ACRA BizFin\textsuperscript{x} Preparation Tool

Preparing and Filing XBRL Financial Statements

\textbf{BizFin\textsuperscript{x} Preparation Tool} is a new preparation tool which enables companies to prepare their financial statements in XBRL offline. XBRL financial statements can be prepared and managed on MS Excel-based templates in the minimum requirement list. To reduce the time taken for manual data entry, the tool is equipped with an auto-tagging function to auto-map items and a drag-and-drop functionality to populate the financial data.

This one-day training seminar will include an overview of the tool and provide interactive hands-on training of using the ACRA BizFin\textsuperscript{x} preparation tool.

\textbf{Training Programme}

- Introduction to XBRL
- Introduction to the ACRA BizFin\textsuperscript{x} Preparation Tool and Web Portal
- Hands-on Training using ACRA BizFin\textsuperscript{x}
- Overview of Filing Requirements

\textbf{Who Should Attend?}

\begin{itemize}
  \item \textbf{Preparers}
    \begin{itemize}
      \item Finance Personnel
      \item Accounting Staff
    \end{itemize}
  \item \textbf{Reviewers}
    \begin{itemize}
      \item Company Secretaries
      \item Directors
      \item Chief Financial Officers
    \end{itemize}
\end{itemize}

⇒ 50% Training Subsidy by ACRA is available. Terms & conditions apply.
⇒ Companies may claim 400% Tax Deduction or 60% Cash Payout of the training fee (net of government grant or subsidy). For more details, please refer to \url{www.iras.gov.sg/irashome/Plcredit.aspx}
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Training dates

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<tr>
<th>Monthly/Y2014</th>
<th>April</th>
<th>May</th>
<th>June</th>
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Training Fees Per Participant

S$321.00
(Inclusive of 7% GST)

Cheque made payable

“SAICSA”

Time

9.30am - 5.00pm

Venue

SAICSA Training Centre
149 Rochor Road #04-06 Fu Lu Shou Complex Singapore 188425

Ways to Register

Tel: 6334 4302       Fax: 6334 4669       Email: events@saicsa.org.sg

Participants are required to bring the following:-

1. Laptop/notebook with the BizFin\textsuperscript{x} Preparation Tool installed.
   Go to www.acra.gov.sg/xbrl to register and download the BizFin\textsuperscript{x} Preparation Tool.
   Upon registration, an email containing the download link will be sent to you.

2. Thumb drive (with USB 2.0) containing the soft copy of your company’s latest Full Set Financials statements in Microsoft Word format.

3. A hard copy of your company’s latest Financial Statements.

4. Calculator

5. A sweater, where applicable

Conditions

- Upon SAICSA’s receipt of the participant’s completed registration form, a seat will be reserved for the participant and full payment will be charged upon confirmation from SAICSA.

- There will be no refund if the participant and/or the company cancels the registration or if the participant fails to attend the training.

- Payment must be made upon receipt of the tax invoice issued by SAICSA.

SAICSA reserves the rights to change the date, time, and venue or cancel the training owing to unforeseen circumstances.
REGISTRATION FORM
The Singapore Association of The Institute of Chartered Secretaries and Administrators (SAICSA)

ACRA BizFinx Preparation Tool
Preparing and Filing XBRL Financial Statements

Time: 9.30am - 5.00pm  Venue: SAICSA Training Centre | 149 Rochor Road #04-06 Fu Lu Shou Complex (S) 188425

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Participant’s Details
Salutation:  Mr □  Ms □  Mrs □  Mdm □
Full Name: (Block Letters)
NRIC/FIN No:  Work Permit No:
Designation:
Tel:  Mobile:  Fax:
Email:
Organisation UEN No:
Organisation / Company Name:
Mailing Address:
Postal Code:

Contact Person (if different from participant)
Salutation:  Mr □  Ms □  Mrs □  Mdm □
Full Name: (Block Letters)
Designation:
Tel:  Mobile:  Fax:
Email:
Invoice to be issued to:  □ Company  □ Personal

For official use only
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<tr>
<th>Invoice No</th>
<th>Cheque No</th>
<th>Amount</th>
<th>Date</th>
<th>Official Receipt</th>
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SAICSA | 149 Rochor Road #04-05 Fu Lu Shou Complex | Singapore 188425
Tel: 6334 4302  Fax: 6334 4669  Website: www.saicsa.org.sg  Email: events@saicsa.org.sg