

# ACCA Membership Application Guide

会员申请指南

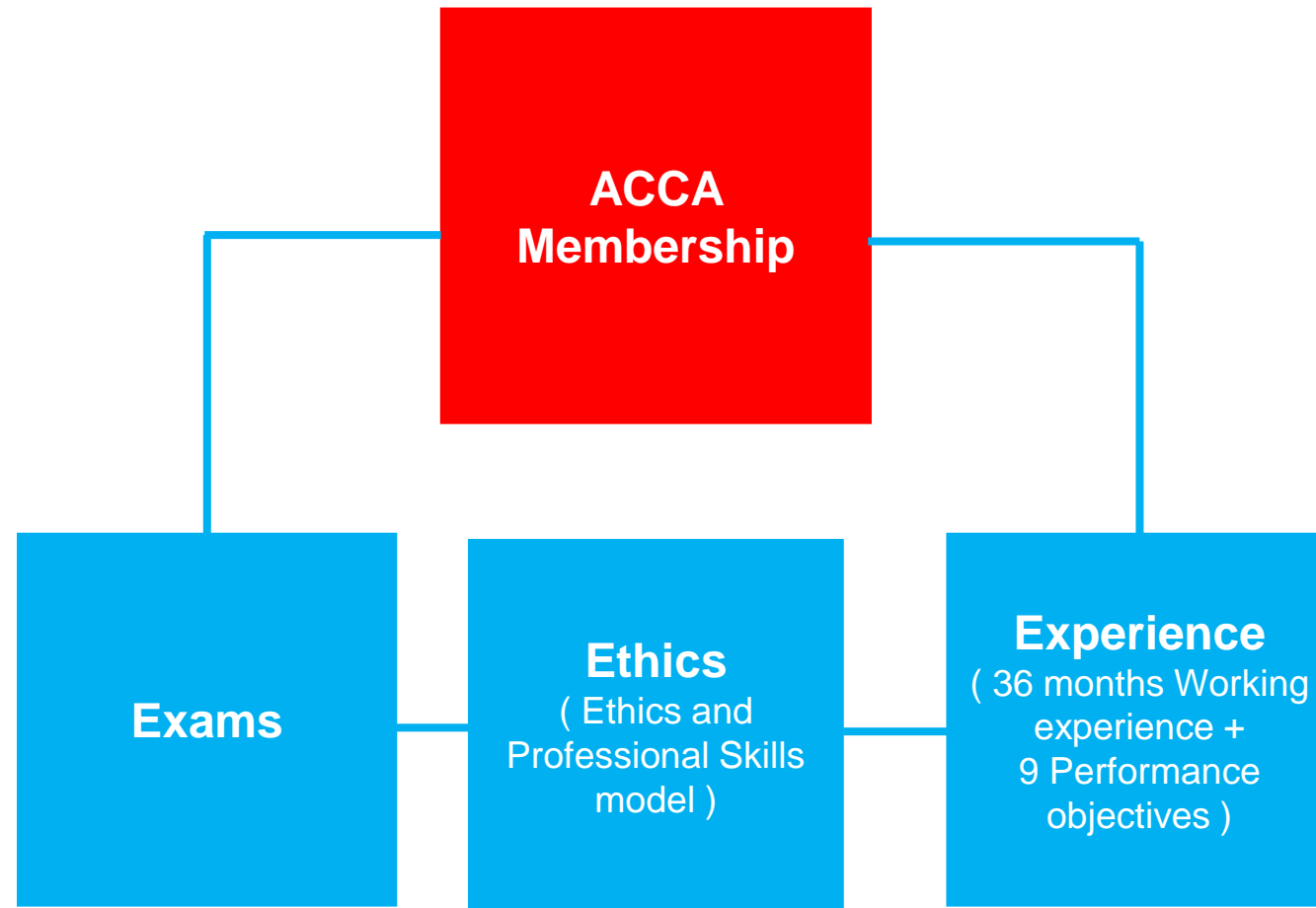


Think Ahead

© ACCA

Public

# ACCA Qualification



# Ethics and Professional Skills Module

## 职业道德与专业技能模块

# 主要学习内容

共10个单元，最后一个单元为测试评估

**Unit 1** 职业道德与专业素质  
Ethics and professionalism

**Unit 2** 个人效能  
Personal effectiveness

**Unit 3** 创新与质疑精神  
Innovation and skepticism

**Unit 4** 商业意识  
Commercial awareness

**Unit 5** 领导力与团队协作  
Leadership and team working

**Unit 6** 沟通交流与人际交往技能  
Communication & interpersonal skills

**Unit 7** 数据分析  
Data analytics

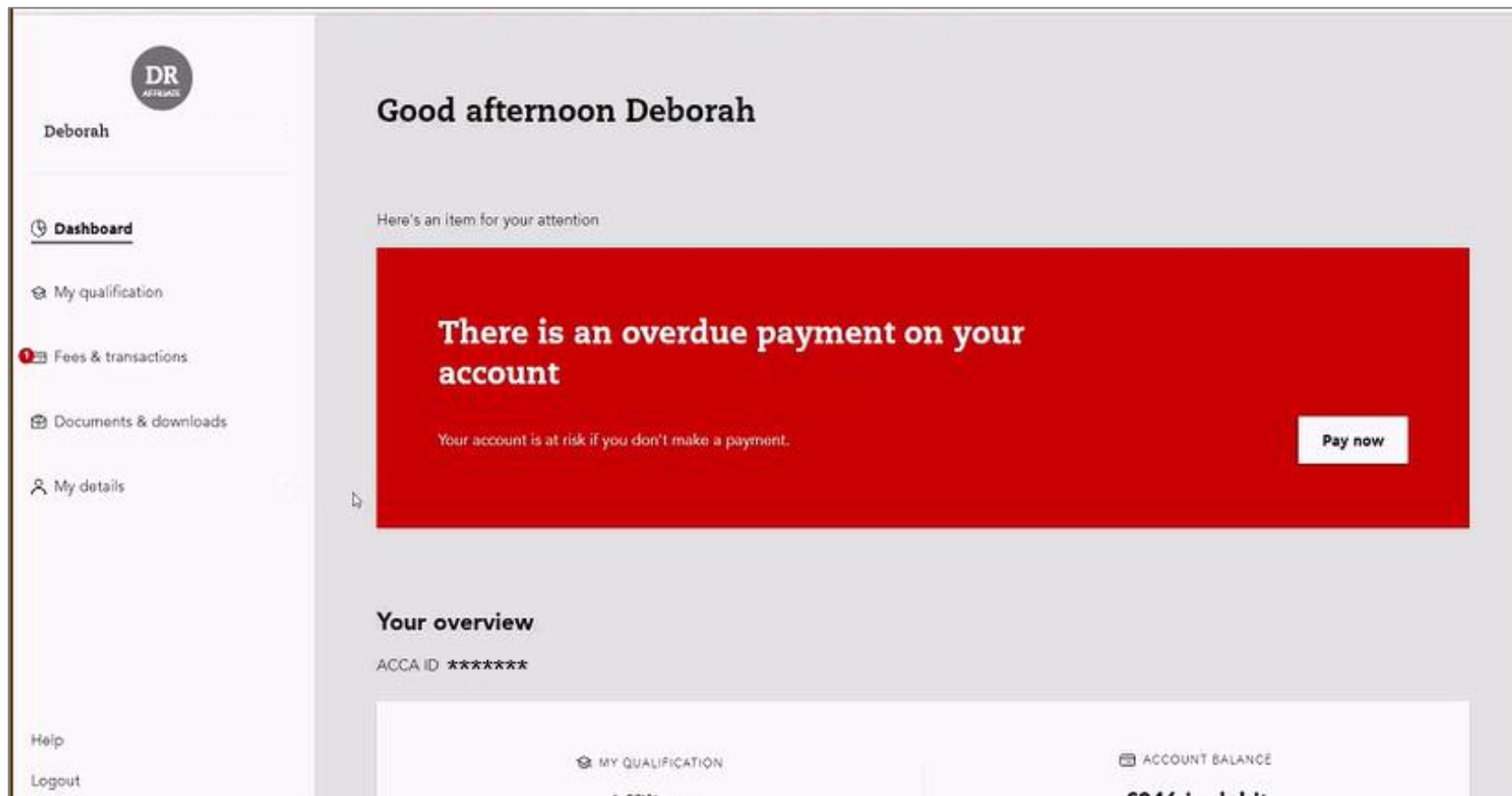
**Unit 8** 案例研究  
Case study

**Unit 9** 战略专业支持  
Strategic professional support

**Unit 10** 模块结束评估  
End of module assessment



# 登录myACCA



点击左手边  
My qualification

The screenshot displays the ACCA My qualification dashboard for a user named Deborah. The interface includes a left-hand navigation menu with options: Dashboard, My qualification (highlighted), Fees & transactions, Documents & downloads, and My details. At the top, a banner indicates '11/14 EXAMS' and 'You've completed all of your exams.' The main content area is titled 'Ethics' and features a section for 'Your ethics module progress' showing '1/1 MODULE' completed. A red button labeled 'Launch EPSM' is visible. Below this, there's a section for 'Practical experience' and 'Your PER progress' with a 'Launch MyExperience' button. On the right, there are links for 'Study resources', 'EPSM guide', and 'Foundations in Professionalism module'.

