



**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:
<https://scaq.sac.gov.sg/login>.
2. For first time users, click **'Create New Candidate Account'**.

SINGAPORE
ACCOUNTANCY
COMMISSION

Singapore Chartered Accountant Qualification

Log In

Email Address

This field is required.

Password

This field is required.

Remember Me [Forgot Password](#)

New User?

3. Fill up the fields as shown below and click **'Submit'**.

Singapore Chartered Accountant Qualification

Last Name *


Email Address *

Please enter a valid email address.

Password *

This field is required.

Re-enter Password *

9269 

Text Verification *

I agree to the [Terms of Use](#) and [Privacy Statement](#) *

4. You will be directed to the page below. Please follow the instruction stated on the page and go to your inbox.

Singapore Chartered Accountant Qualification

Log In

Thank you for creating an account. Your email verification code has been sent to andychinsac+24@gmail.com.

Email Address

This field is required.

5. You will receive an email from SCAQ@relc.org.sg as shown below.

Singapore Chartered Accountant Qualification

Dear Amy Lim,

Before we get started on your Singapore CA Qualification journey, please make sure we have your correct email address:

Click [here](#) to verify your email address.

Should you need any assistance, please contact us at SCAQ@sttc.org.sg or (65) 6734 9868.

Sincerely,

Administrator, Singapore CA Qualification
Singapore Accountancy Commission

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).

Singapore Chartered Accountant Qualification

Please enter your verification code.

Email Verification Code

7. You will be directed to the Log In page below. Log in using your email address and password.

Singapore Chartered Accountant Qualification

Log In

Email Address

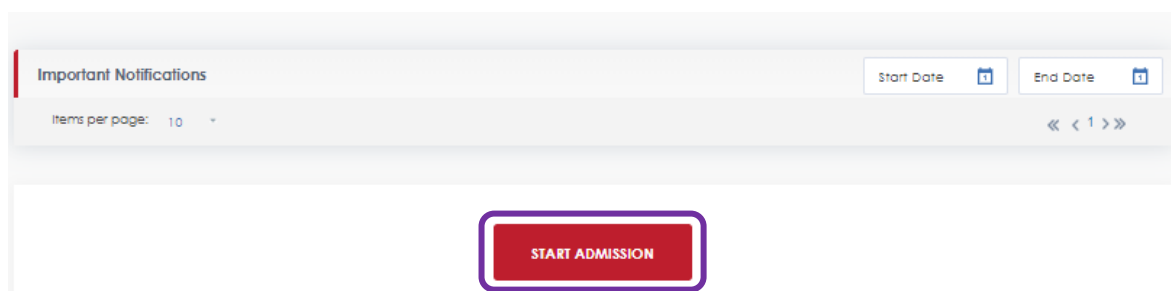
This field is required.

Password

This field is required.

Remember Me [Forgot Password](#)

8. Log in to your workspace and click **'START ADMISSION'**.



9. Fill up all your personal information and click **'SAVE & NEXT'**.

Important information will be SMSed to this Mobile No.

Address

Country of Residence *

Postal Code *

Block / Route No. *

Street Name *

Unit No.

Building Name

SEARCH ADDRESS

SAVE & NEXT CANCEL

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.

Qualification & Employment

Are you an undergraduate (i.e. a University student currently pursuing a Degree from a local or foreign university) applying for the Foundation Programme?

Yes No

Course(s) Currently Pursuing

Name of Qualification * Awarding Institution * Country of Study * Expected Completion *

Type of Qualification

ADD REMOVE

ADD RECORD

BACK **SAVE & NEXT** CANCEL

- 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'**.

Name of Qualification * Awarding Institution * Class of Degree / Diploma Type of Qualification

Country of Graduation * Start Date * End Date *

Upload Documents *

File Name	Size
Drop files to attach, or browse	

Documents required:
 - Front and back copy of NRIC (for Singaporeans & PRs) / Passport or front and back copy of FIN (for foreigners).
 - Academic certificate(s) of university degree(s). Click [here](#) to check the minimum entry requirements.
 - Training Agreement with Accredited Training Organisation (ATO), if applicable.

