

**APPLICATION FORM FOR CERTIFICATION AS
CHARTERED VALUER AND APPRAISER**

The “Chartered Valuer and Appraiser” (CVA) is a mark of quality for Business Valuation professionals. To become a CVA Charter holder, an individual must have:

- a) Successfully completed the CVA Programme; and
- b) Obtained a minimum of 3 years of relevant experience (within a 4-year period from the date of application).

The information you provide herein shall be kept confidential and used by IVAS solely for the evaluation for certification as CVA Charter holder.

SECTION A: PERSONAL DETAILS

1) PERSONAL DETAILS OF APPLICANT (Please fill in your particulars in CAPITAL LETTERS)

Salutation	
Name <i>(Please underline your family name)</i>	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
NRIC / FIN / Passport No.	
Nationality	<input type="checkbox"/> Singaporean <input type="checkbox"/> Others:
Date of Birth (DD/MM/YYYY)	
Mobile	
E-Mail Address	Personal: Office:
Home Address	
Home Telephone	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Industry	

2) EDUCATION

Year (e.g. 2000 – 2004)	Institution (e.g. National University of Singapore, Association of Chartered Certified Accountants, etc.)	Degree, Professional Certification or equivalent awarded

4) RELEVANT EXPERIENCE

The required minimum **3 years** of relevant experience (obtained within a 4-year period from the date of this application) should be made up of **at least 1.5 years of experience within the areas of Business Valuation, Corporate Finance and Litigation Support**, where a conclusion of value related to a business, business interest, intangible property or losses is reached or rendered (considered to be **Core Valuation Experience**).

The balance of the required minimum years can be related to activities consistent with business valuation (considered to be **Non-Core Valuation Experience**). Please select all the activities you have experience in and provide the necessary details.

CORE VALUATION EXPERIENCE

TOTAL NO. OF YEARS OF CORE VALUATION EXPERIENCE <i>(Please indicate in box)</i>	
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- Significant responsibility in activities which are involved in the provision of value conclusions; or
- Significant responsibility in activities in connection with financial litigation support and the quantification of economic losses; or
- Significant responsibility in activities in an investment capacity including, but not limited to preparation of analysts' reports and studies and investment analysis; or
- Significant responsibility in acting as business broker to the extent that it involves activities such as pricing, negotiating, and reviewing bids and proposals; or
- Significant responsibility for corporate finance advisory activities, to the extent that time is spent in the process of pricing, negotiation or structuring.

Please provide **at least a 500-word narrative** that describes your experience in **each** of the above activity that has been selected and support your description with **at least 3 key engagements / examples / scenarios**. Kindly elaborate how your roles and responsibilities relate to Business Valuation. *(Please use a separate sheet of paper if necessary)*

NON-CORE VALUATION EXPERIENCE

- Financial, commercial and tax due diligence; or
- Transfer pricing for intangible assets; or
- Forensic accounting; or
- Financial reporting; or
- Auditing of financial statements; or
- Demonstrating substantial knowledge of Business Valuation theory, methodologies, and practices through teaching university or professional development courses covering at least one-third of the content in the CVA programme's Body of Knowledge and having published works on the subject.

Please provide **at least a 500-word narrative** that describes your experience in **each** of the above activity that has been selected. *(Please use a separate sheet of paper if necessary)*

SECTION C: ENDORSEMENT

5) STATEMENT OF ENDORSEMENT (Please fill in the particulars in CAPITAL LETTERS)

This section should be completed by (1) **Head of Organisation** or **Authorised Representative of Human Resource Department**; and (2) **1 CVA Charter holder**, who can attest to your professional qualification, competence and ethics.

For sole proprietors, you should get **2 CVA Charter holders** to complete this section. Visit <https://www.sac.gov.sg/business-valuation> for the list of CVA Charter holders.

Please reference this endorsement to the information on Core Valuation Experience and Non-Core Valuation Experience submitted in **Section B**. Application not endorsed by the relevant endorsers will not be considered.

ENDORSER 1

Salutation	
Name <i>(Please underline your family name)</i>	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Office Email	

I hereby verify that:

- I am not aware of any matters or issues with regard to or in respect of the applicant that gives me reason or cause me to deny his/her eligibility for certification; and
- All the information provided in connection with this application is true and accurate and to the best of my knowledge.

Signature of Endorser	CVA Number (if applicable)	Date

ENDORSER 2

Salutation	
Name <i>(Please underline your family name)</i>	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Office Email	

I hereby verify that:

- I am not aware of any matters or issues with regard to or in respect of the applicant that gives me reason or cause me to deny his/her eligibility for certification; and
- All the information provided in connection with this application is true and accurate and to the best of my knowledge.

Signature of Endorser	CVA Number (if applicable)	Date

SECTION D: FIT AND PROPER DECLARATION

A CVA Charter holder is expected and required to conduct himself/herself professionally and uphold the integrity of the profession. Please complete the following declaration.

		True	False
1.	I have not been convicted of an offence by a court of law in Singapore (other than for traffic offences) or another country.	<input type="checkbox"/>	<input type="checkbox"/>
2.	I am not an un-discharged bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
3.	I have not entered into a composition with my creditors or a deed of arrangement with my creditors.	<input type="checkbox"/>	<input type="checkbox"/>
4.	I have not been sanctioned or suspended or disbarred by a professional body, government agency or any other regulatory body in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>
5.	I have not been dishonest, untruthful or failed to provide accurate information in all dealings with IVAS, or with any professional body, government agency or any other regulator body in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>
6.	As at the date of this application, I am not under investigation for any misconduct or criminal offence in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

*(*If you have indicated 'False' in any of the above, please provide additional information on a separate sheet of paper)*

SECTION E: DECLARATION

- I hereby affirm that the information given above and in the attached document(s) is/are true and complete. I understand and am fully aware that any false or misleading information provided in this application will result in my application being rejected or the revocation of the CVA Charter if it is discovered subsequently that the information I have given is false or misleading after the approval of the application or certification given.
- I authorise and consent to IVAS to obtain and verify any information about me as it deems fit and at its discretion (including performing reference checks) and release from liability all persons or entities supplying such information.
- I am aware that IVAS, under the Singapore Accountancy Commission, follows the Singapore Accountancy Commission's Personal Data Protection Policy: <https://www.sac.gov.sg/privacy-statement> and agree that I will comply and be bound by such policy.
- I accept that the decision of IVAS is final.
- If certified as a CVA, I am committed to the following requirements for certification:
 - 1) Fulfil 20 Continuing Professional Development (CPD) hours;
 - 2) Adhere to the International Valuation Standards; and
 - 3) Adhere to the Code of Ethical Principles for Professional Valuers.
- I agree to be governed by the 'IVAS Disciplinary Rule Book' as a CVA Charter holder.

Signature of Applicant	Date

SECTION F: ADMINISTRATIVE DETAILS

6) CERTIFICATION FEE

The annual certification fee (from 1 Apr of the current year to 31 Mar of the following year) is **Four Hundred Singapore Dollars (S\$400 before GST)**. Certification fee is pro-rated for the first year upon certification and all fees paid are non-refundable.

For queries and application submission, please email enquiries@sac.gov.sg.