

**Private and Confidential – Student/Affiliate/Member Verification Request**

Name of Requestor		Organisation Type	
Email Address to be sent to		Name of Requestor Organisation	
Organisation Account Number		Payment Reference (from Connect advisor)	

The above named requests information on the ACCA client listed below

Name of ACCA client		Date of Birth	
Maiden/Other name		ACCA Registration Number	

☐ I have contacted Connect on 0141 582 2000 and made payment of 25 GBP for this request and I have added my payment reference above

ACCA will only supply the following information:-

- The client is active
- The client is in Good Standing

**ACCA provides all students, affiliates and Members who meet the above criteria, the facility to download a Letter of Good Standing from their own secure account. In addition, students have the facility to download their own transcripts which are provided as a pdf through their myACCA account.**

In order to receive the information requested, the ACCA client must sign this document in the relevant space below. ACCA reserves the right to withhold this information should a suitable signature sample for the client not be held on file. ACCA advises that you engage with your client to ensure that they have supplied us with a recognised official document containing their signature, prior to submission of this form. This refers to Students and Affiliates only.

ACCA provides the facility to the public to verify the status of a Member through our website which can be found below. In order to locate a Member through this website, please select 'Find an Accountant' at the bottom of the homepage.

A **25 GBP** charge is applicable for each request. Information will not be supplied until the requestor has contacted Connect at the number below and made this payment by Credit Card. Please note that cheques or bank transfers are not accepted in this instance.

☐ I give my permission to ACCA to provide my current status to the requesting organisation. (Please tick Box)

Signature of ACCA Client.....

Date...../...../.....

Signature of Requestor.....

Date...../...../.....

This form is single use. Any subsequent requests for this client must be submitted as a new request. The completed form should be sent to the email address below with the subject line – **Verification Request**.

**Please note that partially completed forms will be rejected**

ACCA will use the information provided in this form for the purpose of fulfilling the verification request only. Please note that for students and members based outside of the UK and EU, your information will be transferred and held outside of the region of your residence and may be accessed by our local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of EU as part of its operations and service delivery. For more information on how ACCA processes personal information, please see our Data Protection Notice at the link below [www.accaglobal.com/gb/en/footer/footer/privacy/data-protection.html](http://www.accaglobal.com/gb/en/footer/footer/privacy/data-protection.html)

#### ACCA Connect



+44 (0)141 582 2000



info@accaglobal.com



[www.accaglobal.com](http://www.accaglobal.com)



110 Queen Street Glasgow G1 3BX United Kingdom