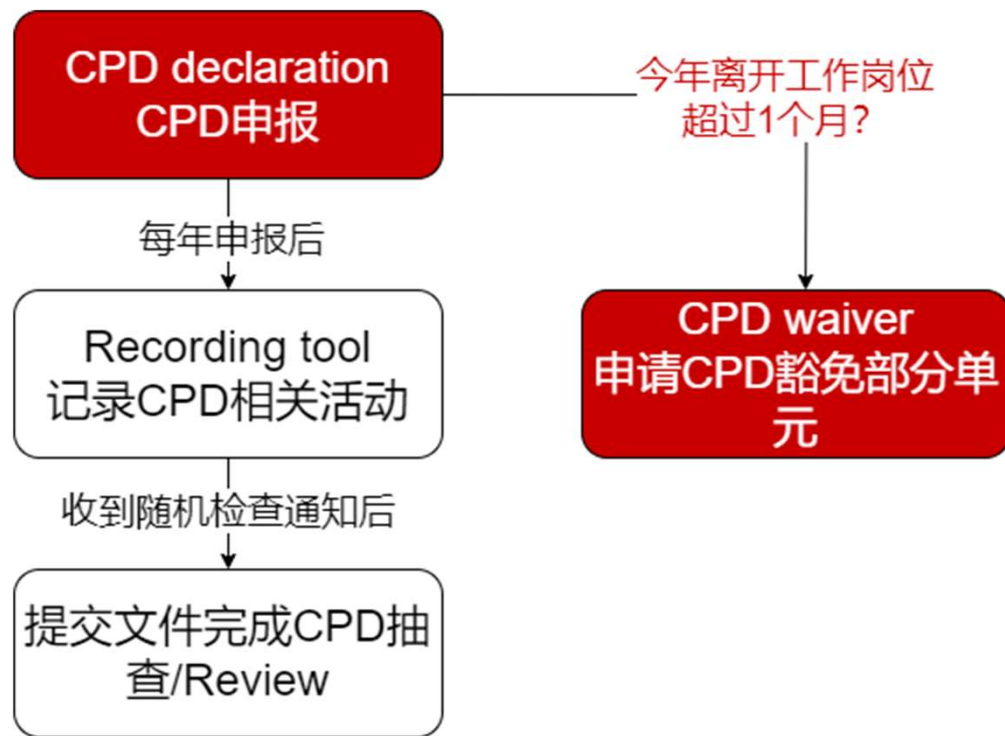




CPD Declaration & Record

如何完成CPD 申报与记录?

CPD介绍



CPD 豁免

- 如果您已经离开工作岗位超过1个月，可以通过您的myACCA账户申请CPD豁免。
- 以下情况可以考虑申请CPD豁免：
 - 长期/严重病患
 - 全职照顾家庭
 - 休产假/陪产假
 - 失业
- 按情况上传证明文件的扫描件与加盖公章的英文翻译件，证明文件可以是：
 - 医疗与住院等相关材料
 - 产假/陪产假证明或孩子出生证明
 - 离职证明
- 提交CPD豁免申请后，仍需完成CPD申报，路径选择“Unit Route – Part-time or semi-retire”
- 相关部门将根据您提交的文件与离开岗位时长，判断可豁免的CPD单元数量

CPD waiver

Step 1

Step 2

Step 3

Step 4

Step 1:

- 点击最上方的 "Professional development"
- 如果 Notifications 出现 CPD declaration due 的提示, 也可以点击 "Submit now"

