription fee that was due during the year of their de-registration. The above-mentioned Transitional Provision is valid regardless the removal of Graduate Accountant from the Register.

If you do not wish to remain a Graduate Accountant of ICPAC, you should inform the Learning & Development Department of the Institute of your intention by sending an email to students@icpac.org.cy. You may use the same email address, should you have any further queries concerning Students/Graduate Accountants.



For any additional information regarding your invoice or your annual subscription, you may contact the Accounting Department (Mrs. Evanthia Constantinou) or send an email to finance@icpac.org.cy.

Kindly note that the current circular and attached relevant documents will also be available on the Institute's website.

Yours sincerely

Vasiliki Miltiadou
Learning & Development Officer

Attachment

Notification for Graduate Accountants Subscription for the year 2023

Details of Graduate Accountant

(Name, Registration Number)

The Graduate Accountant subscription for the year 2023 is €80

*Please complete the remittance advice below and return it to The Institute of Certified Public Accountants of Cyprus, P.O. Box 24935, CY-1355 Nicosia, Cyprus or by e-mail at info@icpac.org.cy or by fax at 22766360 **by 31 January 2023 at the latest.***

I hereby responsibly declare that I am unemployed and that I apply for the reduced annual subscription fee of €40 (please tick if applicable).

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Methods of payment for Graduate Accountants Subscription

Remittance advice

For the settlement of the subscription, you may select one of the following ways:

1. By paying through the home page of ICPAC website (www.icpac.org.cy).
2. By cheque - Please attach the cheque.
3. By credit card. If you choose to settle your subscription via credit / debit card, please fill in the relevant details shown below. The specific data and information shall be used only once for the specific payment, after which they shall be destroyed without any copies being retained.
Please complete the following:

Card number:

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Expiration
Date:

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Type of card: ☐ Visa ☐ Mastercard ☐ American Express

Name of card holder (*if different from above*):

Signature of card
holder:

Date:

Telephone:

Mobile
telephone:

Please complete next page

ICPAC Regulation for “Disciplinary procedure”

Liability to disciplinary action

Every Member of the Institute or Student Accountant or Graduate Accountant is liable to disciplinary action in the following cases:

- (a) If, in the course of carrying out his professional or other duties has been found guilty of misconduct. For the purposes of this paragraph misconduct includes, but is not limited to, any action or omission which brings discredit to himself and to the profession of the Accountant/Auditor. The fact that, before a Court of competent jurisdiction in Cyprus or elsewhere, a Member or Student Accountant or Graduate Accountant pleaded guilty to or has been found guilty of any offence which involves dishonesty, violence or indecent or improper behaviour in any civil procedure or that he was found guilty that he acted fraudulently or with dishonesty, will be an undisputable proof of misconduct.
- (b) Without prejudice to the generality of paragraph (a) of this Regulation, if he performed his professional work or managed his professional office inadequately or incompetently to such an extent or in such a number of cases so as to discredit himself, the Institute or the profession of Accountant/Auditor.
- (c) If he has breached the Law or the Regulations or the Code of Ethics relating to his professional circumstances and his obligations resulting there from, or has omitted to comply with any directive issued under on the Law or the Regulations.

Business address

Job Title:

Employer's Name:

Employer's Business:

Employer's Address:

Town: Post Code:

Country:

Telephone: Fax:

Declaration

I also confirm my previously provided acknowledgement and where relevant consent(s), relating to personal data processing, as reflected in the Personal Data Processing & Privacy Information Notice. ☐

OR

I attach the completed Personal Data Processing & Privacy Information Notice ☐

Signature: Date:

Personal Data Processing & Privacy Information Notice

Why we collect your personal data and how we will use it

Based on the new EU privacy regulation, also known as GDPR, we inform you that ICPAC collects, stores, processes and uses personal data as reflected in this application form, as explained below. As part of our operational business processes and routines which affect you, we may process personal data based on one or more of the following legal bases defined in and allowed by GDPR, specifically (a) your explicit consent; (b) specific legislation; (c) our legitimate interests; or (d) a contract we may enter with you for the provision of a service or product to you. In certain occasions, we may also process your personal data in discharging obligations we perform in the public interest or when exercising public authority assigned to us.

Specifically in relation to processing your application, we use your personal data to seek clarifications or further information from you; include your personal details on the Students Register of ICPAC and / or other regulatory bodies as applicable; share them with ACCA (the resulting processing by ACCA is governed by their own processes, privacy policy, related processes and technical and organisational measures); accept and process disciplinary claims which you log with us (or which are lawfully logged by others against you); and communicate with you for all matters related to your student registration with us such as exam dates, trainings, circulars, pronouncements, other 3rd party services potentially of interest to you, etc. In case of a ruling against you following a disciplinary process, we shall publish specific details and the outcome of that process (including reprimands, fines or other penalties) in the Accountancy magazine. Based on our legal and regulatory obligations, we also collect special categories of data as defined in the GDPR, such as a copy of your identity or passport and a police-certified Criminal Record.

