

Application Form for Certification as Chartered Valuer and Appraiser

The “Chartered Valuer and Appraiser” (CVA) is a mark of quality for Business Valuation professionals. To become a CVA Charter holder, an individual must have:

- a) Successfully completed the CVA Programme; and
- b) Obtained a minimum of 3 years of relevant experience (within a 4-year period from the date of application).

The information you provide herein shall be kept confidential and used by IVAS solely for the evaluation for certification as CVA Charter holder.

Evaluation of applications will take place 8 to 12 weeks after the closing date if complete information is provided in the application. During this time, IVAS may request for additional information.

Applicants who have previously submitted their application to IVAS are required to wait out a 6-month period before submitting another application from the date of the notification received from IVAS.

SECTION A: PERSONAL DETAILS

1) PERSONAL DETAILS OF APPLICANT (Please fill in your particulars in CAPITAL LETTERS)

Salutation	
Name <i>(Please underline your family name)</i>	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
NRIC / FIN / Passport No.	
Nationality	<input type="checkbox"/> Singaporean <input type="checkbox"/> Others:
Date of Birth <i>(DD/MM/YYYY)</i>	
Mobile	
E-Mail Address	<input type="checkbox"/> Personal: <input type="checkbox"/> Office: <i>Please tick the primary email address for IVAS for communication purpose.</i>
Home Address	
Home Telephone	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Industry	Please select one If others, please specify:

2) EDUCATION

Year <i>(e.g. 2000 – 2004)</i>	Institution <i>(e.g. National University of Singapore, Association of Chartered Certified Accountants, etc.)</i>	Degree, Professional Certification or equivalent awarded

SECTION B: PROFESSIONAL DETAILS

3) CAREER HISTORY

Please give complete details of your entire professional career in chronological order since its inception, starting with your most recent role. Under 'Roles and Responsibilities', please specify the position you held and detailed description of the type of work done. *(Please use a separate sheet of paper if necessary)*

Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			
Organisation			
Designation		Year	
Roles & Responsibilities <i>(Please elaborate)</i>			

4) RELEVANT EXPERIENCE

The required minimum **3 years** of relevant experience (**obtained within a 4-year period from the date of this application**) should be made up of **at least 1.5 years of experience within the areas of Business Valuation, Corporate Finance and Litigation Support**, where a conclusion of value related to a business, business interest, intangible property or losses is reached or rendered (considered to be **Core Valuation Experience**).

The balance of the required minimum years can be related to activities consistent with business valuation (considered to be **Non-Core Valuation Experience**). Please select all the activities you have experience in and provide the necessary details.

CORE VALUATION EXPERIENCE

TOTAL NO. OF YEARS OF CORE VALUATION EXPERIENCE <i>(Please indicate in box)</i>	
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- Significant responsibility in activities which are involved in the provision of value conclusions; or
- Significant responsibility in activities in connection with financial litigation support and the quantification of economic losses; or
- Significant responsibility in activities in an investment capacity including, but not limited to preparation of analysts' reports and studies and investment analysis; or
- Significant responsibility in acting as business broker to the extent that it involves activities such as pricing, negotiating, and reviewing bids and proposals; or
- Significant responsibility for corporate finance advisory activities, to the extent that time is spent in the process of pricing, negotiation or structuring.

Please provide a **narrative (min. 500 words)** that describes your experience in **each** of the above selected activities and support your description with **at least 3 key engagements / examples / scenarios** with date references. Kindly elaborate on how your roles and responsibilities relate to Business Valuation. You may cite client references or provide sanitised valuation reports to demonstrate the relevance of your experience clearly. Information provided will be kept confidential. *(Please use a separate sheet of paper if necessary)*

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NON-CORE VALUATION EXPERIENCE

TOTAL NO. OF YEARS OF NON-CORE VALUATION EXPERIENCE (Please indicate in box)	
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- Financial, commercial and tax due diligence; or
- Transfer pricing for intangible assets; or
- Forensic accounting; or
- Financial reporting; or
- Auditing of financial statements; or
- Demonstrating substantial knowledge of Business Valuation theory, methodologies, and practices through teaching university or professional development courses covering at least one-third of the content in the CVA programme's Body of Knowledge and having published works on the subject.

Please provide **at least a 500-word narrative** that describes your experience in **each** of the above activities that have been selected. *(Please use a separate sheet of paper if necessary)*

SECTION C: ENDORSEMENT

5) STATEMENT OF ENDORSEMENT (Please fill in the particulars in CAPITAL LETTERS)

Employees of the Organisation

This section should be completed by a (1) **Head of Organisation** or **Authorised Representative of Human Resource Department**; and (2) **1 CVA Charter holder**, who can attest to your professional qualification, competence and ethics.

Sole Proprietors / Managing Directors / Founders / Senior Management of the Organisation

This section should be completed by **2 CVA Charter holders** who can attest to your professional qualification, competence and ethics.