The screenshot shows the MyACCA user interface. At the top, the navigation menu includes 'ACCA', 'Documents', 'Finance', 'Professional development', 'Qualifications', and 'Help'. The 'Professional development' link is highlighted with a blue box and a hand cursor. Below the navigation, a greeting reads 'Hello [blurred name], welcome to MyACCA'. Under the 'Notifications' section, which states 'There are 2 items for your attention.', a red notification card for 'CPD declaration due' is highlighted with a blue box. The card contains the text 'Submit your CPD declaration to maintain your membership.' and a 'Submit now' button. Below this, another red notification card for 'Outstanding fee' is visible, with the text 'Make payment of outstanding fees via the finance page' and a 'Make payment' button. Further down, there is a 'Knowledge base' section with a search bar, and a 'Key dates' section with a table for 'Members' showing 'Annual membership subscription due: 1 January 2025' and 'Annual CPD declaration due: 1 January 2025'. To the right, a 'Common actions' section includes links for 'Members', 'ACCA Global ->', and 'Print a certificate or letter ->'.

CPD waiver

Step 1

Step 2

Step 3

Step 4

CPD waivers and adjustments

If you have been unable to complete your CPD requirements due to absence from work, you can request a waiver. If ACCA need to ac displayed in the table below.

Request for current year

Request for previous year(s)

Year	Status	Reason	Units reduced	Start ↓
2024	Approved	Waiver - Career break	2.00	01 September
2024	Approved	Waiver - Unemployment	4.00	01 June 202
2024	Approved	Waiver - Maternity/paternity/adoption leave	0.00	01 January 2
2023	Rejected	Waiver - Career break	0.00	01 June 202

CPD Waiver

ACCA recognises that situations occur where members are unable to fulfil their CPD requiremen requirement, you will be able to apply for a waiver. Waiver applications are considered for verifia a minimum period of one month's absence from work is required to be eligible for a waiver.

Eligibility criteria

If you are awarded a waiver, you are still required to submit your annual CPD declaration. Once y units, you should complete your CPD declaration indicating that you have met the CPD requirem with ACCA.

If you hold a current practising certificate, insolvency licence or are on the ACCA register of prac

If you are an Irish statutory auditor, you are unable to apply for a waiver.

You must make good any shortfall you have within a reasonable time period. For any questions r

You should only apply for a waiver if you are following our unit route and you will need to provid

More information on CPD waivers can be found on our [website](#).

Start application

Step 2:

- 页面拉到最下方，找到 "CPD waivers and adjustments"
- 按所需申报年份点击对应选项后，点击 "start application" 后填写表格

The date range selected is less than the permitted time period for a waiver application, only time periods of 30 days or more will be accepted.

- 请确保离开岗位的时间在30天或以上，否则无法提交申请

Year *

2022

- 点击后选择申报年份

Start

01 January 2022

- 点击最右方的日历图标后，选择申报原因（如产假）的开始日期

End

01 January 2022

- 点击最右方的日历图标后，选择申报原因的结束日期

Reason *

Select

- 选择申报原因

You must upload documents to continue.

Maximum file size: 15 MB. Accepted file formats .pdf .jpg, .tiff, .png,.bmp, and .gif.

Choose file

No file chosen

- 上传证明材料。文件种类有限制，建议上传PDF或图片JPG

File

Created on

Delete

There are no documents to display.

- 打钩后点击下方的Next

This information is correct and I have evidence to support my waiver request.

When submitted your waiver requires review and approval by ACCA. If approved your requirements will be reduced by 2.0 units.

CPD waiver

Step 1

Step 2

Step 3

Step 4

Step 3:

- 上方显示通过申请后减免多少可证明CPD单元（如 2.0 Units）
- 确认信息无误后，点击下方 "Submit"

Application details

You entered these details.

Year *

2022

Start

02 November 2022

End

05 December 2022

Reason *

Unemployment

Documents

You uploaded these documents.

- 7798_HKICPA DM 2025.pdf

Previous

Submit

CPD waiver

Step 1

Step 2

Step 3

Step 4

Application submitted

We have received your application for **CPD Waiver**.

Our team will review your application and aim to give you a response within **5** days.

You can view the **status** of it at any time.

[Back to dashboard](#)

Step 4:

- 申请已完成。结果将在5天后出现在Step 2的页面

Thank you.