



# FS MANAGER TRAINING COURSE SCHEDULE

Organisers



**SAICSA Members:  
7 CPE Points**

## Introduction:-

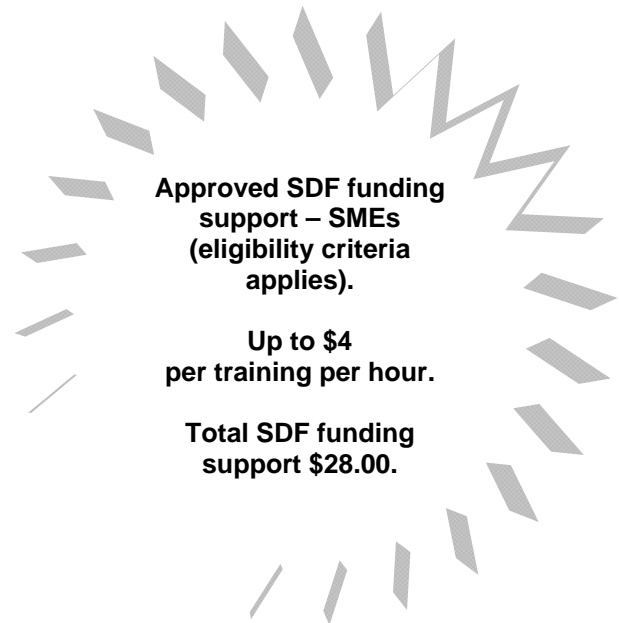
With effect from 1 November 2007, companies incorporated in Singapore which are required to file their financial statements, will need to file these in the new XBRL format together with their Annual Returns. This new requirements will be applicable for companies with financial year ended on or after 30 April 2007.

## Who should attend?

- Company Directors
- Company Secretaries
- Company appointed authorised users
- Preparers of Financial Statements

## Agenda:-

- Introduction to XBRL
- Compliance with Companies Act (Cap 50)
  - o Types of Companies
  - o Annual General Meetings
  - o Annual Returns
- ACRA Practice Direction 2 of 2007 :  
Filing of Financial Statements in XBRL
- ACRA Practice Direction 5 of 2007 :  
New Annual Return Form and Filing of Financial Statements in XBRL wef 1 November 2007
- Role of Preparers, Auditors, Company Secretaries and Directors
- An overview on FS Manager
- Common Do's & Don'ts
- Using FS Manager to prepare financial statements in XBRL Format
- FS Manager User Guide
  - o Preparation of Reports and Statement
  - o Directors' Report
  - o Statement by Directors
  - o Independent Auditors' Report
- FAQs/ACRA Helpdesk
- Qs & As



## We have

- √ *Hands on Training*
- √ *Training Centre at convenient location*
- √ *Trainers with detailed understanding of the financial reporting processes*
- √ *Flexible Training Schedule*



## Registration Form

By Fax: (+65)6334 4669

### FS MANAGER TRAINING SCHEDULE

Please tick one (✓) training date from the schedule

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Day(s)	January 09 <input checked="" type="checkbox"/>		Day(s)	March 09 <input checked="" type="checkbox"/>	
	Date	SAICSA		Date	SAICSA
Wednesday	07/01/2009	<input type="checkbox"/>	Tuesday	03/03/2009	<input type="checkbox"/>
			Friday	06/03/2009	<input type="checkbox"/>
Day(s)	Date	CCMD	Day(s)	Date	CCMD
Wednesday	14/01/2009	<input type="checkbox"/>	Tuesday	17/03/2009	<input type="checkbox"/>
			Friday	27/03/2009	<input type="checkbox"/>
Day(s)	February 09 <input checked="" type="checkbox"/>		Day(s)	April 09 <input checked="" type="checkbox"/>	
	Date	SAICSA		Date	SAICSA
Tuesday	10/02/2009	<input type="checkbox"/>	Tuesday	07/04/2009	<input type="checkbox"/>
Friday	13/02/2009	<input type="checkbox"/>	Friday	17/04/2009	<input type="checkbox"/>
Day(s)	Date	CCMD	Day(s)	Date	CCMD
Tuesday	24/02/2009	<input type="checkbox"/>	Tuesday	21/04/2009	<input type="checkbox"/>
Friday	27/02/2009	<input type="checkbox"/>	Friday	24/04/2009	<input type="checkbox"/>

