SINGAPORE CHARTERED ACCOUNTANT QUALIFICATION
ONLINE PLATFORM USER GUIDE
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A. Introduction

The Singapore CA Qualification Online Platform is a one-stop facility with new services and all you need under one roof.

For new applicant, before you get started on the Singapore CA Qualification Online Platform, you’ll need to check your eligibility for the Singapore CA Qualification from SAC website, and submit the following to complete your application:

1. Application Fee of S$107.
2. Front and back copy of NRIC (for Singaporeans & PRs) / Passport or front and back copy of FIN (for foreigners).
3. Academic certificate(s) of university degree(s).
4. Training Agreement (TA) with Accredited Training Organisation (ATO), if applicable. You are required to submit your before you enrol for your second examination session (For Professional Programme Applicant).

Documents required for Module Exemption Assessment Application

1. Exemption Assessment Fee of S$160.50
2. Academic certificate(s) of university degree(s).
3. Latest academic transcript(s).
4. Course information (e.g. Detailed course outlines, syllabus and learning outcomes) of the module(s) to be assessed for module exemption.

Important Notes:

1. Exemption assessment may take up to 14 working days to process. You will be notified of the outcome via email.
2. For non-accredited degrees, an exemption fee of S$535 (GST inclusive) will be charged per module exempted. For accredited degrees such exemption fee will be waived.
3. Each application will be reviewed on a case-by-case basis. Click here for the module exemption guides.
4. If you encounter any issues on the Singapore CA Qualification online platform, you may wish to clear the history and cache of your web browser before logging in again. Alternatively, do use Google Chrome when logging in again.
B. Admission to Singapore CA Qualification

1. Navigate to Singapore CA Qualification Online Platform:

2. For first time users, click ‘Create New Candidate Account’.

3. Fill up the fields as shown below and click ‘Submit’.
4. You will be directed to the page below. Please follow the instruction stated on the page and go to your inbox.

5. You will receive an email from SCAQ@relc.org.sg as shown below.
6. After clicking the link provided in your email to verify your email address, you will be directed to the page below. Click ‘Verify’ (Please click ONCE only).

7. You will be directed to the Log In page below. Log in using your email address and password.
8. Log in to your workspace and click ‘START ADMISSION’.
9. Fill up all your personal information and click ‘SAVE & NEXT’.

10. Please indicate whether you are a (1) undergraduate or (2) graduate by answering the question as stated on the screenshot below.

   a. If you answer ‘Yes’, please fill up the course(s) you are currently pursuing and click ‘ADD’. If you are currently pursuing more than one qualification, click ‘ADD RECORD’ to fill up the next qualification details. Click ‘SAVE & NEXT’ to next page.
b. If you answer ‘No’, please fill up your academic qualification(s) and click ‘ADD’. **Please select the correct Name of Qualification and Awarding Institution of your academic qualification(s) from the drop-down menu.** If you have more than one qualification, click ‘ADD RECORD’ to fill up the next qualification details. Please also fill up your professional qualification(s) & working experience, and click ‘SAVE & NEXT’.

11. System will prompt you whether you are eligible for the admission.

12. You will be directed to the ATO Details Page. Please indicate whether you are currently with an ATO.
   a. If you answer ‘Yes’, you are required to enter your ATO name, your Training Principal & Mentor, your job role, and upload your Training Agreement, then click ‘SAVE & NEXT’. If you encounter any issues on this section, please contact RELC at SCAQ@relc.org.sg or (65) 6734 9868.
   b. If you answer ‘No’, click ‘SAVE & NEXT’.
13. To Select/Change Mentor
   a. Go to Candidate Profile at the side bar menu.

   b. Scroll down to the ATO Details section.

   c. Click on Edit.

   d. Choose the Approved Mentor in the drop-down menu.

   e. Once you have chosen your mentor, click ADD button, and then click SAVE button.

14. For Foundation Programme applicant, you will be directed to the Exemption Page. Please indicate whether you would like to be assessed for module exemption(s) by clicking ‘Yes’ or ‘No’.
a. If you answer ‘Yes’, you are required to upload the required documents and click ‘SAVE & NEXT’.

b. If you answer ‘No’, click ‘SAVE & NEXT’.
(Refer to Section C Foundation Programme Exemption Application for more information)

15. Read through the Personal Data Privacy Statement and Consent for Applicants and check the box(es) accordingly. Then click ‘SAVE & NEXT’.

