

PRACTICE DIRECTION NO. 1 OF 2008

APPLICATION FOR REGISTRATION AS A PUBLIC ACCOUNTANT – REVISED STRUCTURED PRACTICAL EXPERIENCE LOG BOOK

1. This Practice Direction sets out the revised format of the structured practical experience log book.

Background

2. Under paragraph 3(9) of the Second Schedule to the Accountants (Public Accountants) Rules, applicants who acquire structured practical experience would be required to record their training in a log book in such form as required by the Public Accountants Oversight Committee (PAOC). The log book must be verified by an approved principal.

3. The PAOC has previously endorsed the format of the log book.

Revised Structured Practical Experience Log Book

4. The PAOC has revised the format of the structured practical experience log book to a clearer guidance to applicants on the nature and structure of qualifying experience required for purpose of registration to be a public accountant with the PAOC. The revised log book is at Annex A of this Practice Direction. This is also available at the link: <http://shinectms.internet.gov.sg/NR/ronlyres/A381DC38-013D-48A4-A65D-13F48E4BFEC2/0/SPELogBook.pdf>

5. The main changes made to the log book are:

- a. An additional Part 6 – Details of Training.
Applicants are required to maintain a record of the training details in this new part of the log book. This part of the log book is to be submitted to the PAOC for review when asked for by the PAOC during the application process.
- b. The revision of the summary log for training into 2 parts – Parts 4 and 5. Applicants will just need to fill up the summary training log for the part based on the year of their passing of the qualifying final professional exams:
 - (i) Parts 4 – For applicants who have passed their final examination before 1 April 2004 and submit their

applications for registration as public accountants before 15 November 2010; and

(ii) Part 5 – For applicants who have passed their final examination on or after 1 April 2004 or submit their applications for registration as public accountants on or after 15 November 2010.

c. The summary of training is categorised into pre qualifying experience (i.e. structured practical experience acquired before passing the final examination) and post qualifying structured experience (i.e. structured practical experience acquired after passing the final examination).

6. The revised structured practical experience log book also incorporates refinements to the categorisation of log book by pre and post qualifying experience to assist applicants to better able to determine if they meet the requisite practical experience. The new section on details of training will also help the applicants to better capture the depth and breadth of experience acquired that will facilitate the PAOC's assessment during the registration process.

Implementation

7. The structured practical experience log book will apply with effect from 4 August 2008. With effect from 4 August 2008, an applicant who wishes to have any structured practical experience considered for the purposes of an application for registration as a public accountant must submit the details of the structured practical experience in the revised structured practical experience log book.

Legal Provisions

8. The legal provisions relevant to and referred to in this Practice Direction are:

- (a) Sections 10 and 11 of the Accountants Act;
- (b) Rules 2, 3, 4 and 5 of the Accountants (Public Accountants) Rules; and
- (c) First and Second Schedule to the Accountants (Public Accountants) Rules.

Related Practice Directions

9. The related Practice Directions are:

- (a) Practice Direction No. 6 of 2007 – Practical Experience Requirements for Registration as a Public Accountant and New Fees (http://www.acra.gov.sg/NR/rdonlyres/702B3280-B0ED-4ACF-9457-AA5FD15D3803/2821/PD6_of_2008.pdf);
- (b) Practice Direction No. 1 of 2005 Application for Registration as a Public Accountant (http://www.acra.gov.sg/Legislation/PD_1_of_2005.htm); and
- (c) Practice Direction No. 2 of 2004: Continuing Professional Education Syllabus (http://www.acra.gov.sg/Legislation/PD_2_of_2004.htm).

Further Clarification

10. Further enquiries can be sent through http://appiqs.acra.gov.sg/iqs/ask_acra.asp.

Issued on 4 June 2008

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**STRUCTURED PRACTICAL
EXPERIENCE
FOR APPLICANTS FOR
REGISTRATION AS PUBLIC
ACCOUNTANTS**

Note:

Details on the breakdown of experience (name of engagement files, year etc) as recorded in Part 6 is to be furnished when requested.

Applicants are to complete either Part 4 or Part 5 of the log book, depending on the year of passing of the professional exams.

Name of Pupil:	
Name of Approved Principal:	
Registration Number ¹ of Approved Principal:	
Name of Firm:	

¹ This registration number refers to the public accountant's registration number.