DR AFFILIATE  
Deborah

Dashboard  
**My qualification**  
Fees & transactions  
Documents & downloads  
My details

Help  
Logout

11/14 EXAMS  
You've completed all of your exams.

Study resources

**Ethics**

**Your ethics module progress**

1/1 MODULE

You completed the Professional Ethics module. But you can still choose to take our new Ethics and Professional Skills module (EPSM)

**Launch EPSM**

**EPSM guide**

**Foundations in Professionalism module**

**Practical experience**

**Your PER progress**

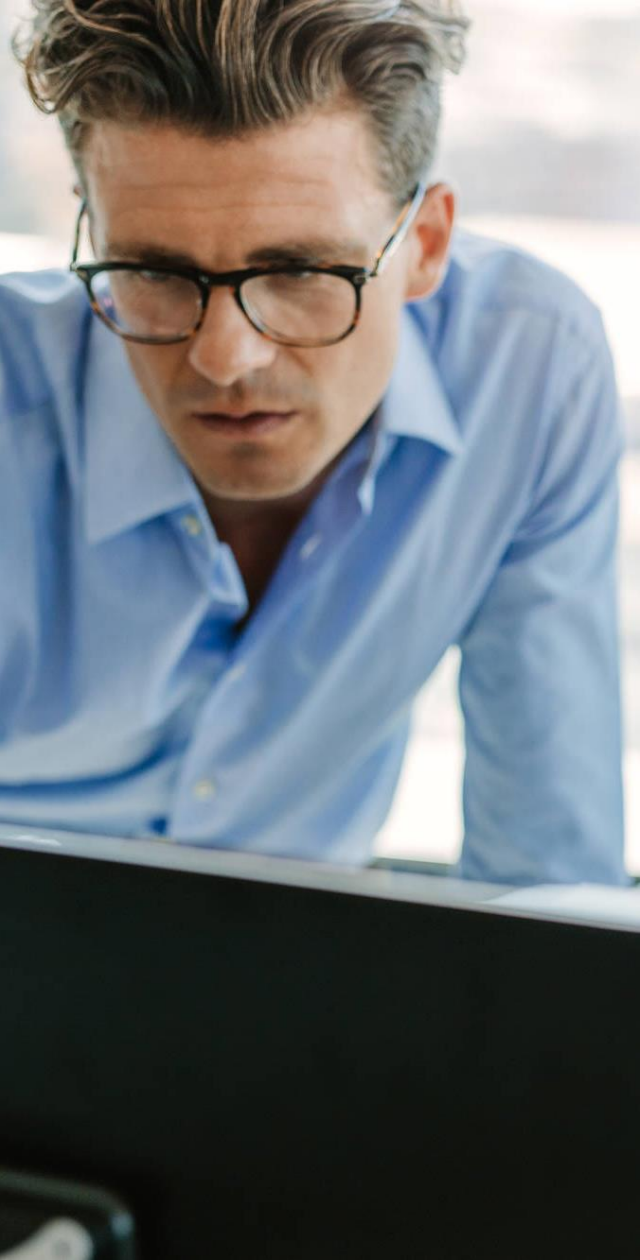
**Launch MyExperience**

点击Ethics里的 Launch EPSM

# Experience (PER)

36 Months Relevant Role + 9 Performance Objectives

累计 36 个月财会相关工作经验 + 完成 9 个绩效目标

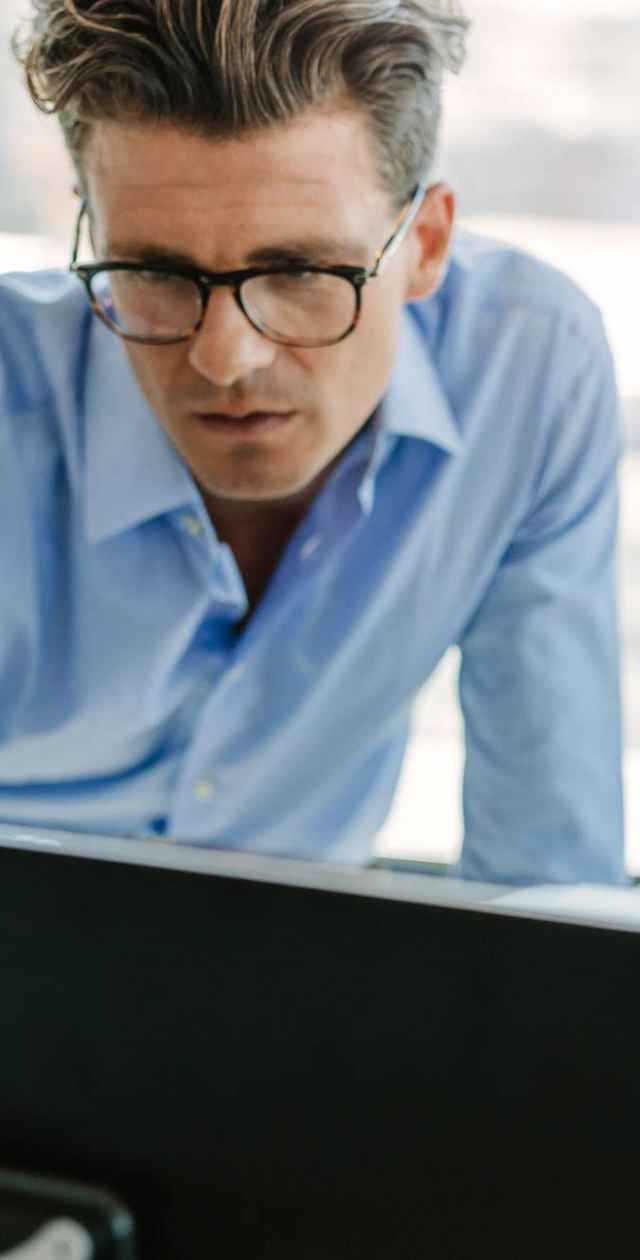


# Practical Experience Supervisor (PES)

您需要找一位**PES**帮您在线确认:

- ✓ 36 months' working experience  
累计 36 个月财会相关工作经验
- ✓ 9 Performance objectives  
完成 9 个绩效目标





# Practical Experience Supervisor (PES)

## 如何定义PES?

**A qualified accountant** of a professional accountancy or audit body recognised by law in this country **who knows your work.**

\*If your line manager is not suitably qualified, you need to identify someone qualified to sign-off the objectives, but your line manager can still sign-off your working time.

# Practical Experience Supervisor (PES)

## Who can sign off my PER?

职场关系	定义	审批工作时间	审批Performance Objectives
IFAC Qualified Line Manager	既是您的上级，也拥有IFAC相关资质	√	√
Non IFAC Qualified Line Manager	仅仅是您同一职场的上级或HR	√	
IFAC Qualified-Internal Supervisor	公司内部其他比您资深的经理同事，也拥有IFAC相关资质	√	√
IFAC Qualified-External Supervisor	公司外部有业务往来的机构里拥有IFAC相关资质的会计师、审计师或咨询师		√

**\*IFAC: International Federation of Accountants**（国际会计师联合会）

主要成员：**ACCA, CICPA**等等

（拥有这类型专业资格的称为**IFAC Qualified**，IFAC体系内的成员都可成为您的**PES**）

更多IFAC相关信息请浏览以下网址：

<https://www.ifac.org/what-we-do/global-impact-map>

# Record Your PER

## 录入实践工作经验

# Recording your Experience

- ✓ 36 Months Working Experience  
累计 36 个月财会相关工作经验
- ✓ 9 Performance objectives  
完成 9 个绩效目标