16. Fill up the Declaration page and click ‘SAVE & NEXT’.
17. You will be directed to the Payment Page. Please check all fees listed on this page are accurate, and click ‘SAVE & NEXT’. If the fees listed are incorrect, please contact RELC at SCAQ@relc.org.sg or (65) 6734 9868.
18. For payment, there are two options – either Self-sponsored (meaning self-payment, with or without reimbursement from the ATO) or ATO-sponsored (meaning pre-arranged direct payment by ATO to SAC). Select the option based on your ATO’s instructions, and click ‘SAVE & NEXT’.

19. If you indicate ‘Self-sponsored’, you will be directed to the Stripe Payment Page, please enter your credit card or debit card details, and click the blue button.

20. Once payment is successful, you will see the below message. Please note that the payment reference code is not your receipt number. An email with an e-receipt will be sent to you. Click ‘Exit’.

21. If you indicated ‘ATO-Sponsored’, you will be directed to the page below. Click ‘Exit’.
C. Module Exemption Application

1. To apply for Foundation Programme module exemption, you can go to the navigation bar on the top left side of the workspace and click ‘Module Exemption’ as shown below.

2. Upload the required documents and click ‘SAVE & NEXT’.

   ![Module Exemption Application](image)
3. You will be directed to the Exemption Assessment Fee page, click ‘SAVE & NEXT’.

4. For payment, there are two options – either Self-sponsored (meaning self-payment, with or without reimbursement from the ATO) or ATO-sponsored (meaning pre-arranged direct payment by ATO to SAC). Select the option based on your ATO’s instructions, and click ‘SAVE & NEXT’.

5. If you indicate ‘Self-sponsored’, you will be directed to the Stripe Payment Page, please enter your credit card or debit card details, and click the blue button.
6. Once payment is successful, you will see the message below. Please note that the payment reference code is not your receipt number. An email with an e-receipt will be sent to you. Click ‘Exit’.

![Online Payment Received]

7. If you indicated ‘ATO-Sponsored’, you will be directed to the page below. Click ‘Exit’.

![Singhapore Chartered Accountant Qualification]

8. You will receive an email from SCAQ@relc.org.sg on the outcome of your exemption application within 14 working days.
D. **Module Enrolment**

1. For Module Enrolment, you can go to the navigation bar on the top left side of the workspace, and click ‘Module Enrolment’ as shown below.

![Module Enrolment Screen](image)

2. To view exam dates, click on the hyperlinked text ('here') in the screen.
3. If you encounter any issues on this section, you may wish to logout the page, and clear the history and cache of your web browser before logging in again. Alternatively, do use **Google Chrome** when logging in again.
4. Select the exam session you wish to enrol for. Then select the modules you wish to enrol for. You can choose more than one module in each exam session.
5. Once you are satisfied with your choices, click ‘ADD’.
6. You will see your Enrolment Details on screen below.

7. If you want to enrol for another Examination Session, click ‘ADD RECORD’. If not, click “SAVE & NEXT”.

8. You will be directed to the Payment Page. Please check all fees listed on this page are accurate, and click ‘SAVE & NEXT’. If the fees listed are incorrect, please contact RELC at SCAQ@relc.org.sg or (65) 6734 9868.

9. Please select the correct payment mode for your Module Enrolment Fee, and click ‘SAVE & NEXT’.
E. Enquiry, Feedback and Request

1. To log enquiry, feedback or request, you can go to the navigation bar on the top left side of the workspace and click ‘Enquiry’, ‘Feedback’ or ‘Request’ respectively. Click ‘ADD NEW’ button.

Then, enter your enquiry as follows:
Feedback Screen
When you are in the Feedback screen, enter your feedback as follows:

Request Screen
When you are in the Request screen, enter your request as follows:
F. Learning Materials

1. To download the Singapore CA Qualification Learning Materials, you can go to the navigation bar on the top left side of the workspace and click ‘Learning Materials’ as shown below.
G. Contact Us

1. Singapore CA Qualification, Examination Body:
   Singapore Accountancy Commission
   10 Anson Road, #05-18 International Plaza
   Singapore 079903

2. CA (Singapore), Professional Body:
   Institute of Singapore Chartered Accountants
   60 Cecil Street, ISCA House
   Singapore 049709

3. Administrator:
   RELC Examinations Bureau
   30 Orange Grove Road, Level 3 RELC Building
   Singapore 258352
   Email: SCAQ@relc.org.sg
   Tel: (65) 6734 9868

4. Other Information Services
   Website: www.sac.gov.sg
   General Enquiries: enquiries@sac.gov.sg
   Programme Admission and Examination Matters: SCAQ@relc.org.sg
   Application to be ISCA member and CA (Singapore): www.isca.org.sg