ADD REMOVE **ADD RECORD**

Professional Qualification(s) +

Working Experience +

BACK **SAVE & NEXT** CANCEL

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'**.

ATO Details

Are you currently with an ATO? *

Yes No

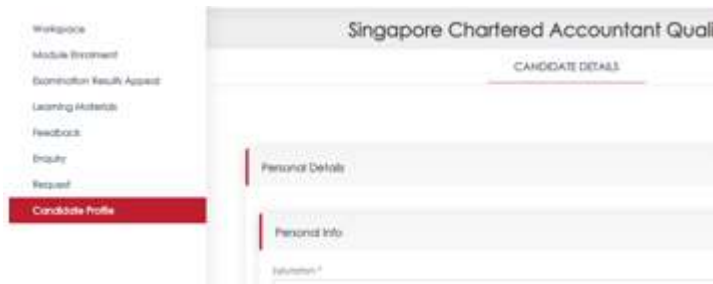
BACK

SAVE & NEXT

CANCEL

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)

The screenshot shows the 'Singapore Chartered Accountant Qualification' admission portal. The 'Exemption' section is active, with a 'SAVE & NEXT' button highlighted in red. The form asks if the user wants to be assessed for module exemption(s) and lists required documents to be uploaded.

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

The screenshot shows the 'Personal Data Privacy Statement and Consent for Applicants' page. The 'Declaration' section is active, and the 'SAVE & NEXT' button is highlighted in red. The form contains a declaration checkbox and a list of communication channels for consent.

16. Fill up the Declaration page and click **'SAVE & NEXT'**.

Declaration

1. I understand that by signing this form,

- a. I have read and understood the entry requirement of the Singapore CA Qualification.
- b. I declare that all supporting documents (including academic certificate(s) and transcript(s)) are true and correct to the best of my knowledge. If any supporting documents are found to be false or incorrect or if any instances of ineligibility is detected before or after the application, my Candidature is liable to be cancelled and legal action may be initiated against me.
- c. I confirm I am currently pursuing the qualification(s) stated in my application;
- d. I will not be able to appeal after the notification of outcome;
- e. I may be contacted to address knowledge gaps and an incomplete application will lead to no exemptions; and
- f. I will not be able to obtain any refund or transfer of my application fees regardless of the application outcome.

2. I declare that I have read and understood the [Terms and Conditions](#).

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.

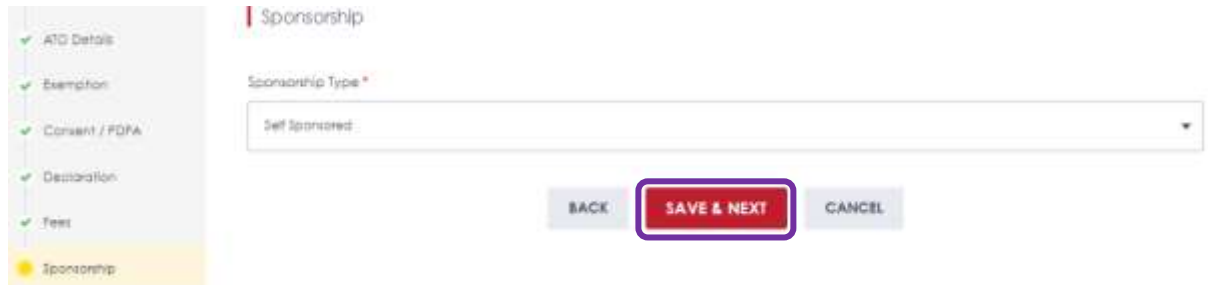
[Back to Worksp](#)

Admission

Fees

Items	Tax Code	Tax Rate	Tax Amount	Amount (Tax Inclusive)
Application Fee	GST	7.00	7.00	107.00
Exemption Assessment Fee	GST	7.00	10.50	160.50
Total Amount Payable:				SGD 267.50

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’**.

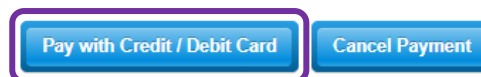


The screenshot shows a web form titled 'Sponsorship'. On the left is a vertical navigation menu with items: 'ATO Details', 'Exemption', 'Consent / PDPA', 'Declaration', 'Fees', and 'Sponsorship' (which is highlighted in yellow). The main form area has a header 'Sponsorship' and a label 'Sponsorship Type *'. Below the label is a dropdown menu with 'Self Sponsored' selected. At the bottom of the form are three buttons: 'BACK', 'SAVE & NEXT' (highlighted with a red border), and 'CANCEL'.