# Recording your Experience

## Path 1

1: 登录 myACCA

2: 点击  
My qualification

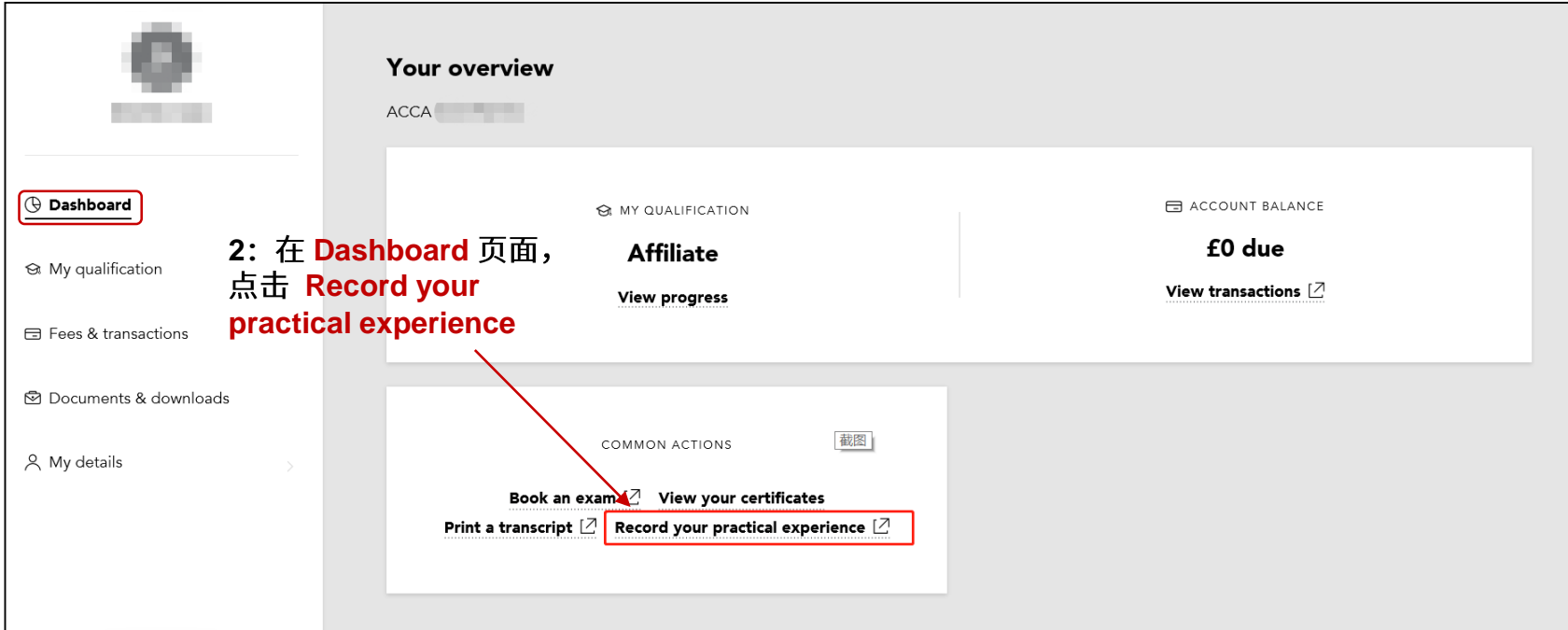
The screenshot displays the myACCA user interface. On the left is a sidebar with the user's name 'Deborah' and a 'DR AFFILIATE' badge. Navigation links include 'Dashboard', 'My qualification' (highlighted), 'Fees & transactions', 'Documents & downloads', 'My details', 'Help', and 'Logout'. The main content area is titled 'Your PER progress' and features a circular progress indicator showing '1/1 MODULE'. Below this, it states: 'You completed the Professional Ethics module. But you can still choose to take our new Ethics and Professional Skills module (EPSM)'. To the right, there is a 'Launch EPSM' button and links to 'EPSP guide' and 'Foundations in Professionalism module'. Further down, under the heading 'Practical experience', there is another 'Your PER progress' section with a circular progress indicator. It shows two progress items: 'MONTHS IN RELEVANT ROLE' (450 months recorded, 0 signed off) and 'PERFORMANCE OBJECTIVES' (0 objectives completed, 9 to go). To the right of this section is a 'Launch MyExperience' button and links to 'Find out more about PER', 'PER essential guide', and 'Performance objectives guide'.

3: 点击 Launch MyExperience

# Recording your Experience

## Path 2

### 1: 登录 myACCA



The screenshot shows the myACCA dashboard interface. On the left is a sidebar with a user profile icon at the top and a list of menu items: **Dashboard** (highlighted with a red box), My qualification, Fees & transactions, Documents & downloads, and My details. The main content area is titled "Your overview" and includes the user's name "ACCA" followed by a blurred ID. Below this, there are three main sections: "MY QUALIFICATION" with "Affiliate" and "View progress" links; "ACCOUNT BALANCE" showing "£0 due" and a "View transactions" link; and "COMMON ACTIONS" which contains four links: "Book an exam", "View your certificates", "Print a transcript", and "Record your practical experience" (the last one is highlighted with a red box). A red arrow points from the Chinese text annotation to the "Record your practical experience" link. There is also a small "截图" (Screenshot) button in the top right of the common actions section.

2: 在 **Dashboard** 页面,  
点击 **Record your  
practical experience**





### Employment

Employer: [redacted]  
Role: [redacted]

22 Months

View employment

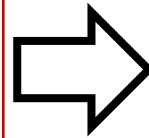
### Performance objectives

0 Completed

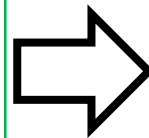
View objectives

Essentials 5 required

1: Ethics and professionalism	Started
2: Stakeholder relationship management	Started
3: Strategy and innovation	Started
4: Governance, risk and control	Started




- ✓ 记录工作经验 (时间)
- ✓ 添加或编辑PES信息



- ✓ 完成9个Performance objectives



An aerial photograph of a coastline, showing a sandy beach on the left and a dark blue ocean on the right. A semi-transparent square is centered over the image, containing the title text.

# 第一步：编辑工作经验





# 记录36个月财会相关工作经验与PES信息

## Employment

Employer: [redacted]  
Role: [redacted]

22 Months

[View employment](#)

## Performance objectives

0 Completed

[View objectives](#)

## Essentials 5 required

1: Ethics and professionalism	<a href="#">Started</a>
2: Stakeholder relationship management	<a href="#">Started</a>
3: Strategy and innovation	<a href="#">Started</a>
4: Governance, risk and control	<a href="#">Started</a>

点击“**View employment**”后，  
可以记录**PES**的信息和工作时间。

# 记录36个月财会相关工作经验与PES信息



温馨提示：这里显示的是  
您已经录入的时间，而不  
是已经被PES确认好的时间

## Employment

[Add new employer](#) [Manage roles](#)

NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) -	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) -	4 Months
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) -	0 Months
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) -	0 Months



Job title	Spaceman
Start date	01/01/2013
End date	30/04/2013
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	N

[Edit this role](#) [Delete this role](#) [Confirm this role](#)

Practical experience supervisors

[Add selected supervisor](#)  
[Add new supervisor](#)

# 编辑雇主信息



## Employment

添加新雇主



7 Months

Add new employer

Manage roles

NASA

01/01/2013 - 30/04/2013



- Spaceman (01/01/2013 - 30/04/2013) -

3 Months

ACCA

01/01/2012 - 01/05/2012

- TM (01/01/2012 - 01/05/2012) -

4 Months

company two

18/10/2010 - current

- Admissions Manager (18/10/2010 - ) -

0 Months

company one

31/08/2010 - 31/08/2010

- 1 (31/08/2010 - 31/08/2010) -

0 Months


**注意：** 因为PES (Practical Experience Supervisor) 是直接绑定在每一份工作经验里的，所以要先添加和编辑好雇主信息和职位信息，系统方能出现PES的部分供编辑。



# 编辑雇主信息







## Employment



7 Months

[Add new employer](#) [Manage roles](#)

NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) - 	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	4 Months
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) - 	0 Months
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	0 Months

## Employer details

Please complete the fields below and save and finish

**For example**

Employer name \*  
ACCA

Address line 1 \*  
No.1, Tianhe Road

Address line 2

Town / City \*  
Guangzhou

County / State  
Guangdong

Country \*  
China

Zip code / Post code  
510620

[Save and finish](#)

# 编辑雇主信息



## Employment

7 Months

Add new employer

Manage roles

ACCA	-
NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) -  3 Months	
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) -  4 Months	
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) -  0 Months	
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) -  0 Months	

?

Employer name	ACCA
Address line 1	No.1 Tianhe Road
Address line 2	
Town / City	Guangzhou
County / State	Guangdong
Country	China, Peoples Rep of
Zip code / Post code	510000

Edit this employer

Delete this employer

Add new role

添加您的职位和该职位的工作时间

# 编辑职位信息



## Employment



Add new employer

Manage roles

ACCA	-
NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) -	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) -	4 Months
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) -	0 Months
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) -	0 Months

## Role details

Complete the fields below and *save and finish*.

Remember to confirm the number of hours you work each week and the percentage of your time that's spent on relevant activities. You can only claim a maximum of 35 hours for a full time role.

Job title \*

Start date \*

End date \*

**注意：**End date须填写具体的日期，系统才能计算出总共的工作时间的。

Average hours per week \* ?

% Relevant role \* ?

ACCA approved employer? \* ?

Is this an audit role? \* ?