PART 1 – GUIDANCE NOTES

1. The log book is prepared by the Public Accountants Oversight Committee (“Oversight Committee”) to guide the Approved Principals in planning the training and instruction of their pupils during the training
2. At the beginning of the program, Approved Principals should have a discussion with their pupils to determine which sections of the log book are appropriate for their pupils.
3. Pupils on their part should discuss with their Approved Principals on how to gain an understanding of those areas of practice that have not been covered and the proposed course of action.
4. An Approved Principal refers to a public accountant who —
 - (a) has at least 5 years’ post-qualifying experience in public practice or in any other organisation recognised by the Oversight Committee;
 - (b) undertakes the supervision of pupils in accordance with the Second Schedule;
 - (c) is of good character;
 - (d) is able to provide a working environment capable of preparing candidates to become public accountants;
 - (e) is able to provide candidates with the minimum chargeable hours, under appropriate supervision by experienced public accountants;
 - (f) is able to provide appropriate supervision and training of the public accountant candidate; and
 - (g) supervises all the components which constitute his pupil’s Structured Practical Experience .
5. The practical experience requirements applicable to applicants who passed their professional examinations before 1 April 2004 and submits their applications before 15 November 2010 is:
 - (a) after passing the qualifying examination not less than 2 years of structured practical experience in areas of accounting, auditing and taxation; or
 - (b) not less than 4 years of structured practical experience in areas of accounting, auditing and taxation, of which at least one year is acquired after passing the qualifying examination.

6. The practical experience applicable to applicants who passed their professional examinations on or after 1 April 2004 or submit their applications on or after 15 November 2010 is:

- (a) at least 3 years of practical experience consisting of —
 - (i) at least one year of structured practical experience acquired before passing the final examination²;
 - (ii) at least one year of structured practical experience acquired after passing the final examination; and
 - (iii) at least one additional year of practical experience (whether structured or unstructured) acquired after passing the final examination; or
- (b) at least 3 years of practical experience consisting of —
 - (i) at least 2 years of structured practical experience acquired after passing the final examination; and
 - (ii) at least one additional year of practical experience (whether structured or unstructured) acquired after passing the final examination

7. One year of “structured practical experience” or a year of “non-structured” practical experience does not have to be completed within a calendar year. One year of structured practical experience or one year of “non-structured” practical experience is equal to 1,600 hours of work relating to auditing, accounting and taxation, with the main component (i.e. at least 1,280 hours) being in auditing work (“relevant work”). While the nature of these hours being chargeable is expected, they can be non-chargeable as long as these hours are clocked based on relevant work.

8. In-house auditing training sessions, with case-studies, up to a maximum of 240 hours, may be considered as structured practical experience. However, such hours should not be double-counted as Continuing Professional Education.

9. For further details on the requirements of the Structured Practical Experience, please refer to the Practice Direction 1 of 2005³ and Guidelines on Registration as a public accountant⁴

² Refers to the final examination of the professional examinations referred to in paragraph 2 of the Second Schedule to the Accountants (Public Accountants) Rules.

³ http://www.acra.gov.sg/Legislation/PD_1_of_2005.htm

⁴ http://www.acra.gov.sg/Services/Public_Accountant/Registering_as_a_PublicAccountant.htm

PART 2 – GENERAL PARTICULARS

A. Particulars of Applicant

Surname Mr/Miss/Mdm/Mrs _____

Full Name _____

Date of Birth _____
Day Month Year

NRIC/PP No. _____ Citizenship _____

Residential Address

Postal District _____ Telephone _____

B. Employment History

Period of Training _____ year(s)

Date Commenced _____ Position Held _____
Day Month Year

Date Resigned _____ Position Held _____
(where applicable) Day Month Year

Firm:

Name _____

Address _____

Postal District _____ Telephone _____

PART 3 – DECLARATION OF COMPLIANCE

For Completion by Pupil

Pupil's Declaration

I, the pupil named herein, certify that I have satisfactorily completed the scheme of training approved by the Approved Principal, pursuant to the Accountants Act.

Signed _____ Date _____

For Completion by Approved Principal

Approved Principal's Name _____

Position _____

Firm
Name _____

Address _____

Approved Principal's Declaration

I certify that (name of pupil) _____ has satisfactorily completed the scheme of training approved by me, pursuant to the Accountants Act.

Signed _____ Date _____

PART 4 – SUMMARY OF TRAINING

(To be completed by applicants who passed their professional examinations **before 1 April 2004** and submit their applications before 15 November 2010.)