Please note that incorrect, inaccurate, or misleading information for any of the mandatory fields may not allow us to process your application or fulfil the objectives for which such data is collected.

How long we keep your personal data (retention period)

Personal data may be maintained by us in physical and / or electronic form and be processed in ways designed to respect the principles of purpose limitation; data minimization; data accuracy; integrity and confidentiality; and retention limitation. In line with our retention policy, your personal data shall be maintained for a period as per ICPAC's retention policy following your registration as an ACCA student, except in those cases where you subsequently make an application for membership with us, where the relevant application (including additional personal data) shall need to be completed and submitted to us. At the end of the retention period, defined operational processes or routines shall result in personal data being deleted or destroyed in controlled ways. In some circumstances we may anonymise your personal information (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Ways to access, update or delete your personal data handling preferences

Under GDPR you have the right to request access to the personal data we hold relating to you. You may also inform us for the need to update your personal data as your circumstances change, remembering however, your ongoing obligation to provide us complete and accurate information. The GDPR also allows you to object to certain types of processing (such as

automated profiling) or to withdraw your consent to processing for those cases where the said processing is performed based on such a consent from you. Finally, you have the right to be provided with your personal data in an easily readable format so that you can transfer it to another Data Controller if you so wish.

If, for some extreme reason, you wish us to completely delete your personal data, we will contact you to understand - and if possible address the reason for your request - and to take those measures that, at our discretion, will correct the underlying matter which has caused concern to you. If despite those efforts, you continue to wish to delete your data completely, subject to the provisions of the next paragraph we will proceed with the relevant actions within the specified timelines in accordance with the GDPR, and we will notify you accordingly.

To exercise any of the above rights, please email our Data Protection Officer (“DPO”) at dpo@icpac.org.cy. To the extent there are no legal, professional or regulatory requirements that allow or compel us to continue processing your personal data or not to proceed with your request for another lawful reason, we shall comply and inform you in accordance with GDPR. Even in those cases where we shall not proceed with the execution of your request, we commit to inform you of the status of such instructions and the rationale underlying our decision.

Access to your personal data

Within ICPAC, your personal information can be accessed by or may be disclosed internally on a need-to-know basis, based on user access rights management processes. Your personal information may also be accessible and / or accessed by authorized third parties, including suppliers and advisers as outlined in our Privacy Policy available <https://www.icpac.org.cy/selk/privacyPolicy.aspx>.

Technical & Organisational Privacy Measures

A core element of our mission is to empower our members by providing knowledge, training, guidance and support. Equally importantly, your right to privacy and the protection of your personal data are very high in our priorities. Therefore, although in the technologically advanced age we live no one can guarantee that such data will never be accessed by unauthorized personnel or misused, we inform you that we use appropriate technical and organizational means designed to protect the confidentiality, integrity and availability of your data. Such measures include a number of specialized tools and technologies for network and information security, targeted implementation and compliance procedures which are consistent with GDPR, restrictions and limits even to authorized members of our team when accessing your personal data, and other equally important protection and security measures.

Queries & Complaints

ICPAC is committed to acknowledge, consider and respond to all queries and complaints that it receives from any natural person who believes is affected by our processing of his / her data. To communicate such queries or complaints please contact us on dpo@icpac.org.cy, and we shall seek to respond to the substance of your query as soon as practical, within a 30-day window as stipulated by GDPR.

If despite our responses and actions to address your concerns, you are not satisfied, you have the right to address the matter to the Cyprus Data Protection Commissioner whose offices are at Jason street 1, 2nd Floor, Nicosia 1082. The Commissioner’s office can be reached on 22818456 and their email address is commissioner@dataprotection.gov.cy.

I have read and understand the information, terms and conditions of this notice. I understand and acknowledge that certain types of processing performed by ICPAC emanate from specific legislation or other legal bases which are not dependent on my express consent. I also understand that other types of processing that ICPAC may perform require my explicit consent, hence I hereby provide and confirm such consent for the preferences to which I answered “YES” below:

- | | |
|---|---------|
| <i>~Receive news, alerts and updates about pronouncements, standards, etc., relevant to the accounting profession</i> | YES/ NO |
| <i>~Receive notices for training opportunities and seminars</i> | YES/ NO |
| <i>~Contacting me via email, post SMS or call, in relation to this process</i> | YES/ NO |
| <i>~Obtain my personal data from other EU State Competent Authorities, of which I declared my membership</i> | YES/NO* |
| <i>~Share personal data which ICPAC processes, with ACCA</i> | YES/NO* |
| <i>~ Sharing of my personal contact details with carefully pre-selected 3rd party Service or Product Providers</i> | YES/NO |

* Please note that a decision not to provide consent for the necessary processing shall result in ICPAC not being able to register you as an ACCA student.

Full Name _____

Signature _____

Date _____