Save and finish



第二步:

记录**PES**的信息 & 关联**PES**的审批账号



# 添加职场导师

## Practical Experience Supervisor (PES)

### Employment

173 Months

Add new employer

Manage roles

Kennen's Home	05/05/2018 - current
<div><div><div></div></div><div>- Accountancy Consultant (05/05/2018 - )</div></div>	12 Months
aaa	29/04/2018 - 02/04/2019
<div><div><div></div></div><div>- auditor (29/04/2018 - 02/04/2019)</div></div>	11 Months
ABC	20/04/2017 - 02/04/2019
<div><div><div></div></div><div>- auditor (29/04/2018 - 02/04/2019)</div></div>	11 Months
<div><div><div></div></div><div>- auditor (20/04/2017 - )</div></div>	25 Months
Accountants Enterprise	20/06/2018 - current
<div><div><div></div></div><div>- The Boss (20/06/2018 - )</div></div>	6 Months

?

Job title	Accountancy Consultant
Start date	05/05/2018
End date	
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	Yes
Is this a lecturing role?	No

Edit this role

可以添加新的PES

Practical experience supervisors

Add selected supervisor

Add new supervisor

Kennen Feng

✓

Approve performance objectives

✓

Approve time

Disabled





# 编辑PES信息

## Time waiting for approval

You have time waiting for your supervisor to sign-off. Send a reminder to your supervisor using the link below.  
[Claim time now](#)

## Employment



26 Months

Add new employer

Manage roles

ACCA	14/07/2014 - 09/03/2016	
- Customer Service Officer (14/07/2014 - 09/03/2016)		19 Months
NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 - ) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months

## Supervisor details

Please complete the fields below to send an invitation to your supervisor so they can register and sign-off your experience.

First Name \*

Dada

Last name \*

Lee

Email Address \* ?

258686750@qq.com

Relationship \* ?

IFAC Qualified Line Manager

Job Title

Director

Save and send invite

请正确填写PES  
的信息和邮箱, 全  
部使用英文字符。



# PES收到的邀请邮件范例

在您填好**PES**的信息并发送邀请后，您的**PES**会收到一封邮件（如下图），他/她可以点击邮件里的链接开始创建**ACCA**账户来确认您的工作时间和批阅 **Performance objectives**。

Dear Dada Lee

Carol Guillermina Quiroga Wyper has nominated you as their practical experience supervisor to help them complete the practical experience requirement (PER) - an important component of the ACCA Qualification.

Please use the link below to start the registration process.

<https://experience.accaglobal.com/Public/report.aspx?memberQueryID=22F5C6FD-9335-4C0D-AB1A-368D38DD4A72&WPSREFID=31607E19-1C80-48C5-A29A-3CDD0759EBCE>

ACCA has lots of resources to help you understand the PER policy and support your trainees in achieving it, find out more at [My ACCA](#)


ACCA recognises the contribution that practical experience supervisors make to the development of ACCA trainees and thank you for your commitment and support.


Regards

ACCA

Please note this email is an automated notification which is unable to receive replies. If you have any questions please [contact us](#).

# PES 建立审批账号



**Already registered with ACCA?**  
If you have a username and password for My ACCA please login.  
[My ACCA](#)   
[Forgotten your username?](#)  
[Forgotten your password?](#)

**Not registered with ACCA?**  
Please enter your details to create a My ACCA account.  
First name: \*   
Last name: \*   
Email: \*   
Date of birth (dd/mm/yyyy): \*   
**Create account**

[in](#) [twitter](#) [YouTube](#) [f](#)  
Call us  
+44 (0)141 582 2000  
Contact us  
Contact information for your local office

**您的PES已是ACCA会员：**  
点击左边的myACCA链接，  
登录到他/她自己原来的会员账号即可绑定账号。

**您的PES不是ACCA会员：**  
按照步骤提示建立一个ACCA账户，用以批阅您的工作经验(Time)与Performance objectives。

# 您的PES可到ACCA全球官网 - [www.accaglobal.com](http://www.accaglobal.com) 登录他/她的myACCA



**MYACCA** **ACCA**

HOME LOGOUT

Supervisor

**NAVIGATION MENU**

- Supervisor home
- Review and sign-off**

**MENTOR PERSONAL DETAILS**

MR Dada Lee  
ACCA number: \*\*\*\*\*

**E-MAIL ADDRESS UPDATE**  
Your e-mail address is: \*\*\*\*\*@qq.com  
Please ensure you keep your e-mail address up to date to ensure you receive important ACCA communications

**MAILING ADDRESS UPDATE**  
Please update as there has been problems delivering your mail to this address

**TRAINEE PRACTICAL EXPERIENCE REQUIREMENT**

The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.

Trainees are able to record their achievement through an online *My Experience* record. *My Experience* provides a valuable record of workplace achievements.

Go to the **experience record** to review and sign-off your trainees' practical experience.


点击红框里的内容。（任意一个即可）将自动跳转新页面进入PES界面（请看下一页了解详情）



## PES可在此处选择添加相关资格证书，并确认与您的职场关系

\*PES受邀后的步骤（用于绑定/关联Trainee）的页面 – 更新于2021年3月

Link with trainee

 has asked you to be their practical experience supervisor.  
Please confirm or amend your relationship and job title.

Pathway	PER
Relationship *	<div>?</div> Non IFAC qualified line manager
Job Title	trainer

**Your employer addresses \***

**Add new address** Please add an address by clicking on the "Add new address" button.

Employer name	
Address line 1	
Address line 2	
Town / City	
County / State	
Country / Location	
Zip code / Post code	

**Trainee employer address**

Quality Accounting PLC
110 Queen Street
Glasgow
GB
G1

**Confirm and link**

这个关系是Trainee选择的，成功关联前通过Trainee端可以修改。

第一次进入页面时需要确认相关资料，如果PES和Trainee同一公司，同一地址，直接点击“Confirm and link”，完成绑定。如果不是，可以通过“Add new address”添加新地址后再绑定。

IFAC member body

If you're a member of an accountancy body please add your membership details

**Add membership details**

如有IFAC会员的相关资料（证书的图片，扫描件之类），可以一并上传，如果暂时没有，稍后再补不传也可以，但是不上传资料无法审核PO

点击 **save & send invite**



**PES** 收到系统邮件



建立账号



审核您的工作经验



# 第三步： 把工作经验发给**PES**做确认





# 相关状态

等待 PES 接受邀请的状态

### Practical experience supervisors

Add new supervisor

Vina Lin ✓ Approve time	⌚ Waiting	<div>Edit details</div> <div>Resend invite</div> <div>Remove supervisor</div>
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PES已经接受邀请和绑定账号的状态

(此状态下，可以提交审批。右下角显示状态为“**Enabled**”的时候，代表PES已经和学员的账号联结，可以审批学员的工作经验.)

### Practical experience supervisors

▼

Add selected supervisor

Add new supervisor

MORAN LI ✓ Approve performance objectives ✓ Approve time	<div>🔴 Enabled</div>
--	----------------------



# 提交工作时间给PES审核



## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).



26 Months

To make this recorded time count towards your 36 months' total you need to it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role

ACCA 14/07/2014 - 09/03/2016

- Customer Service Officer

0 Months

You have 19 Months you can claim now

Claim this time

NASA 01/01/2013 - 30/04/2013

- Spaceman

3 Months

ACCA 01/01/2012 - 01/05/2012

- TM

4 Months

company two 18/10/2010 - current

- Admissions Manager

0 Months

## Signed off time

Below is the time that you've had approved by your supervisor- and the time that you're still waiting for your supervisor to approve.

If you've any outstanding time submissions then you can send a reminder to your supervisor.

If your supervisor declines your submission then you can delete it - update your employment records where necessary- and re-submit the time to your supervisor.

Waiting for approval 0 Months

Approved 7 Months

3 Months claimed on the IMPORT in the role of Spaceman at NASA

Import approved

Remove claim

4 Months claimed on the IMPORT in the role of TM at ACCA

Import approved

Remove claim



# 提交工作时间给PES审核

## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).



26 Months

To make this recorded time count towards your 36 months' total you need to it signed off by a practical experience supervisor from the employer where you gained the experience.

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ACCA	14/07/2014 - 09/03/2016
- Customer Service Officer	19 Months
NASA	01/01/2013 - 30/04/2013
- Spaceman	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM	4 Months
company two	18/10/2010 - current
- Admissions Manager	0 Months
company one	31/08/2010 - 31/08/2010
- 1	0 Months

## Request time approval

Please submit the time you're claiming to your supervisor for sign-off.

Please select your supervisor and add a comment they will be able to view when reviewing your assessment request.