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.

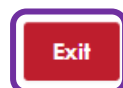
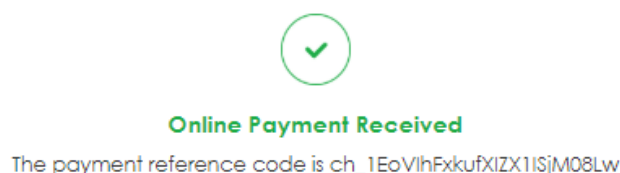
Payment

For cheque payments, please email SCAQ@relc.org.sg.



The screenshot shows two blue buttons side-by-side. The left button is labeled 'Pay with Credit / Debit Card' and is highlighted with a red border. The right button is labeled 'Cancel Payment'.

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’**.



The screenshot shows a single red button with white text that says 'Exit'. The button is highlighted with a red border.

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

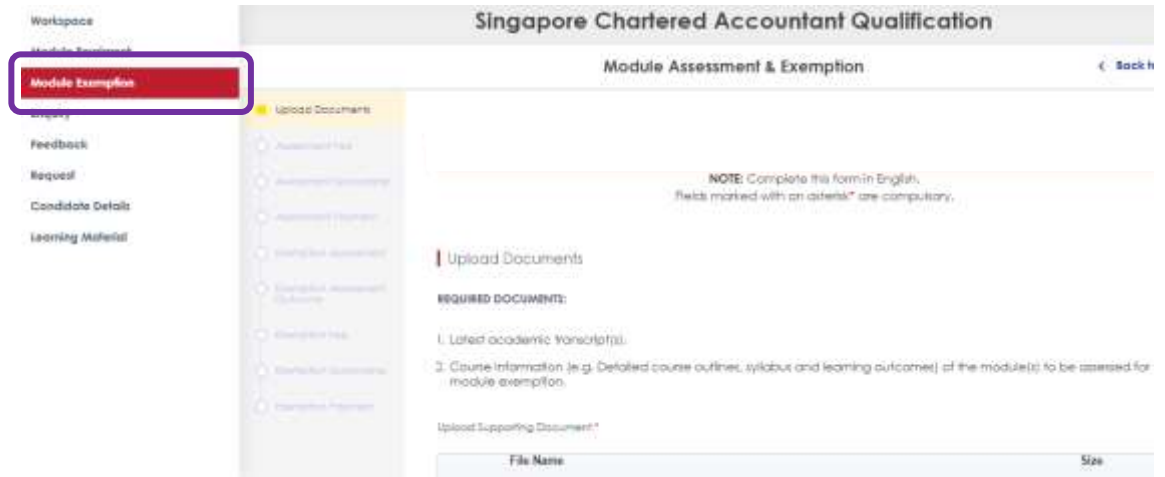
- ✓ Personal Details
- ✓ Qualification & Employment
- ✓ AIC Details
- ✓ Exemption
- ✓ Consent / POA
- ✓ Declaration
- ✓ Fees
- ✓ Sponsorship
- Payment

Application submitted successfully



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.



Workspace
Module Exemption
Module Exemption
Request
Feedback
Request
Candidate Details
Learning Material

Singapore Chartered Accountant Qualification

Module Assessment & Exemption

[Back](#)

Upload Documents

NOTE: Complete this form in English. Fields marked with an asterisk* are compulsory.

