

Programme on Stamp Duty 101 for Conveyancing Secretaries

Programme Objective:

- Provides essential stamp duty skills and knowledge
- Acquire knowledge on e-stamping, common mistakes and errors to avoid

Admission Requirement:

- Programme is recommended for participants with little or no knowledge in Stamp Duty

Date

Topic	Trainers	Date
a) Stamp duty basics <ul style="list-style-type: none"> • Basis of stamp duty • Types of stamp duty • What instruments are chargeable • Stamp duty deadline • Penalties 	Mr Noel Wong Manager Property Tax Division – Valuation & Stamp Duty Ms Seah Huaikuan Principal Tax Officer Property Tax Division – Valuation & Stamp Duty	Date 8 Nov 2022 (9 a.m. to 5.00 p.m.)
b) Introduction to IRIN 3 (Live demonstration) <ul style="list-style-type: none"> • How to e-stamp an instrument (conveyancing, leases, shares, mortgages) • Common e-stamping errors and issues • How to make payment • When can I download the stamp certificate • How to retrieve stamp certificate 	Mr Ernest Kay Senior Tax Officer Property Tax Division – Valuation & Stamp Duty	
c) Common stamp duty remissions and how to apply for them <ul style="list-style-type: none"> • ABSD spouses remission (first and second property) • Remission for HDB flats and ECs • Transfer of HDB flat within family • Matrimonial proceedings • Acquisition of partial interest (need to apply) 	Ms Cheryl Chia Senior Tax Officer Property Tax Division – Valuation & Stamp Duty	
d) Common transactions and errors, anti-avoidance <u>Common transactions</u> <ul style="list-style-type: none"> • Decoupling • Multiple properties 		

<ul style="list-style-type: none"> • HDB MOP ≠ IRAS SSD • Change in citizenship <p><u>Common errors</u></p> <ul style="list-style-type: none"> • Failure to apply for remission • Failure to verify (client’s nationality, count of properties, higher of price or market value) • Careless mistakes (date of document, incorrect ABSD rates, property type, typo errors) <p><u>Tax Fraud and anti-avoidance</u></p> <ul style="list-style-type: none"> • Backdating of OTP • Forgery of stamp certificates • Anti-avoidance under s33A • Case study • Updated s33A 		
---	--	--

Note:

- Lesson will be held at Revenue House, Training Room Discovery@B1, 55 Newton Road S(307987)
- Participants are given access to the training materials on the Learning Management System, Canvas from 1 Nov to 12 Nov 2022
- Programme qualifies for a total of 6 CPE hours excluding the exam

Course Fees

\$428 (inclusive of GST)

- *Fees include online course materials and a test (optional).*
- *The same course fee applies for participants who opt out of the test.*

NOTE: Please ensure that you have read and understood the [Terms and Conditions](#) for courses before you register.

Written Test

- a. Participants will be awarded a certificate of achievement with a grading.
- b. Stamp Duty Act and Regulations will be allowed into the examination hall as reference. Copies of the Stamp Duty Act can be downloaded from the AGC Singapore website: <http://sso.agc.gov.sg>. Act from other publications (including CCH & Lexis Nexis) will not be allowed into the examination hall.

c. Please refer to the exam format and marks allocation for each question below:

Question	Topic	Weightage
1.	30 MCQ Questions	30 marks
2.	5 Open-ended Questions	50 marks
3.	E-stamping Practical	20 marks
	Total weightage	100 marks

Date: 11 Nov 2022 (Friday)

Time: 10 a.m. to 12 p.m.

Venue: Discovery Training Room, Revenue House, Basement 1, Singapore 307987

Registration

To register, simply sign up [online](#) or scan the QR code below:



<https://go.gov.sg/sim5e5>