## Claimed time

19 Months claimed on the 09/03/2016 in the role of **Customer Service Officer at ACCA**

Not approved

Practical experience supervisor

Comments:

Edit ▾

**B** *I* A A

Words: 0<sup>#</sup>

Submit

# 查看确认好的工作经验（时间）



**ACCA** Think Ahead

Home Help Employment Objectives **Claim time** Logout PER Training John Doe

## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).

To make this recorded time count towards your 36 months' total you need to get it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role- either because you've end dated a role or reached 36 months' experience.

Kennen's Home	05/05/2018 - current
- Accountancy Consultant	36 Months
aaa	29/04/2018 - 02/04/2019

## Signed off time

Below is the time that you've had approved by your supervisor - and the time that you're still waiting for your supervisor to approve.

If you've any outstanding time submissions then you can send a reminder to your supervisor.

If your supervisor declines your submission then you can remove it - update your employment records where necessary - and re-submit the correct time to your supervisor.

Waiting for approval 13 Months

Approved 113 Months

12 Months claimed on the 18/02/2019 in the role of **Test Role 1** **Waiting for approval** at ACCA

Send new request

Remove claim





# 记录您的职场目标 (PO)



# 9 Performance objectives

Five Essentials + Four Technicals

# 点击View Objectives

## Employment

Employer: NASA  
Role: Spaceman

7 Months

Current status  Save

[View employment](#)

## Performance objectives

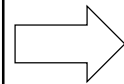
3 Completed

[View objectives](#)

Essentials 5 required

1: Professionalism and ethics	Transferred
3: Strategy and innovation	Transferred
4: Governance risk and control	Transferred

Technical 4 required



**Transferred** 表示该 **objective** 在旧版的PER中已经完成，并且已转到新版的PER中，您不需要重做此PER。





# 点击其中一条您完成的PO

## Performance objectives

**Essentials** 5 required 3 Completed

1: Professionalism and ethics	Transferred
2: Stakeholder relationship management	
3: Strategy and innovation	Transferred
4: Governance risk and control	Transferred
5: Leadership and management	

**Technical** 4 required

**Corporate reporting**

6: Record and process transactions and events
7: Prepare external financial reports
8: Analyse and interpret financial reports

**Financial management**

9: Evaluate investment and financing decisions
10: Manage and control working capital

### Performance objectives

You need the right skills and abilities to be a qualified accountant. Our practical experience requirement (PER) is an essential part of the ACCA qualification. Completing the performance objectives will help reinforce your learning from exams.

There are two types of performance objective: Essentials and Technical. You must complete all **five** essentials. There are 15 technical performance objectives, we need you to demonstrate your experience in **four** of these.

### How to complete your performance objectives

All the performance objectives are made up of individual elements. For each performance objective, you have to do the following:

- write a short statement describing your experience
- get your supervisor to confirm that you have completed all of the elements
- have the performance objective signed off by your supervisor.

Some advice from our experts: it's a really good idea to complete your PER as you go along. And get individual elements signed off as soon as you complete them!

More information about each objectives can be found by clicking on the performance objectives on this page.

If you start a performance objective accidentally, don't worry - you can cancel it on the objective page.



# 开始完成选择了的PO

## Performance objectives

**Essentials** 5 required 3 Completed

1: Professionalism and ethics	Transferred
2: Stakeholder relationship management	
3: Strategy and innovation	Transferred
4: Governance risk and control	Transferred
5: Leadership and management	

**Technical** 4 required

**Corporate reporting**

6: Record and process transactions and events
7: Prepare external financial reports
8: Analyse and interpret financial reports

**Financial management**

9: Evaluate investment and financing decisions
10: Manage and control working capital
11: Identify and manage financial risk

## 2: Stakeholder relationship management

Start objective

点击“开始”

Description	Examples of activities	Linked exams						
<p>You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.</p> <p><b>Elements</b></p> <p>Here are the elements you need to achieve for this performance objective</p> <table><tr><td>a</td><td>Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.</td></tr><tr><td>b</td><td>Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.</td></tr><tr><td>c</td><td>Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.</td></tr></table>			a	Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.	b	Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.	c	Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.
a	Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.							
b	Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.							
c	Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.							





# 对于已经完成的Elements，点击“Claim”

注意：每个objective都要完成

- ✓ 5个Elements
- ✓ 1个Statement

2. Stakeholder relationship management Claim objective

Description Examples of activities Linked exams

You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.

**Elements** 5个Elements都要分别点击“Claim”按钮

Here are the elements you need to achieve for this performance objective

a	Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.	Claim
b	Use a range of mediums and make appropriate use of digital technology to communicate clearly, concisely and persuasively in formal and informal situations.	Claim
c	Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.	Claim
d	Develop and build effective and ethical professional relationships and networks using face to face and digital technology.	Claim
e	Deal calmly and efficiently with conflicting priorities, deadlines or opinions – both internally and externally – by listening and negotiating.	Claim

**Statement**

Write a statement of between 200 - 500 words.  
Your statement is currently 241 words.

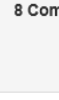
Edit

点击Claim按钮后，  
Claim按钮会变灰色，  
右上角也会出现一个篮子图标。



## 撰写这个PO的总结

# Performance objectives



8 Completed

## Essentials 5 required

1: Ethics and professionalism	Under review
2: Stakeholder relationship management	Started
3: Strategy and innovation	Under review
4: Governance, risk and control	AE exemption
5: Leadership and management	Under review

## Technical 4 required

### Corporate and business reporting

6: Record and process transactions and events	AE exemption
7: Prepare external financial reports	AE exemption
8: Analyse and interpret financial reports	Completed

### Financial management

9: Evaluate investment and financing decisions	Started
10: Manage and control working capital	Under review
11: Identify and manage financial risk	Started

### Management accounting

12: Evaluate management accounting systems	Under review
--	--------------

Here are the elements you need to achieve for this performance objective

		6
a	Evaluate management accounting techniques and approaches in an organisation.	Waiting for approval
b	Apply appropriate costing techniques to products and services.	Claim
c	Assess and advise on the effectiveness of an organisation's management accounting and ICT systems.	Claim
d	Contribute to developing and improving management accounting systems and internal reporting recognising the impact of emerging technologies.	Claim
e	Monitor new developments in management accounting and consider their potential impact on performance and systems.	Claim

## Statement

Write a statement of between 200 - 500 words.

Your statement is currently 225 words.

Edit ▾

**B** *I* A ▾ A ▾ ≡ ≡ ≡ ≡ ▾ ≡ ▾ ≡ ≡

REC ✓

something somethingsomething somethingsomething somethingsomething  
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 somethingsomething somethingsomething somethingsomething  
 somethingsomething somethingsomething somethingsomething  
 somethingsomething somethingsomething somethingsomething something  
 somethingsomething somethingsomething somethingsomething

Save statement

把鼠标移到问号的图标处，会显示要求的详细说明。

在这里填入200-500字的总结，然后保存。(注意：少于200字和多于500字都无法提交)



# 新会员关于完成Performance objectives的经验分享

强烈建议 4 个可选的 PO 选自己目前工作的领域来写,并且一定要结合自己在公司的职位以及日常工作中与该职务有着密切联系的工作事项进行阐述,切记不能写套话空话之类的,如果实在是不能往要求的 5 个 elements 上来靠的话,也希望大家能尽量地去靠着写。

尽量去举与自己工作领域相关的例子来写,比如阐述完职业道德定义之后,首先就可以举自己在工作中碰到的某项事情是不能做的例子,因为是违反了 ACCA 的某一项职业道德,然后自己做为 ACCA 的准会员是有责任和义务在自己的职责权限范围内提醒他人这样做是违反了职业道德的,举例说明特别是举自己在实际工作中碰到的事项是最具说服力的,因为 ACCA 特别关注大家在平时的工作中碰到的问题以及解决这些问题的能力,而不是纯粹为了通过考试而考试的。因为我是写的比较认真,所以每个 PO 平均下来大概用了半个小时完成。





An aerial photograph of a coastline, showing a sandy beach on the left and a dark blue ocean on the right. A semi-transparent square is centered over the image, with the text '提交PO给PES审批' written in white inside it.

# 提交PO给PES审批



# 提交PO给PES审批

如果您已经完成了所选PO里面的  
Statement和5个Elements，您可以直接  
点Claim objective提交整个PO。

## Performance objectives

0 Completed

### Essentials 5 required

1: Professionalism and ethics	Under review
2: Stakeholder relationship management	Completed
3: Strategy and innovation	Under review
4: Governance risk and control	Under review
5: Leadership and management	Under review

### Technical 4 required

#### Corporate reporting

6: Record and process transactions and events
7: Prepare external financial reports

1: Professionalism and ethics

Claim objective

Waiting for approval

?

Description

Examples of activities

Linked exams

The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.

### Elements

Here are the elements you need to achieve for this performance objective

a	Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.	Approved
b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	Approved

## 提交完整的一个PO给PES审批

You can add a new supervisor to a role in the employment section and send them an invitation to register.

