

NOTE: Please complete the Course Registration Form.
If you are applying for the IRAS subsidy, please complete the relevant Annex.

TAX ACADEMY COURSE REGISTRATION FORM			
Section 1 – Course Type			
Course Title :		Intake Number :	/
Section 2 – Details of course applicant			
Name as in NRIC/Passport/PR:	(Dr / Mr / Mrs / Ms / Mdm)		
NRIC / Identification No.:			
Designation :			
Name of Employer:			
Briefly describe your work experience :			
Highest Qualification Attained :	(Qualification Title)	(Awarding Institution)	(Year)
Mailing Address :			
E-mail address:			
☎ (O):	(H):	Fax:	Mobile:
Section 3 – Details of employer			
If you are sponsored by your organization, please provide the details of the contact person for registration and payment matters.			
Name:	Email:	☎ (O):	
Section 4 – Payment			
Cheque is attached.			
Name of Bank:	Cheque number :		

REGISTRATION POLICY

Please send in your registration form with your cheque to the address below. Cheques should be crossed and made payable to “Tax Academy of Singapore” indicating the course title at the back of the cheque. Email confirmation will be sent at least 1 week before course commencement. There will be no refund for any course withdrawal after confirmation has been made, but replacements may be sent before course commencement. Tax Academy of Singapore reserves the right to cancel the programme due to unforeseen circumstances.

**ANNEX 1 - APPLICATION OF SUBSIDY FROM IRAS (SME TAX AGENTS/IN-HOUSE TAX PROFESSIONAL)
(FOR COMPANY SPONSORED APPLICANTS)**

This **original** declaration form must be submitted either by post or latest by hand during the course.
Incomplete applications would not qualify for the subsidy from IRAS.

Section 1 – Course Type

	50% Subsidy is available for four (4) courses. Please tick (✓) your selected course. <input type="checkbox"/> Level I – Income Tax -Individual <input type="checkbox"/> Level II – Income Tax: Business & Corporate <input type="checkbox"/> Level I - GST <input type="checkbox"/> Level II - GST	Intake Number: /
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Section 2 – Details of course applicant

Name as in NRIC/Passport/PR:	(Dr / Mr / Mrs / Ms / Mdm)
NRIC / Identification No.:	
Designation :	
Name of Employer:	

Section 3 – Declaration by employer

I declare that the above course applicant is an employee of the firm and the firm is a tax agent firm that employs less than 50 staff in the tax department or an employee who performs tax work and prepares or aids in preparing the Tax Return relating to the business that he/she owns or represents. The firm understands that if the subsidy is obtained by false or misleading statements or if the course applicant failed to fulfill the terms and conditions below, IRAS / Tax Academy will withdraw the subsidy and recover immediately from the firm any amount of the subsidy that may have been disbursed. The firm unconditionally authorizes IRAS / Tax Academy to contact any person to obtain and/or verify any information required by IRAS / Tax Academy and to disclose all such information relating to me or any person as it deems fit.

The firm accepts the terms and conditions for seeking the above subsidy from IRAS, to which:

- (i) **The course applicant will fulfill at least 75% attendance rate and sit for the examination; and**
- (ii) **The course applicant is a tax agent from a SME Tax Agent firm / in-house tax professional*; and**
- (iii) **The course applicant will only claim the subsidy once for each course.**

Name of Authorised Signatory **:	Designation:	Signature:
Contact Number:	E-mail address:	
UEN (ROC/ROB) of firm:	Company Stamp:	Date:

*** Please delete where applicable.**

Definition of SME Tax Agent Firm: A Sole proprietorship, Partnership or Company that provides tax representation, advisory or filing services for a fee and employs less than 50 staff in the tax department.

Definition of in-house tax professional: A sole-proprietor, a partner or an employee who performs tax work and prepares or aids in preparing the Tax Return relating to the business that he/she owns or represents.

** Definition of Authorised Signatory: a person who holds a position of a Manager or higher, e.g. Director, Human Resource manager, Sole-proprietor (for sole-proprietorship business) or Partner (for partnership).

Note: Please submit the **original** registration form. Incomplete applications would not qualify for the subsidy from IRAS.

**ANNEX 2 - APPLICATION OF SUBSIDY FROM IRAS (SME TAX AGENTS/IN-HOUSE TAX PROFESSIONAL)
(FOR INDIVIDUAL APPLICANTS)**

This **original** declaration form must be submitted either by post or latest by hand during the course.
Incomplete applications would not qualify for the subsidy from IRAS.

Section 1 – Course Type

	50% Subsidy is available for four (4) courses. Please tick (✓) your selected course. <input type="checkbox"/> Level I – Income Tax -Individual <input type="checkbox"/> Level II – Income Tax: Business & Corporate <input type="checkbox"/> Level I - GST <input type="checkbox"/> Level II - GST	Intake Number: /
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Section 2 – Details of course applicant

Name as in NRIC/Passport/PR:	(Dr / Mr / Mrs / Ms / Mdm)
NRIC / Identification No.:	
Designation :	
Name of Employer:	

Section 3 – Declaration by course applicant

I declare that the facts stated in this application and the accompanying information (if any) are true and correct to the best of my knowledge and I have not withheld/distorted any material facts. I understand that if I obtain the subsidy by false or misleading statements or failed to fulfill the terms and conditions below, IRAS / Tax Academy will withdraw the subsidy and recover immediately from me any amount of the subsidy that may have been disbursed. I unconditionally authorise IRAS / Tax Academy to contact any person to obtain and/or verify any information required by IRAS / Tax Academy and to disclose all such information relating to me or any person as it deems fit.

I accept the terms and conditions for seeking the above subsidy from IRAS, to which:

- (i) I will fulfill at least 75% attendance rate and sit for the examination; and
- (ii) I am a tax agent from a SME Tax Agent firm / in-house tax professional*; and
- (iii) I can only claim the subsidy once for each course.

Name of course applicant:	Signature:	Date:
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Section 4 – Declaration by employer

I declare that the above course applicant is an employee of the firm and the firm is a tax agent firm that employs less than 50 staff in the tax department or an employee who performs tax work and prepares or aids in preparing the Tax Return relating to the business that he/she owns or represents. The firm unconditionally authorise IRAS / Tax Academy to contact any person to obtain and/or verify any information required by IRAS / Tax Academy and to disclose all such information relating to me or any person as it deems fit.

Name of Authorised Signatory **:	Designation:	Signature:
Contact Number:	E-mail address:	
UEN (ROC/ROB) of firm:	Company Stamp:	Date:

*** Please delete where applicable.**

Definition of SME Tax Agent Firm: A Sole proprietorship, Partnership or Company that provides tax representation, advisory or filing services for a fee and employs less than 50 staff in the tax department.

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