



Think Ahead

# ACCA Exchange Authorisation Form

The ACCA Exchange is a service which enables ACCA and the client organisation named below to collect and disclose student, affiliate, and member information (together referred to as 'individuals') to each other, in order to process payments for services related to individuals' ACCA accounts.

a. Please complete and submit this form to your ACCA Exchange administrator.

## ACCA EXCHANGE CODE



## CLIENT ORGANISATION

Client named contact 1 ▶

Email address ▶

Client named contact 2 ▶

Email address ▶

## INDIVIDUAL DETAILS

Full name ▶

Date of birth ▶

Email address ▶

ACCA ID ▶

## TERMS AND CONDITIONS

By subscribing to the ACCA Exchange service you agree to the following:

- 1 I am aware that the organisation shall pay my fees for my account in accordance with ACCA's finance payment policy.
- 2 I understand that although my ACCA account is administered under the ACCA Exchange service, I am ultimately responsible for my ACCA account, including reviewing and updating all personal details.
- 3 If in the future my account is no longer administered under the ACCA Exchange service, I understand that I am ultimately responsible for:
  - a the payment of all and any fees which may become due on my account; and
  - b notifying ACCA immediately of any changes to my postal and email address.

## EXCHANGE AUTHORISATION AND DATA PROTECTION

I, the above named individual, understand that ACCA will access and collect my personal information from the Exchange service for the purposes of:

- providing relevant information to the organisation named above
- servicing and administering my account
- responding to enquiries and investigating complaints
- complying with regulatory obligations.

After your application has been approved, you can update your information through your *myACCA* account at any time. Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery.

For more information on how your information and rights are respected, please access our privacy notice ([accaglobal.com/privacy](https://accaglobal.com/privacy)) or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

I understand that I give my consent for my information to be shared with my employer. This consent can be withdrawn at any time by emailing [brelsupport@accaglobal.com](mailto:brelsupport@accaglobal.com), in which case clause 3 of the above terms and conditions will become applicable.

Signature of the individual (digital signatures not acceptable) ►

Date (DD/MM/YY)  /  /