



1 April 2023 – 31 March 2024

KPMG Croatia d.o.o.  
Ivana Lučića 2a  
Eurotower, 17th floor  
10 000 Zagreb  
accacentre@kpmg.hr

# ACCA ODCBE Registration form

## STUDENT DETAILS

First name:

Last name:

ACCA ID:

Date of birth:

Email address:

Contact number:

## EXAM INFORMATION

Select exam:

Select exam date:  
(option 1)

Select exam date:  
(option 2)

## PAYMENT / PROFORMA INVOICE DETAILS

Name:

Company name  
(if applicable):

Address:

OIB/VAT number:  
(as applicable):

**Please insert data for the individual or company responsible for paying the invoice. Please carefully review all details before submitting the form, as after invoices have been issued it is not possible to make any changes.**

## TERMS AND CONDITIONS

By submitting this form you agree to the following:

### EXAM REGISTRATION

- Exam booking must be made at least 7 days prior to the Candidate's chosen examination date(s) by submitting an ACCA ODCBE registration form ("registration form") together with proof of payment.
- KPMG Croatia d.o.o., Ulica Ivana Lučića 2a, 10000 Zagreb ("the Centre") will endeavour to provide the selected date for examination, however we reserve the right to reschedule should there be any interruptions or technical issues.
- The Centre operates on a first come, first served policy on all computer based examinations, which could mean the session the Candidate wishes to sit for may become full. In this case the registration will be moved to the next scheduled session.
- Exams are sat on Thursdays (excluding Croatian public holidays), from 10.00 am to 12.00 pm.
- Candidate's exam booking cannot be confirmed until the Centre has received full payment and a fully completed registration form.
- Once exam booking is confirmed (by email) the Candidate forfeits all the fees paid in case of decision to cancel or failure to attend the scheduled exam.
- If the Candidate wishes to postpone their exam, they must inform the Centre (by email) 24 hours prior to the scheduled exam, at the latest.
- The Centre will not be held responsible should there be any interruptions with electricity and/or natural causes beyond our control.
- ACCA reserves the right to cancel a CBE examination for any reason whatsoever. All queries should be directed to ACCA if in any event the examination is cancelled by ACCA.
- This exam registration will only be accepted if full fees are paid in advance.
- Electronic signatures are accepted.

### EXAM

- Candidates are required to be at the examination site fifteen minutes before the exam starts.
- Candidates will not be able to sit for their examination without providing an official valid form of identification such as ID, Passport or Driver's Licence.
- It is the Candidates' own responsibility to bring own scientific calculator (without text input option). Pencils and paper for rough workings are provided by the Centre.
- It is the Candidates' own responsibility to read the "Information sheet for ODCBE students" that will be provided to the Candidate upon exam registration confirmation.

## PRIVACY NOTICE

- In relation to Candidate's personal data received hereunder, the Centre acts as a data controller. The purpose of data processing is registration of the Candidate for ACCA exams and collecting fees for the same. The legal bases for processing of Candidate's data are the following:
  - processing is necessary for performance of a contract to which the Candidate is party or in order to take steps at the request of the Candidate prior to entering into a contract, i.e. registration with ACCA so that the Candidate is able to take ACCA exam (Article 6(1)(b) of GDPR),
  - Processing is necessary for compliance with a legal obligation to which data controller is subject, i.e. obligation to issue an invoice to the Candidate whose mandatory content is prescribed by Croatian legislation (Article 6(1)(c) of GDPR).
- As a result, provision of the data requested in this form is mandatory, and failure to provide the same can result in an inability to register the Candidate for ACCA exam.
- The received data can be shared with ACCA and Croatian authorities. More information on how ACCA will process the Candidates' data can be found in ACCA's privacy notice available on the following link: <https://www.accaglobal.com/my/en/footer/footer/privacy/data-protection.html>.
- The Centre shall retain the data for as long as required to comply with the statutory requirements for keeping of accounting documentation, following which the data shall be deleted. The processing will not involve automated decision making.
- In relation to personal data processing, the Candidate has the following rights: the right of access, restriction of processing, erasure, data portability, right to object to processing, right to lodge a complaint with a supervisory authority (in Croatia, this is the Personal Data Protection Agency).
- In case any questions related to personal data processing or to exercise the above rights, please contact the Centre's data protection officer at [dpo@kpmg.hr](mailto:dpo@kpmg.hr).

## CANDIDATE DECLARATION

By submitting this application form, I confirm that I have read, understand and agree to the terms and conditions that are set out in the guidance notes attached to this registration form.

I will abide by ACCA's general rules for CBE stated in the information sheet I will be provided upon registration confirmation.

I, the undersigned, hereby certify that the information provided in this form is accurate and up to date, and that I have read and understand the terms and conditions outlined in this form.

Date:

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Signature:

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