

## IMPORTANT NOTICE

Please read the following notes before completing the application form:

- i. In accordance with the Institute (Membership and Fees) Rules, a former member seeking re-admission to membership on or after 1 January in the subsequent year after the removal must submit a fresh membership application to the Institute for review. It will be treated as a new membership application and assessed in accordance with the prevailing rules and requirements at the point of re-admission. The Council shall have the discretion to accept or refuse any application for re-admission.

Fee Structure	Associate (Amount including GST)	CA (Singapore) (Amount including GST)
Admission fee	\$107.00	\$428.00
Membership Subscription	\$149.80 - (full year)	\$299.60 - (full year)
	\$74.90 - (pro-rated)	\$149.80 - (pro-rated)

Member who is re-admitted on or after the first day of July in any year shall pay the pro-rated fee

- ii. Goods & Services Tax (GST) will be applicable for members residing in Singapore. For zero-rated GST to apply, members residing overseas must tick to declare that they are residing overseas at the point of payment. For non-declaration, standard rated GST will apply.
- iii. A former member applying for re-admission to membership as a CA (Singapore) has to acquire at least 20 verifiable CPE hours during the period of 12 months immediately preceding the date of his application.
- iv. The Institute may request for any other supporting documents required to assess the application.
- v. Please refer to the Application Directions before submitting your application.

## 1. PERSONAL PARTICULARS

Name: \_\_\_\_\_

IC/Fin/Passport No: \_\_\_\_\_ Nationality: \_\_\_\_\_

Singapore PR:            -Yes    -No    -NA

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Please tick  if you are residing overseas:

I declare that I am residing overseas

Company: \_\_\_\_\_

Position \_\_\_\_\_ Date Joined: \_\_/\_\_/\_\_

Company Email: \_\_\_\_\_ Company Phone: \_\_\_\_\_

## 2. ACCOUNTANCY QUALIFICATION

Qualification	Name of Institution	Date of graduation

## 3. EMPLOYMENT

Practical experience should be in chronological order. Please attach a separate sheet if more space is required.

Company	Period	Position	Job Responsibilities

## 4. PRE-ADMISSION AND PROFICIENCY IN LOCAL LAWS REQUIREMENTS

This section is applicable to CA (Singapore) only.

Please complete the following:

(a) I have completed my Pre-Admission course, prescribed by the Institute, on

\_\_/\_\_/\_\_ (dd mm yyyy)

(b) I have proficiency in Singapore Company Law and Singapore Taxation,

I have passed two papers in Singapore Company Law and Taxation.

or

I have not less than 2 years of relevant local experience in the above two areas.

## 5. CHARACTER REFERENCE

Must not be immediate family members or close relative of applicant.

a) From a current CA (Singapore) of the Institute of Singapore Chartered Accountants or a full member of an accountancy body recognised by the Institute's Council for membership purpose.

- Name: \_\_\_\_\_
- Name of Accountancy Body: \_\_\_\_\_
- Membership ID: \_\_\_\_\_
- Years Known: \_\_\_\_\_
- Contact No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

b) From the applicant's present employer, or if not employed, the immediate past employer.

- Name: \_\_\_\_\_
- Company: \_\_\_\_\_
- Business Address: \_\_\_\_\_  
\_\_\_\_\_
- Position: \_\_\_\_\_
- Years Known: \_\_\_\_\_
- Contact No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

## 6. CREDIT CARD AUTHORISATION

I, hereby authorize ISCA to charge the amount stated below to my credit card.

Credit Card:  VISA  MasterCard  AMEX

Credit Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CVV No.: \_\_\_\_\_

Card Expiry Date: \_\_/\_\_/\_\_ (MM/YY)

Cardholder's Name: \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_ **Amount: S\$** \_\_\_\_\_

CVV is a security feature to help verify that an individual is in possession of the credit card. For Visa/MasterCard, it is the last 3 digits at the back of your card. For Amex, the 4-digit CVV number is printed on the front of the card above the card account number.

## 7. PREFERENCES

Communication on Renewal Notice:  Email only  Letter

Please note that the hardcopy letter will not be sent to you once you have selected the email only option.

## 8. DECLARATION

Please answer the following questions by ticking  where appropriate. For any "Yes", please provide details in the space below. Please attach a separate sheet if more space is required.

- (i) Have you ever been convicted of any criminal offence?  Yes  No
- (ii) Have you ever been adjudged a bankrupt or made any assignment for the benefit of your creditors?  Yes  No
- (iii) Have you ever been a subject of any investigation by governmental, statutory or professional in respect of any offence involving dishonesty or any complaint for professional misconduct?  Yes  No
- (iv) Have you been refused entry to any professional body or have your membership or registration with such body terminated or suspended?  Yes  No
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### ISCA Privacy and Data Protection Policy

The Institute seeks to collect and may use and/or disclose your personal data for matters relating to your membership and/or the conduct of the Institute's business in accordance with the Personal Data Protection Act 2012. The Institute may from time to time use your personal data to inform you of related news, CPE activities, members' benefits, goods, services, facilities and events. The Institute may also use your personal data for the conduct of statistical research and studies, and analyse the data collected to administer, develop and improve its services.

By accepting membership and/or other goods and services provided by the Institute, you consent to the collection, use and disclosure of your personal data in accordance with the [ISCA Privacy and Data Protection Policy](#). **You can withdraw your consent for certain future actions** at <http://isca.org.sg/consent>. Please refer to our [ISCA Privacy and Data Protection Policy](#) for more information.

I declare that I have read and understand the Singapore Qualification Programme (Singapore QP) [Transitional Arrangements](#) applicable to myself. I agree to be bound by the membership rules relating to the admission of Chartered Accountants of Singapore, as may be amended, modified or supplemented from time to time by the Institute.

I understand that upon Council's approval of my application, I shall observe and abide by the Rules of the Institute.

**By submitting this form, I agree with the above statements, unless stated otherwise, and my personal profile and information is true and complete to the best of knowledge and belief.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICATION DIRECTIONS

1. Application will only be processed if the application is duly completed and signed, with all supporting documents attached.

Please submit the certified true copies of all the following supporting documents:

### **Associate**

- a. Certified true copy of your NRIC (for Singaporeans & PRs) / Passport (for foreigners)
- b. Certified true copy of Academic Certificate (University Accountancy Degree/Professional Qualification Certificate)
- c. Certified true copy of Academic Transcript(s)
- d. Certified true copy of your deed poll (if applicable)

### **CA (Singapore)**

- a. Certified true copy of your NRIC (for Singaporeans & PRs) / Passport (for foreigners)
- b. Certified true copy of Academic Certificate (University Accountancy Degree/Professional Qualification Certificate)
- c. Certified true copy of Academic Transcript(s)
- d. Certified true copies of testimonials covering your work experience up to 1 month prior to the date of your application. Each testimonial should be presented on the company's letterhead specifying the period of your employment, with exact commencement and cessation dates, your job title and a detailed description of duties.
- e. Copy of your result notification letter or Certificate of Attendance of the Pre-Admission Course
- f. Documentation supporting attendance or completion of prescribed CPE hours
- g. Certified true copy of your deed poll (if applicable)

All photocopied documents are to be certified true copies by a CA (Singapore) or a full member of an accountancy body recognised by the Institute's Council. The name, NRIC or membership number of the person certifying must be given in capital letters below the signature.

2. Please send your original application form and all necessary documents to:

Member Services Department  
60 Cecil Street  
ISCA House  
Singapore 049709

3. For enquiries, please contact the Institute's membership division at [membership@isca.org.sg](mailto:membership@isca.org.sg) or 65975533