



Application for Student Registration

To the Learning and Development Department
The Institute of Certified Public Accountants of Cyprus
P.O.Box 24935
CY-1355 Nicosia
Cyprus

ACCA works in partnership with local accountancies bodies in a number of countries. One of these countries is Cyprus and The Institute of Certified Public Accountants of Cyprus (ICPAC). Under this partnership, students register with both partner ACCA and ICPAC.

This form should be completed by **ALL** students of ACCA who are residents and attempt exams of ACCA qualifications in Cyprus. Please fill in your details in **BLOCK CAPITALS** only.

1. Personal Details

Surname
(CAPITAL LETTERS)

Name
(CAPITAL LETTERS)

Gender:

Identity Card / Passport Number
(Country of Issue)

Nationality

Date of birth

2. Residence address

Street No.:

Street

Town

Postal Code

Country

Home telephone number

Mobile telephone number

Email address:

3. Have you previously applied for registration with ICPAC as student?

Please tick (✓) where appropriate

NO	☐		
YES	☐	Past student	Registration number:
			Date of submission:

4. Employment sector

Please tick (✓) box next to the sector that best describes your work/employment:

Accounting and Auditing

Administrative Services Provider

Trade and Industry (incl. Banking, Financial Services and Insurance)

Public Sector (Central Government, Semi-Government Organ., and Municipalities)

Full-time or Part-time Student

Other Sector (please specify):

5. Conditions under which this application is submitted

Please refer to paragraph 1 of Regulation 2.600 “Students/Graduate Accountants” in the Members Handbook for the conditions applying for student registration with ICPAC (available at www.icpac.org.cy)

5.1 ACCA Registration number:	
5.2 Attain university entrance or equivalent level	<i>Please tick (✓) what is applicable:</i> <i>I attach copy of my Apolytirio Lykeiou</i> <i>I attach copy of my Bachelor's degree</i> <i>I attach copy of my Master's degree</i> <i>I attach copy of my exam transcript indicating courses completed</i>
5.3 Employment details	
Employer's name	
<i>Please tick (✓) where appropriate</i> (a) Approved Employer Trainee Development Stream: (b) Non – Approved Employer Trainee Development Stream:	
Position held	
Employment Commencement Date	

6. Fees

The amount payable for Student's Annual Subscription is as follows:

(Please tick (✓) where appropriate. For individuals requesting re-registration, both boxes should be ticked).

Initial Registration	€
Annual Subscription	50
Re – Registration Fee	50

Post the completion of your Application's review by ICPAC, and provided all the required information and supporting documentation is in order, you will receive an email with further details on how to settle your annual subscription fee via JCC smart portal, in order for your registration process to get finalised and your new ICPAC Student account to get activated. Should you have any queries, please contact us at students@icpac.org.cy

7. Declaration

I hereby confirm that, the information contained in this form is true, accurate and complete. I am aware that any false or misleading declaration on this form may lead to disciplinary action against me or may render any decision taken on this application null and void. I have read paragraph 3 of Regulation 3.100 «Disciplinary Rules» regarding the disciplinary offences, set out in the Members Handbook available on ICPAC's website, and there is nothing to which I should draw the attention of ICPAC. I also fully agree with Section 9 below, regarding the processing of personal data.

I also declare that I have not been convicted for any criminal, disciplinary or other disgracing offence nor do I have declared bankruptcy.

Signature

Date

(Please type your name)

8. 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; 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 defined retention period as per ICPAC's retention policy. 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 +357 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 selected below:

~Receive news, alerts and updates about pronouncements, standards, etc., relevant to the accounting profession

~Receive notices for training opportunities and seminars

~Contacting me via email, post sms or call, in relation to this process

~Obtain my personal data from other EU State Competent Authorities, of which I declared my membership

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~Share personal data which ICPAC processes, with ACCA

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~Sharing of my personal contact details with carefully pre-selected 3rd party Service or Product Providers

**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, or process any relevant exam application*

Full Name

Signature

(Please type your name)

Date

9. Have you attached the necessary documents?

Copy of your identity card or passport

Copy of your Apolytirio Lykeiou

Copy of your bachelor's and/or master's degree

Copy of your analytical exam transcript, indicating courses completed

Copy of your certificate of Membership in Professional Body

The Re-registration form (if your answer in section 3 was "yes")

Personal Data Processing & Privacy Information Notice (pursuant to section 12 of the application)