If you've already invited a supervisor but they've not yet registered then you can send them a reminder from the employment page. Once your supervisor has registered you'll be able to submit your elements or objectives to them.

**Remove**

5.d Work with others to recognise, assess and improve business performance. You use different techniques and technology to do this.

**Remove**

5.e You negotiate effectively and can justify solutions logically and persuasively to colleagues and clients.

**Remove**

12: Evaluate management accounting systems

- 12.a Evaluate management accounting techniques and approaches in an organisation.
- 12.b Apply appropriate costing techniques to products and services.
- 12.c Assess and advise on the impact of an organisation's management accounting and information systems.
- 12.d Contribute to developing and improving management accounting systems and internal reporting.
- 12.e Monitor new developments in management accounting and consider their potential impact on performance and systems.

Please select your supervisor and add a comment they will be able to view when reviewing your assessment request.


**Practical experience supervisor** Bill Clay

**Select employer - role** Nakatomi Corporation - Previous role

**Comments:**

Edit ▼

**Submit**



# PES如何审核 您所提交的工作经验与**PO**?



# 您的PES到ACCA全球官网 - [www.accaglobal.com](http://www.accaglobal.com) 登录他/她的myACCA

MYACCA

ACCA

HOME   LOGOUT

Supervisor

NAVIGATION MENU

Supervisor home

Review and sign-off

MENTOR PERSONAL DETAILS

MR Dada Lee  
ACCA number: 23858113

E-MAIL ADDRESS

UPDATE

Your e-mail address is: **258686750@qq.com**  
Please ensure you keep your e-mail address up to date to ensure you receive important ACCA communications

MAILING ADDRESS

UPDATE

Please update as there has been problems delivering your mail to this address

TRAINEE PRACTICAL EXPERIENCE REQUIREMENT

The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.

Trainees are able to record their achievement through an online *My Experience* record. *My Experience* provides a valuable record of workplace achievements.

Go to the **experience record** to review and sign-off your trainees' practical experience.



# Sample - PES收到需要审核的PO的请求样板


Trainee name	Permissions	Tasks	
Training John Doe	Can sign performance objectives Can approve time	0 Objectives waiting for assessment 0 Elements waiting for assessment 0 Time waiting for assessment	<a href="#">View trainee</a>

# PES审批工作经验（时间）

## Viewing Lucy Whitmore


### Time

Approve claimed time




6 Months

### Performance objectives



1 Completed

### Essentials 5 required

1: Professionalism and ethics	 <b>To be reviewed</b>
2: Stakeholder relationship management	<b>2 Elements to go</b>
3: Strategy and innovation	
4: Governance risk and control	

### Movinato UK Ltd

Trainee Accountant

6 months claimed on the 16/08/2016

Please choose

Approve

Decline

**Waiting for approval**

# PES审批PO

Time

Approve claimed time

65 Months

Performance objectives

0 Completed

Essentials 5 required

1: Professionalism and ethics

To be reviewed

2: Stakeholder relationship management

To be reviewed

3: Strategy and innovation

To be reviewed

4: Governance risk and control

To be reviewed

5: Leadership and management

Statement required

Technical 4 required

Corporate reporting

6: Record and process transactions and events

7: Prepare external financial reports

To be reviewed

8: Analyse and interpret financial reports

Financial management

9: Evaluate investment and financing decisions

10: Manage and control working capital

11: Identify and manage financial risk

1: Professionalism and ethics

Approve

Decline

Waiting for approval

View statement

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

ur statement here

You prepare computations of taxable amounts and tax liabilities according to legal requirements.

a Extract and analyse data from financial records and files information to prepare tax computations and

Waiting for approval

a Sceptically verify client submissions – and submit on time to the tax authorities.

Waiting for approval

b Determine the incidence (timing) of tax liabilities and their impact on cash flow/financing requirements.

Waiting for approval

c Explain tax filing and payment – and the consequences of non-compliance to clients.

Approve

Decline

d Identify allowable claims, or the need to object to/appeal an assessment, in a timely way.



An aerial photograph of a beach and ocean. The left side shows a sandy beach with many long, parallel ridges of sand. The right side shows the ocean with a white surf line. A large, semi-transparent square frame is centered over the image, with a smaller, solid square inside it.

# What if you work for an ACCA Approved Employer

如果您在ACCA认可雇主中任职



# Step 1: 登录myACCA录入工作经验

请查阅本指南P16-22

# Step 2: 下载并填写 Approved Employer PER confirmation form

\*用以申请豁免 Performance objective

# 申请豁免Performance Objective

Employment

14 Months

Add new employer

Manage roles

New Line Accountancy

01/12/2014 - 22/02/2016

✎

 - Trainee Accountant (01/12/2014 - 22/02/2016)

14 Months

?

Job title	Trainee Accountant
Start date	01/12/2014
End date	22/02/2016
Average hours per week	35
% Relevant role	100
ACCA approved employer?	Yes
Is this an audit role?	No

Edit this role

Approved employer form

You've indicated that this role is with an ACCA approved employer.

If you are leaving this employer, or you have completed your 36 months' experience, then complete and submit the attached form to ACCA. You won't be able to claim the performance objective exemption until you submit this form.

PDF Adobe

Approved Employer PER Confirmation form

如果您正受聘于或曾任职于ACCA黄金级或白金级认可雇主，可以在该职业信息里的“**ACCA approved employer**”里选**YES**，之后页面会出现**PO**豁免申请表，请下载该表，填妥后邮件发送至[members@accaglobal.com](mailto:members@accaglobal.com) 申请豁免填写 Performance objectives。

# 豁免申请表 Approved Employer PER Confirmation Form

您的  
基本  
信息

1 YOUR WORKPLACE DETAILS

To be completed by the trainee

Full name

ACCA registration number

Organisation name

Approved Employer number  认可雇主编号

Job title

Dates of employment From: To: Months in a relevant role

Employer address 在该雇主工作了多少个月

Postcode

Level of approval (Gold/Platinum) 填写：黄金级雇主或白金级雇主

PES  
的  
基本  
信息

2 GOLD OR PLATINUM ACCA APPROVED EMPLOYER PRIMARY CONTACT OR PRACTICAL EXPERIENCE SUPERVISOR DETAILS

To be completed by the ACCA Approved Employer primary contact or practical experience supervisor

Full name

ACCA registration number (if applicable)  如果PES是ACCA会员，请填写注册号

Job title

Qualifications PES所拥有的资质，如ACCA或CICPA等

Email address

Relationship to trainee PES与您的关系（请参考本指引第10页）



# 豁免申请表 Approved Employer PER Confirmation Form

必须完成，全部由PES签字，并签上完成日期。

按照个人情况选择4项已经在职场上达到的目标，由PES签字，并签上完成日期。

	Performance Objective	Signature	Date (DD/MM/YYYY)
ESSENTIALS	1 Ethics and professionalism		
	2 Stakeholder relationship management		
	3 Strategy and innovation		
	4 Governance, risk and control		
	5 Leadership and management		
TECHNICAL	6 Record and process transactions and events		
	7 Prepare external financial reports		
	8 Analyse and interpret financial reports		
	9 Evaluate investment and financing decisions		
	10 Manage and control working capital		
	11 Identify and manage financial risk		
	12 Evaluate management accounting systems		
	13 Plan and control performance		
	14 Monitor performance		
	15 Tax computations and assessments		
	16 Tax compliance and verification		
	17 Tax planning and advice		
	18 Prepare for and plan the audit and assurance process		
	19 Collect and evaluate evidence for an audit or assurance engagement		
	20 Review and report on the findings of an audit or assurance engagement		
	21 Business advisory		
	22 Data analysis and decision support		

In addition to achieving the performance objectives signed off above, I confirm that the trainee named in section 1:

- has been employed by this organisation during the dates entered in section 1
- has achieved the number of months in a relevant role claimed in section 1 (to be prorated for part-time experience)
- has followed this organisation's performance management and appraisal processes
- is eligible to claim the performance objective exemption.

Print name \_\_\_\_\_

Signature **PES签字** Date **签字日期**

**Step 4: 发送扫描版的表格到  
members@accaglobal.com**

## Step 5: 申请会员

等待总部回复（一般10个工作日内），  
并根据回复指引在myACCA操作申请会员即可。

An aerial photograph of a beach and ocean. The left side shows a sandy beach with many long, parallel ridges of sand. The right side shows the ocean with a white surf line. A semi-transparent rectangular box is centered over the image, containing the text 'Apply for Membership' and '会员申请' in white.