DATE OF PASSING PROFESSIONAL EXAMINATION: _____

	DESCRIPTION	NUMBER OF HOURS				
		BEFORE PASSING PROFESSIONAL EXAMINATION			AFTER PASSING PROFESSIONAL EXAMINATION	
		YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2
A	AUDITING					
1	Evaluation of systems ⁵					
	a) manual audits					
	b) computerised audits					
2	Verification of audit procedures					
	a) cash					
	b) payroll					
	c) debtors and creditors					
	d) stocks and work in progress					
	e) fixed assets					
	f) liabilities/contingent liabilities					
	g) securities/investments					
	h) income and expenses					
3	Internal control					

⁵ This would include Financial Accounting System, Information Management System, Operating System, Human Resource/Personnel System and Management Accounting System.

	DESCRIPTION	NUMBER OF HOURS				
		BEFORE PASSING PROFESSIONAL EXAMINATION			AFTER PASSING PROFESSIONAL EXAMINATION	
		YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2
	a) appraisal systems					
	b) production of audit programme					
4	Supervision of audits					
5	Preparation of schedules & reports					
	<i>Sub total (Auditing)</i>					
B	ACCOUNTING					
1	Basic Financial records					
2	Preparation of periodic/annual accounts					
3	Group Accounts and Consolidation					
4	Statutory Requirements & Related Matters					
	<i>Sub Total (Accounting)</i>					
C	TAXATION					
1	Computations					
2	Preparation of periodic/annual accounts					
3	Group Accounts and Consolidation					
4	Statutory Requirements & Related Matters					
	<i>Sub total (Taxation)</i>					

	DESCRIPTION	NUMBER OF HOURS				
		BEFORE PASSING PROFESSIONAL EXAMINATION			AFTER PASSING PROFESSIONAL EXAMINATION	
		YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2
D	ADDITIONAL EXPERIENCE					
1						
2						
3						

PART 5 – SUMMARY OF TRAINING

(To be completed by applicants who passed their professional examinations **on or after 1 April 2004** or submit their applications on or after 15 November 2010.)

DATE OF PASSING PROFESSIONAL EXAMINATION: _____

		NUMBER OF HOURS			
		BEFORE PASSING PROFESSIONAL EXAMINATION	AFTER PASSING PROFESSIONAL EXAMINATION		
	DESCRIPTION	YEAR 1	YEAR 1	YEAR 2	YEAR 3
A	AUDITING				
1	Evaluation of systems ⁶				
	a) manual audits				
	b) computerised audits				
2	Verification of audit procedures				
	a) cash				
	b) payroll				
	c) debtors and creditors				
	d) stocks and work in progress				
	e) fixed assets				
	f) liabilities/contingent liabilities				
	g) securities/investments				

⁶ This would include Financial Accounting System, Information Management System, Operating System, Human Resource/Personnel System and Management Accounting System.

		NUMBER OF HOURS			
		BEFORE PASSING PROFESSIONAL EXAMINATION	AFTER PASSING PROFESSIONAL EXAMINATION		
DESCRIPTION		YEAR 1	YEAR 1	YEAR 2	YEAR 3
	h) income and expenses				
3	Internal control				
	a) appraisal systems				
	b) production of audit programme				
4	Supervision of audits				
5	Preparation of schedules & reports				
	<i>Sub total (Auditing)</i>				
B	ACCOUNTING				
1	Basic Financial records				
2	Preparation of periodic/annual accounts				
3	Group Accounts and Consolidation				
4	Statutory Requirements & Related Matters				
	<i>Sub Total (Accounting)</i>				
C	TAXATION				
1	Computations				
2	Preparation of periodic/annual accounts				

		NUMBER OF HOURS			
		BEFORE PASSING PROFESSIONAL EXAMINATION	AFTER PASSING PROFESSIONAL EXAMINATION		
DESCRIPTION		YEAR 1	YEAR 1	YEAR 2	YEAR 3
3	Group Accounts and Consolidation				
4	Statutory Requirements & Related Matters				
	<i>Sub total (Taxation)</i>				
D	ADDITIONAL EXPERIENCE				
1					
2					
3					

PART 6 – DETAILS OF TRAINING

(This section is to be submitted to the Public Accountants Oversight Committee as and when required by the Public Accountants Oversight Committee)

Number of audits performed during the period of training: _____

Details of companies audited during period of training:

S/n	Name of Engagement	Are these companies audit exempted? (Yes / No)	Year in which engagement is performed	Brief details of work performed. Description should include scope and nature of audit work performed and the level of responsibilities (e.g. staff level or supervisory level) of the pupil undertaking the audit work.