

ACCA - CBE Application Form	
Preferred Exam date: Day _____ Month _____ Year _____	PHOTO
Preferred Exam Location : _____	

Application form must be submitted at least 5 days before the examination date

1. Please fill in all your details on the next page – ACCA registration number, Date of Birth, a valid email address and telephone numbers. NOTE: All sections must be completed by candidate
2. Candidates are required to submit passport size photo which must be attached to this application form and submitted together with the payment.
3. It is the responsibility of the candidate to ensure that the subjects, units and modules they would like to take are available in the exam session they are applying for.
4. All CBE examinations will be held at the British Council designated CBE site. The British Council has the right to change venues, but candidates affected will be notified before the exams are held.
5. All candidates are to ensure that they bring with them valid means of identification, i.e International Passports, Driving License, National ID or School ID to the examination venue. Failure to produce the above documentation shall result in the candidate being denied sitting for the examination.
6. Claims for refunds will attract a refund fee of 25% of the total fees paid to the British Council.
7. Payment of fees to the British Council is confirmation of acceptance of these terms and conditions.

Declaration by candidate:

I make this entry according to the provisions of the published regulations which I have studied and that I have given all the information required truthfully and accurately to the best of my knowledge and belief.

I understand that I shall be allowed to sit only for those subjects and papers for which I have entered on this form and paid for

I hereby undertake that I have read and understood the regulations and policies above and agree to abide by them, a copy of which I have kept for future reference.

Name _____ Date: _____

Signature _____

DISCLAIMER:

The British Council is committed to deliver the examinations services according to the rules and regulations set by **ACCA**. However, we cannot be held responsible for any interruptions which are caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible.

Data Protection

Your personal details will only be used in line with British Council standards. The British Council will not sell or disclose your details to third parties for commercial or other reasons. The British Council will treat all personal details in accordance with UK law and its own privacy policy.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccurate information. If you want more information about this please contact your local British Council office (<http://www.britishcouncil.org/home-contact-worldwide.htm>) or the Data Protection Team dataprotection@britishcouncil.org. Or see our website <http://www.britishcouncil.org/home-data-protection.htm>

ACCA Candidate No.

A. This section to be filled in by candidate in BLOCK LETTERS

1. Surname		2. First Name			3. Other Names									
4. Gender		5. Date of Birth			6. ID Number (National identity card/Passport/driver's license)									
F	M	DD	MM	YEAR										
7. Please indicate school/college where you are currently studying:														
8. Mobile Telephone:							9. Home Telephone:							
10. Email:														

C. This section to be filled in by candidate (Please consult subject entry guide)

LEVEL	SUBJECT	CODE	TICK
Professional qualification	Business and Technology	BT	
	Management Accounting	MA	
	Financial Accounting	FA	
	Corporate and Business Law (ENG)	LW (ENG)	
	Corporate and Business Law (GLO)	LW (GLO)	
	Business and Technology	FBT	
Foundations in Accountancy	Management Accounting	FMA	
	Financial Accounting	FFA	
	Recording Financial Transactions	FA1	
	Management Information	MA1	
	Maintaining Financial Records	FA2	
	Managing Costs and Finance	MA2	

D. This section to be filled in by British Council Staff only (At the point of payment)

Total subjects/Units/ Modules	Fee per subject/Units/Modules	Total fee in Naira	Receipt Number

Signature: _____ Date: _____