# Apply for Membership

## 会员申请



# 登录myACCA，在线提交会员申请

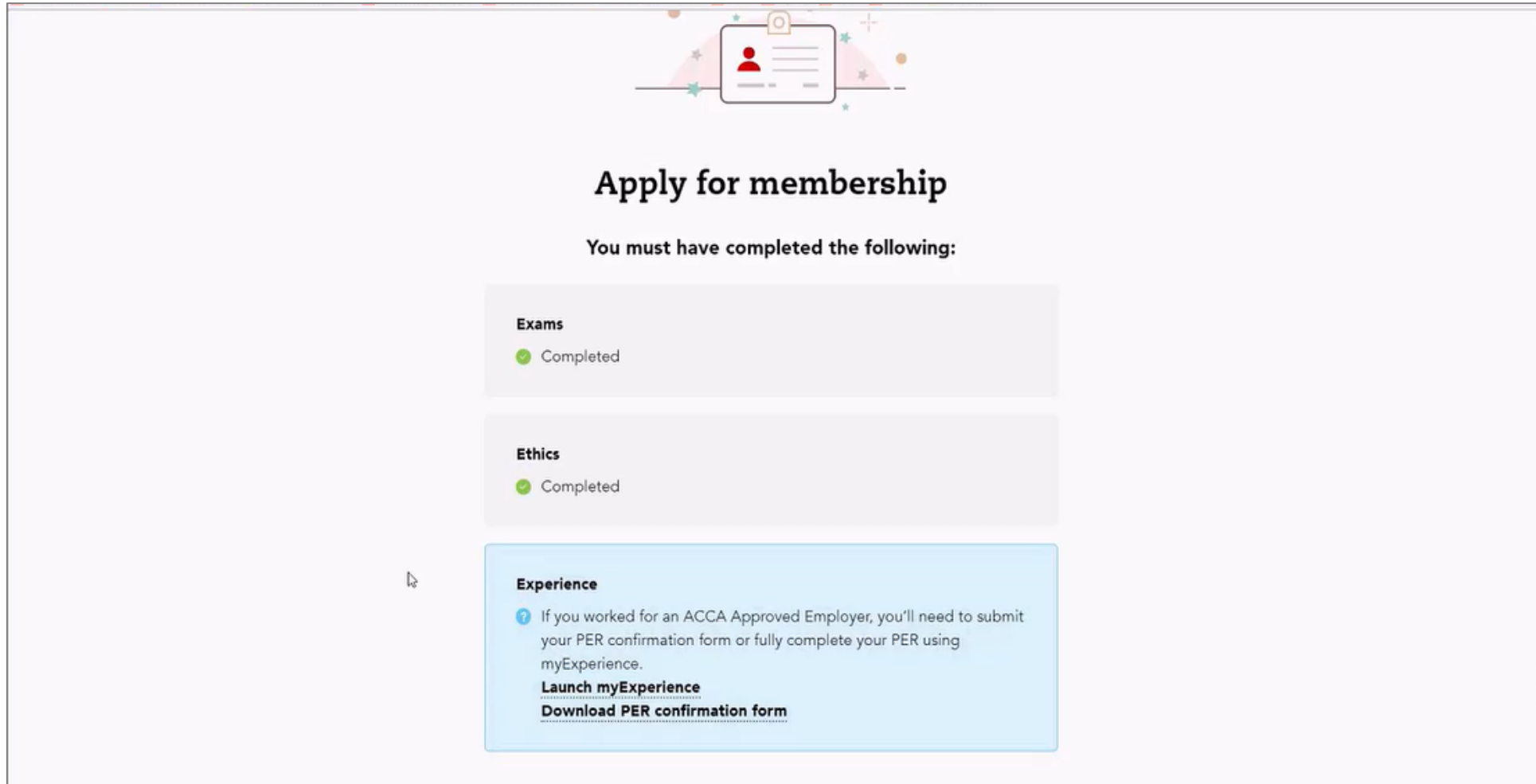
1: 登录  
myACCA

2: 点击  
My qualification

The screenshot shows the myACCA user interface. On the left is a sidebar with the user's name 'Deborah Ragoonath-Rajkumar' and a list of menu items: 'Dashboard', 'My qualification' (highlighted with a red box), 'Fees & transactions', 'Documents & downloads', 'My details', 'Help', and 'Logout'. The main content area is titled 'MY QUALIFICATIONS' and features a 'Become a member' section with a red 'Apply for membership' button (also highlighted with a red box). Below this is an 'Exams' section with the heading 'Your exam progress' and a 'Book an exam' button. At the bottom right, there is a 'Download exam transcript' link. The browser's address bar at the bottom shows the URL 'https://myacca.test2.accaaglobal.com/#/apply-for-membership'.

3: 点击  
Apply for membership

# 在线提交会员申请



The image shows a screenshot of the ACCA membership application progress page. At the top, there is a decorative header with a stylized icon of a person and a document. Below this, the main heading is "Apply for membership". Underneath, it states "You must have completed the following:". There are three sections: "Exams" with a green checkmark and "Completed", "Ethics" with a green checkmark and "Completed", and "Experience" which is highlighted in blue. The "Experience" section contains a question mark icon, a paragraph of text, and two links: "Launch myExperience" and "Download PER confirmation form".

## Apply for membership

You must have completed the following:

**Exams**  
✓ Completed

**Ethics**  
✓ Completed

**Experience**  
? If you worked for an ACCA Approved Employer, you'll need to submit your PER confirmation form or fully complete your PER using myExperience.  
[Launch myExperience](#)  
[Download PER confirmation form](#)

# 在线提交会员申请

Completed

**Experience**

If you worked for an ACCA Approved Employer, you'll need to submit your PER confirmation form or fully complete your PER using myExperience.

[Launch myExperience](#)

[Download PER confirmation form](#)

**Before you apply:**

- Check your **mailing address** details as this is where we will send your certificate if your application is successful
- If you have any previous cautions or convictions, you're required to disclose these before applying
- You'll need to send supporting documentation if you are engaged in public practice. This means signing or producing accounts/reports/certificates/tax returns concerning persons or organisations' financial affairs that may be relied upon by a 3rd party. This does not apply if you are an employee who works in a public practice firm.

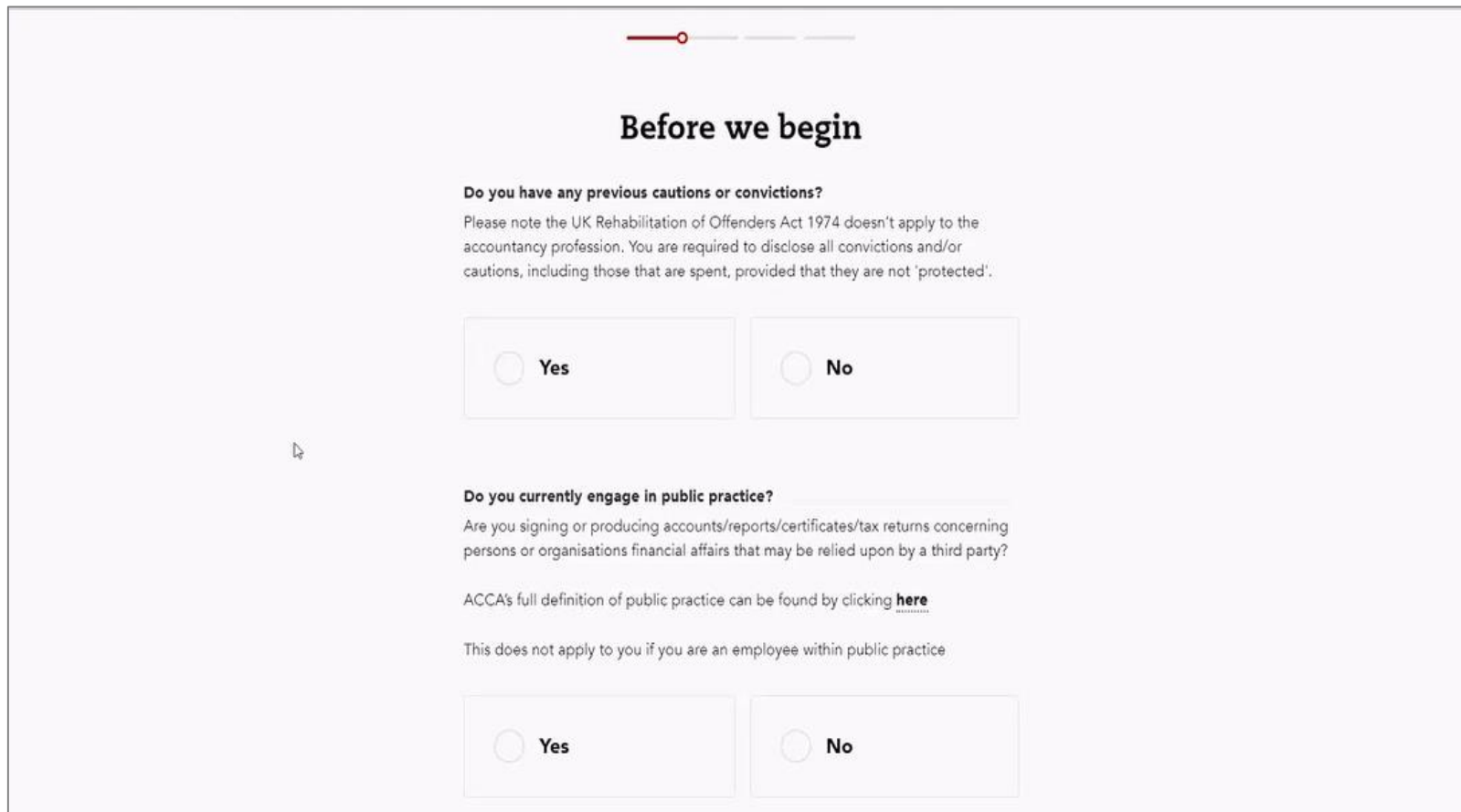
★

Let's get started

# 在线提交会员申请

- 按照提示回答几个简单的问题

1. 是否有违法犯罪记录，是否从事执业相关的工作等



The screenshot shows a web form titled "Before we begin" with a progress bar at the top. It contains two questions with radio button options for "Yes" and "No".