Upload Documents

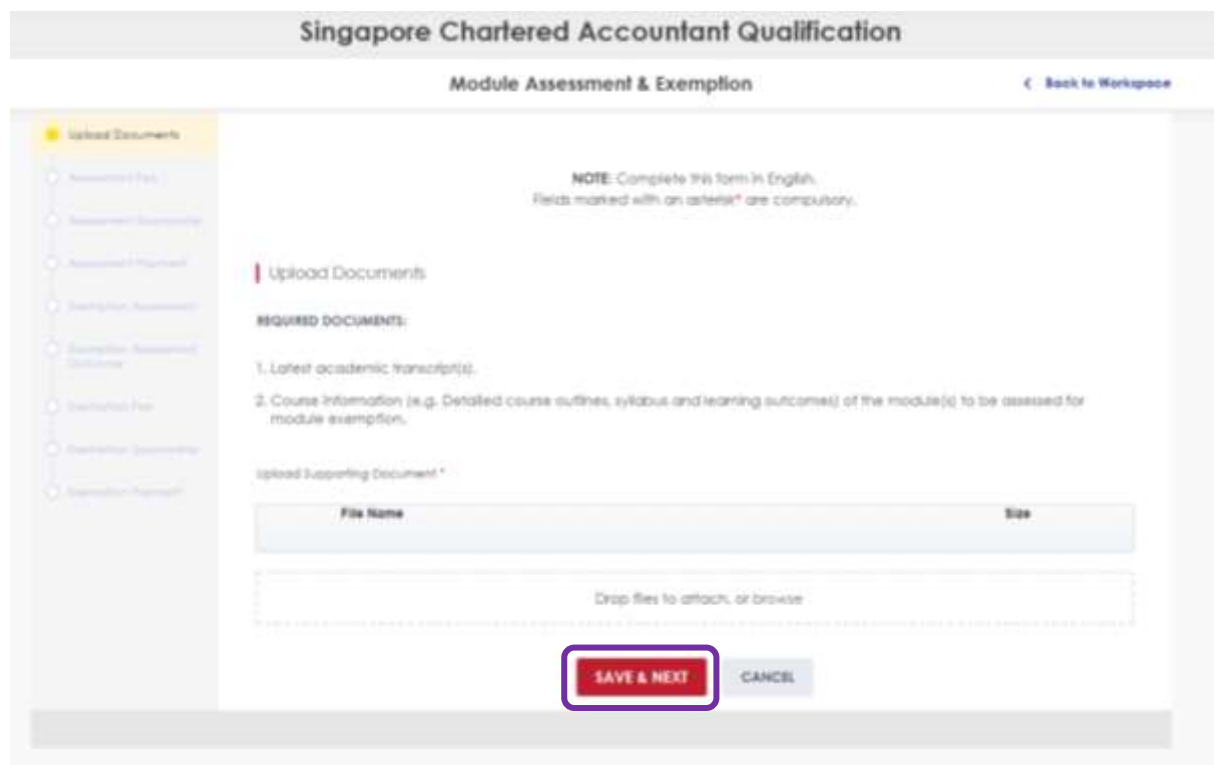
REQUIRED DOCUMENTS:

1. Latest academic transcript(s).
2. Course information (e.g. Detailed course outline, syllabus and learning outcomes) of the module(s) to be assessed for module exemption.

Upload Supporting Document*

File Name	Size
-----------	------

2. Upload the required documents and click 'SAVE & NEXT'.



Singapore Chartered Accountant Qualification

Module Assessment & Exemption

[Back to Workspace](#)

Upload Documents

NOTE: Complete this form in English. Fields marked with an asterisk* are compulsory.

Upload Documents

REQUIRED DOCUMENTS:

1. Latest academic transcript(s).
2. Course information (e.g. Detailed course outline, syllabus and learning outcomes) of the module(s) to be assessed for module exemption.

Upload Supporting Document*

File Name	Size
-----------	------

Drop files to attach, or browse

SAVE & NEXT CANCEL

3. You will be directed to the Exemption Assessment Fee page, click **'SAVE & NEXT'**.

Singapore Chartered Accountant Qualification

Module Assessment & Exemption [Back to Workspace](#)

- ✓ Upload Documents
- Assessment Fee**
- Assessment Consistency
- Assessment Payment
- Exemption Assessment
- Exemption Assessment Outcome
- Exemption Fee
- Exemption Consistency
- Exemption Payment

Fees

Items	Tax Code	Tax Rate	Tax Amount	Amount (Tax Inclusive)
Exemption Assessment Fee	03T	7.00	140.30	140.30
Total Amount Payable				140.30

Back **Save & Next** Cancel

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'**.