<p><b>IMPORTANT TO NOTE: Skill Development Fund (SDF)</b></p> <p>Are you applying for SDF grant: [ ] Yes [ ] No</p> <p><b>Eligibility</b> Participant must be a Singaporean or Permanent Resident. Company: Small &amp; Medium</p>	<p><b>Participant's Details:-</b></p> <p>Salutation: Mr. ( ) Miss ( ) Ms ( ) Mrs ( ) Mdm ( ) Dr ( )</p> <p>Status: FCIS ( ) ACIS ( ) Grad ICSA ( ) Non Member ( )</p> <p>Full Name (Block Letters):</p> <p>Designation:</p> <p>Organisation (Block Letters):</p> <p>Participant's email address:</p> <p>Tel (Office): H/P: Fax:</p> <p>Office Address:</p> <p>Postcode:</p> <p><b>Contact Person Details (If different from participant):-</b></p> <p>Full Name (Block Letters):</p> <p>Designation:</p> <p>Tel: Email:</p>
<p><b>First time application for SDF funding?</b></p> <p>If yes, please register with SDF via <a href="http://www.sdf.gov.sg">www.sdf.gov.sg</a> and these would take about 14 days to activate a new SDF account.</p> <p><b>Existing SDF User?</b> If yes, you may log into <a href="http://www.sdf.gov.sg">www.sdf.gov.sg</a> to submit the application online for SDF funding.</p>	<p><b>Company's category <input checked="" type="checkbox"/></b></p> <p>a) Pte Ltd Company : [ ] EPC [ ] Non EPC</p> <p>b) Public Listed Company : [ ]</p> <p>c) Professional Firm : [ ] CPA [ ] Corporate Secretarial [ ] Law Firm</p> <p>d) Others-please indicate: [ ]</p>
<p><b>Are you the preparer of financial statements? :</b></p> <p>Please Tick <input checked="" type="checkbox"/> [ ] Yes [ ] No</p>	

## **FS MANAGER TRAINING**

### **Administrative Details**

#### **Time/Venue**

- 9.30 am to 5.30 pm
- 149 Rochor Road, #04-06 Fu Lu Shou Complex S 188425

#### **Course Fee**

- \$267.50 (inclusive of 7% GST)

#### **Registration**

Please send your completed registration form by:

- Fax: (+65) 6334 4669
- Email: azian@ccmdpl.com.sg or events@saicsa.org.sg
- Mail : 149 Rochor Road, #04-06  
Fu Lu Shou Complex, S188425

- Upon receipt of registration form, a seat will be reserved for the participant.
- There would be no cancellation and/or refund if participant fails to attend the training.

**SAICSA & CCMD PTE LTD** reserve their rights to change the date, time, and venue or cancels the training owing to unforeseen circumstances.

#### **Payment**

- Fee will be charged upon receipt of registration form.
- Payment must be made upon receipt of tax invoice.
- Cheque should be made payable to **"CCMD PTE LTD"** for **CCMD training dates**.
- Cheque should be made payable to **"SAICSA"** for **SAICSA training dates**.

**Notice of withdrawal/changes must be made in writing seven working days before the training date. Alternatively you may find a replacement to attend. Full payment is chargeable for non attendance or no show.**

#### **Skill Development Fund (SDF) (please refer to the note on the registration form)**

- Approved SDF Funding Support - SMEs (eligibility criteria apply).
- Up to \$4 per training per hour.
- Total SDF funding support \$28.00.

#### **Enquiries:**

Main: (+65) 6334 4302 Ms Azian / Ms Kris Tan / Ms Chen Bing

#### **Training requirements:**

1. Audited Financial Statement for the last financial year – soft (in word/excel format) and hard copy,
2. Calculator, and
3. Thumb drive (with USB 2.0)