Kindly note that IVAS reserves the right to request a 3rd endorser where appropriate and applicable.

Visit [here](#) for a list of CVA Charter holders. Please note that the CVA endorser must:

- be a CVA Charter holder of at least 3 years; and
- be in a managerial position

Please reference this endorsement to the information on Core Valuation Experience and Non-Core Valuation Experience submitted in **Section B**.

Applications without the relevant endorsers will not be considered.

If you require assistance to connect to CVA endorsers, please contact IVAS at ivas@acra.gov.sg with your completed application form. Kindly note that CVA endorsers may request for additional information such as (a) sanitised valuation reports and/or (b) an interview where necessary in order to better evaluate your suitability and provide an endorsement. It is up to the endorser to decide if they can provide a voluntary endorsement based on their evaluation.

ENDORSER 1

Salutation	
Name <i>(Please underline your family name)</i>	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Office Email	

I hereby verify that:

- I am not aware of any matters or issues with regard to or in respect of the applicant that gives me reason or cause me to deny his/her eligibility for certification; and
- All the information provided in connection with this application is true and accurate to the best of my knowledge.

For CVA Endorser only:

- I declare that I am free from any disciplinary findings.

Signature of Endorser	CVA Number (if applicable)	Date

ENDORSER 2

Salutation	
Name <i>(Please underline your family name)</i>	
Organisation Name	
Organisation Designation	
Office Address	
Office Telephone	
Office Email	

I hereby verify that:

- I am not aware of any matters or issues with regard to or in respect of the applicant that gives me reason or cause me to deny his/her eligibility for certification; and
- All the information provided in connection with this application is true and accurate to the best of my knowledge.

For CVA Endorser only:

- I declare that I am free from any disciplinary findings.

Signature of Endorser	CVA Number (if applicable)	Date

SECTION D: FIT AND PROPER DECLARATION

A CVA Charter holder is expected and required to conduct himself/herself professionally and uphold the integrity of the profession. Please complete the following declaration.

		True	False
1.	I have not been (and am not) the subject of any proceedings, complaint or inquiry (formal or informal) which has been adversely determined (or if outstanding and subsequently adversely determined) against me and which would reasonably be expected to be relevant to my work and certification as a CVA Charter holder.	<input type="checkbox"/>	<input type="checkbox"/>
2.	I have not been convicted of an offence by a court of law in Singapore (other than for traffic offences) or another country.	<input type="checkbox"/>	<input type="checkbox"/>
3.	I am not an un-discharged bankrupt.	<input type="checkbox"/>	<input type="checkbox"/>
4.	I have not entered into a composition with my creditors or a deed of arrangement with my creditors.	<input type="checkbox"/>	<input type="checkbox"/>
5.	I have not been sanctioned or suspended or disbarred by a professional body, government agency or any other regulatory body in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>
6.	I have not been dishonest, untruthful or failed to provide accurate information in all dealings with IVAS, or with any professional body, government agency or any other regulator body in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>
7.	As at the date of this application, I am not under investigation for any misconduct or criminal offence in Singapore or another country.	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

*(*If you have indicated 'False' in any of the above, please provide additional information on a separate sheet of paper)*

SECTION E: DECLARATION

- I declare that I have not submitted a CVA application to IVAS in the last 6 months.
- I hereby affirm that the information given above and in the attached document(s) is/are true and complete. I understand and am fully aware that any false or misleading information provided in this application will result in my application being rejected or the revocation of the CVA Charter if it is discovered subsequently that the information I have given is false or misleading after the approval of the application or certification given.
- I authorise and consent to IVAS to obtain and verify any information about me as it deems fit and at its discretion (including performing reference checks) and release from liability all persons or entities supplying such information.
- I am aware that IVAS, under the Accounting and Corporate Regulatory Authority (ACRA), follows the Accounting and Corporate Regulatory Authority's Personal Data Protection Policy: <https://www.acra.gov.sg/privacy-statement> and agree that I will comply and be bound by such policy.
- I accept that the decision of IVAS is final.
- If certified as a CVA, I am committed to the following requirements for certification:
 - 1) Fulfil 20 Continuing Professional Development (CPD) hours;
 - 2) Adhere to the International Valuation Standards; and
 - 3) Adhere to the Code of Ethical Principles for Professional Valuers.
- I agree to be governed by the 'IVAS Disciplinary Rule Book' as a CVA Charter holder.

Signature of Applicant	Date

SECTION F: ADMINISTRATIVE DETAILS

6) CERTIFICATION FEE

The annual certification fee (from 1 Apr of the current year to 31 Mar of the following year) is **Four Hundred Singapore Dollars (\$400 before GST)**. Where applicable, the certification fee is pro-rated for the first year upon certification and all fees paid are non-refundable.

For queries and application submission, please email ivas@acra.gov.sg.