- Employment
- ✓ ATO Details
- ✓ Consent / PDPA
- ✓ Declaration
- ✓ Fees
- Sponsorship**
- Payment

Sponsorship

Sponsorship Type *

Self-sponsored▼

BACK **SAVE & NEXT** CANCEL

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.

Payment

For cheque payments, please email SCAQ@relc.org.sg.

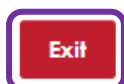
Pay with Credit / Debit Card**Cancel Payment**

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

The payment reference code is ch_1EoVlhFxxufXIZX1ISjM08Lw



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

Singapore Chartered Accountant Qualification

Module Assessment & Exemption

Exemption Assessment

Your application for exemption was submitted successfully. We will email the outcome to you.

Exit

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

SINGAPORE ACCOUNTANCY COMMISSION

Singapore Chartered Accountant Qualification

Dear Uanz UAT Relc,

Your request for module exemption has been assessed. You are exempted from completing the following Foundation Programme module(s):

1. Singapore Taxation

Please click [here](#) to pay the fees due for the module(s) exempted.

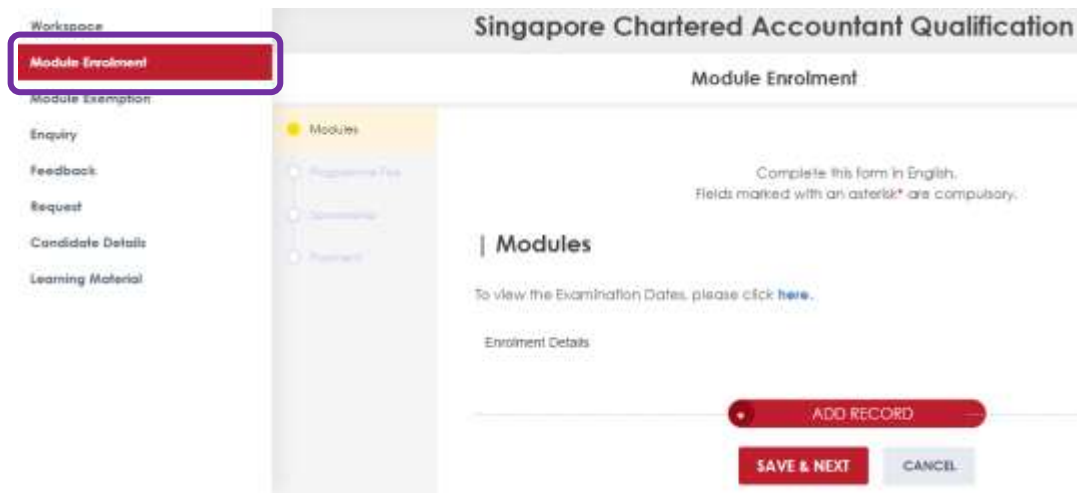
Should you have any queries, you can contact us at SCAQ@relc.org.sg or (65) 6734 9868.