**Before we begin**

**Do you have any previous cautions or convictions?**  
Please note the UK Rehabilitation of Offenders Act 1974 doesn't apply to the accountancy profession. You are required to disclose all convictions and/or cautions, including those that are spent, provided that they are not 'protected'.

☐ Yes ☐ No

**Do you currently engage in public practice?**  
Are you signing or producing accounts/reports/certificates/tax returns concerning persons or organisations financial affairs that may be relied upon by a third party?

ACCA's full definition of public practice can be found by clicking [here](#)

This does not apply to you if you are an employee within public practice

☐ Yes ☐ No



# 在线提交会员申请

-按照提示回答几个简单的问题

2. 选择是否同时具备其他资格认证，和填写职业状态相关的问题

Cancel X

## Employment & qualifications

If you work for multiple companies, please give details for your primary employer only

Are you a member of any professional bodies?

Select... ▼

What is your employment category?

Select... ▼

← Previous

Continue

# 在线提交会员申请

-按照提示回答几个简单的问题

3. 选择是否在ACCA全球官网公开您的会员信息

Cancel X

## Select your membership preferences

By being a part of an ACCA network you are regularly invited to play a part in developing the profession at all levels. You can change these options at any time via the Communication Preferences section of myACCA.

**Include in directory of members**

Show up in our global member directory. This is used by thousands of people and companies world-wide looking for ACCA qualified members.

**Please note:** If you opt-out of the directory of members, only your name, membership number and year of admission will be shown in the directory.

☐ Yes

☐ No

← Previous

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# 在线提交会员申请

提交会员申请  
阅读会员申请声明，并点击已阅读和了解相关条例

**Please read and understand the following:**

- **Declaration**
- **Byelaw 8**

**Declaration**

I understand that when transferring to membership, I could become liable to disciplinary action for events which engage ACCA Byelaw 8, liability to disciplinary action, which occurred before or after I transfer (read Notes section below now).

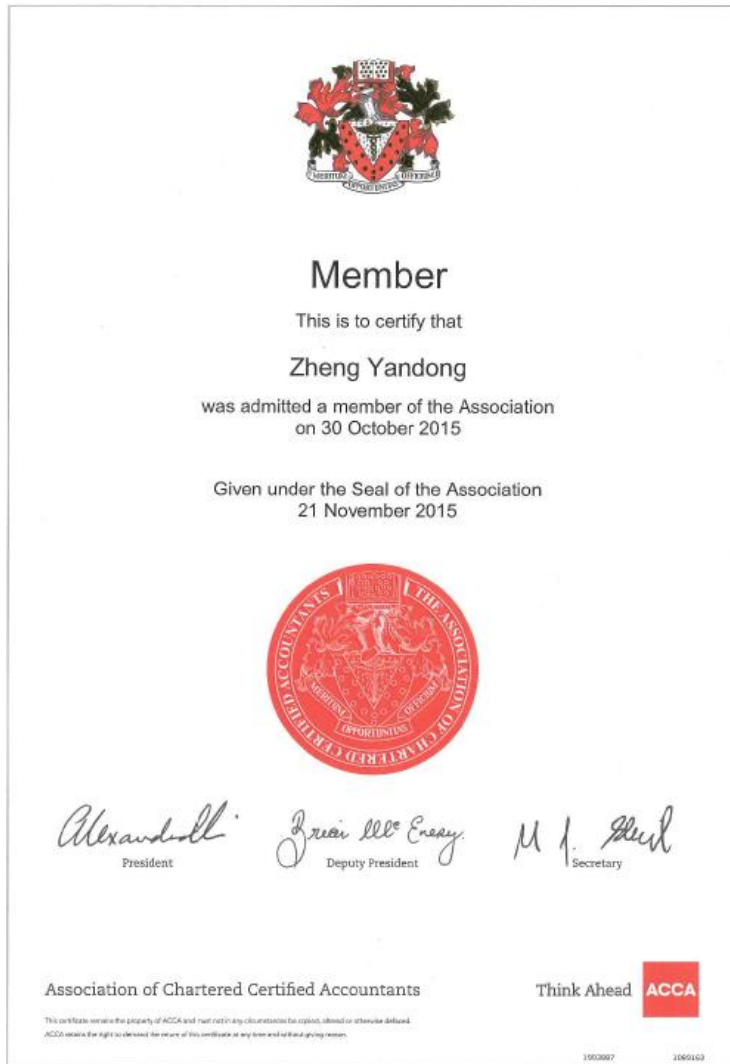
I confirm I have now read the Notes section below and:

- I understand that as a member of ACCA I must adhere and keep updated with the ACCA rulebook at all times. This is available online at [www.accaglobal.com/rulebook](http://www.accaglobal.com/rulebook)
- I understand that if I fail to declare an event which may engage Bye-law 8, or if I provide any false or misleading statement in this form, I may face disciplinary action which may involve an allegation

**I confirm I have read, understood and accept the membership declaration and Byelaw 8**

提交会员申请后，审批  
时间为10个工作日

# ACCA会员证书范例



## 关于会员证书的邮寄安排

ACCA总部会每隔2个月特制会员证书，并批量寄到ACCA中国的办公室。各个办公室收到证书后，会联系会员，并用顺丰快递给大家寄送。

\* 请务必把自己正确的联系方式，包括电话和邮箱更新在myACCA里，否则我们无法联系本人寄送证书。



# Q&A

1. 没考完之前的工作经验算吗？

答：算，实习与兼职也算。

2. 在A公司工作2年，B公司工作2年，是不是需要两个PES去签字啊？

答：是的。工作经验（时间）需要原公司的HR或Line Manager去确认的。

Performance objectives则可以让同一个PES或不同的PES帮您做确认。

3. 目前正在一家认可的雇主工作，但是不满36个月，可以把Performance objectives全豁免了吗？

答：可以的。假如您觉得您在目前的工作上已经能够体现出您达到9个Performance objectives的要求了，那么您是可以9个全豁免的，也可以申请部分豁免。

4. 国有企业一般以职称为主,尤其是较为年长的Line Manager,高级会计师是否属于IFAC？

答：国内职称并不属于IFAC体系的专业会计师团体，所以不可作为PES的。

5. 如果我用PER confirmation form申请PO豁免，那么工作时间需要另外找PES审批吗？

答：当递交PO豁免表，如已经离职或在认可雇主里工作已满36个月，收到表格后，工作时间会一起审批，不用额外找PES审批时间。

6. 在我的“My qualifications”的界面里，没有“Apply for membership”的按钮，怎么办？

答：如果没有这个按钮，您可以选择下载会员申请表，填妥后，以扫描件形式回传至[members@accaglobal.com](mailto:members@accaglobal.com)申请。

### ACCA 北京办公室

华北区会员微信小助手: ACCANC2

所辖范围:

北京, 黑龙江, 吉林, 辽宁, 河北  
天津, 山东, 山西, 陕西, 宁夏,  
甘肃, 内蒙古, 新疆, 青海

### ACCA 上海办公室

华中区微信小助手: ACCAPE4

所辖范围:

上海, 江苏, 浙江, 湖北  
河南, 四川, 重庆, 安徽, 江西, 西藏

### ACCA 广州办公室

华南区微信小助手: ACCASC

所辖范围:

广东, 广西, 福建, 湖南  
云南, 贵州, 海南



ACCA会员服务号

\*加入会员微信群请添加微信小助手, 验证信息: 会员号+姓名+城市

## ACCA中国客户服务

电话：4008333338

邮箱：

[customerservicechina@accaglobal.com](mailto:customerservicechina@accaglobal.com)

工作时间：

星期一至星期五：8:00 - 20:00;

周六，周日及中国法定节假日 9:30 -18:00