Sincerely,

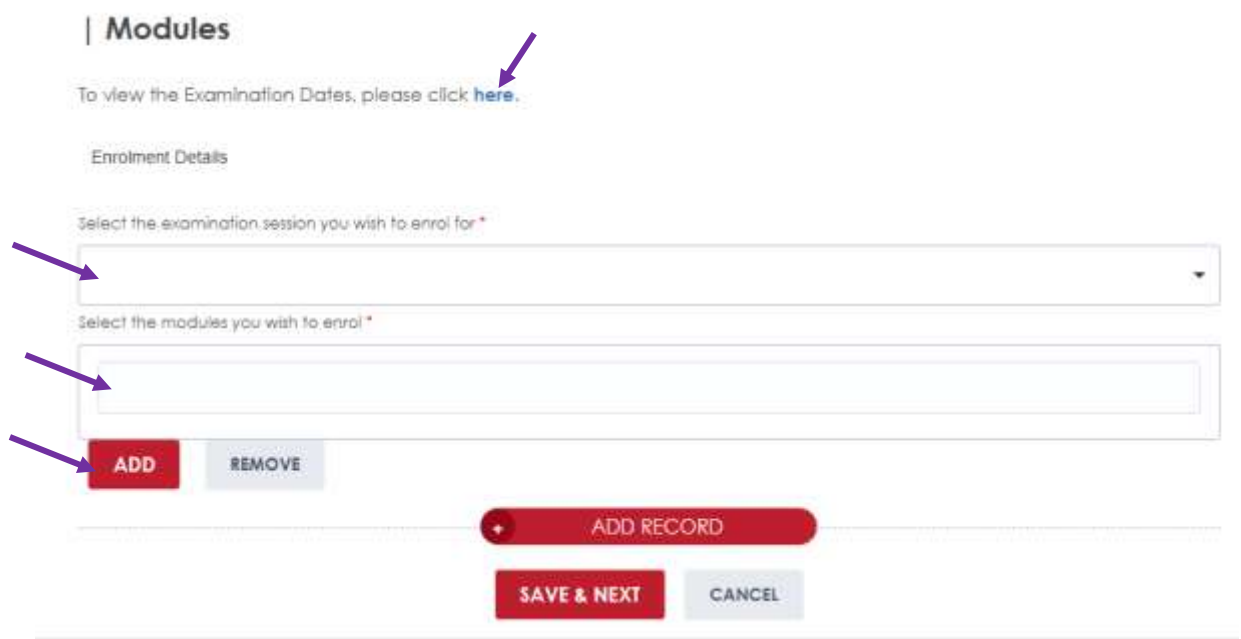
Administrator, Singapore CA Qualification
Singapore Accountancy Commission

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.



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'.



- You will see your Enrolment Details on screen below.
- If you want to enrol for another Examination Session, click 'ADD RECORD'. If not, click "SAVE & NEXT".

Complete this form in English.
Fields marked with an asterisk* are compulsory.

Modules

To view the Examination Dates, please click [here](#).

Enrolment Details

June 2020 Examination Session
(Advanced Financial Reporting, Accounting for Decision Making)

EDIT DELETE

ADD RECORD

SAVE & NEXT CANCEL

- 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.

Module Enrolment

Back to Workspace

Programme Fee

Items	Tax Code	Tax Rate	Tax Amount	Amount (Tax Inclusive)
PP - Advanced Financial Reporting Module Fee	GST	7.00	35.00	535.00
PP - Principles of Financial Reporting Module Fee	GST	7.00	35.00	535.00
Total Amount Payable				SGD 1,070.00

Back Save & Next Cancel

- Please select the correct payment mode** for your Module Enrolment Fee, and click '**SAVE & NEXT'S**'.

SINGAPORE ACCOUNTANCY COMMISSION

Singapore Chartered Accountant Qualification

Module Enrolment

Back to Workspace

Sponsorship

Sponsorship Type*

None Fee Exemption Waiver

Back SAVE & NEXT Cancel

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.

Enquiry Screen

The screenshot shows the 'ENQUIRY LISTING' screen. On the left is a navigation menu with options: Workspace, Module Enrolment, Module Exemption, Enquiry (highlighted in red), Feedback, Request, Candidate Details, and Learning Material. The main content area has a header 'Singapore Chartered Accountant Qualification' and 'ENQUIRY LISTING'. There is a 'Back to Home' link and an 'ADD NEW' button (indicated by a purple arrow). Below is a search bar and a table with columns: First Name, Last Name, Created On, and Status. The table currently shows 'No records found'.

Then, enter your enquiry as follows:

The enquiry form includes a 'Name' field, an 'Enquiry Type *' dropdown menu (highlighted with a purple border) with options: 'Type to search', 'Collection of Graduation Certificate', 'Exam Matter', and 'Exam Registration - Exam Entry Form Issues'. There is a file upload area with the text 'Drop files to attach, or browse'. Below is a 'Details' text area. At the bottom are 'CANCEL' and 'SUBMIT' buttons.

Feedback Screen

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

Please complete all fields marked with an asterisk.*

SEND A FEEDBACK

Net Name *

Last Name *

Feedback Type *

Collection of Graduation Certificate
Exam Administration
Exam Registration Matters
Exam Venue and Facilities
Others

Request Screen

When you are in the Request screen, enter your request as follows:

Request

The application should be completed in English.

Programme Withdrawal
Module Withdrawal
Deferral of Exam
Absence from Exam
Special Arrangement for Exam
Special Consideration for Exam

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