

## ADDENDUM TO APPLICATION TO BE REGISTERED AS A PUBLIC ACCOUNTANT

### (A) Practical experience

#### Background

1. With effect from 1 February 2015, all applicants to be registered as a public accountant will need to have at least 2,500 hours of Qualifying Audit Experience (QAE). In acquiring the QAE, the applicant will need to have been in an audit management role in performing Key Audit Functions, an audit quality review role or an audit technical role, independently and competently to the satisfaction of the applicant's Audit Principal(s) (AP), as the case may be.
2. Applicants who are relying on their experience acquired in a foreign audit entity as QAE will need to have at least 1,250 hours (approximately one year) of QAE gained in Singapore. For foreign audit experience to be considered as QAE, certain prescribed criteria need to be met.
3. For details of the practical experience requirement, please [click here](#)<sup>1</sup>.

#### Information and supporting documents required

4. Please provide a copy of your testimonials on your current and past employments.

#### QAE acquired in Singapore

5. In respect of QAE acquired in Singapore,
  - (a) please provide the duly completed declaration form by the applicant and his or her AP(s). The template declaration forms are available at the following links:  
[Declaration Form for Applicant](#)<sup>2</sup>  
[Declaration Form for AP](#)<sup>3</sup>
  - (b) If the applicant's QAE is gained under the supervision of more than one AP within a firm, the application should also be supported by a firm's testimonial consolidating the QAE gained by the applicant within each firm. The template testimonial for consolidating an applicant's QAE in the firm can be found at this [link](#)<sup>4</sup>.

#### Foreign QAE

6. In respect of foreign QAE, please note that the following conditions would have to be satisfied:

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<sup>1</sup> <https://www.acra.gov.sg/components/wireframes/howToGuidesChapters.aspx?pageid=1676#2093>

<sup>2</sup> [https://www.acra.gov.sg/uploadedFiles/Content/How\\_To\\_Guides/Professional\\_Requirements\\_for\\_Public\\_Accountants/Downloads/Template%20Declaration%20Form%20for%20the%20Applicant.docx](https://www.acra.gov.sg/uploadedFiles/Content/How_To_Guides/Professional_Requirements_for_Public_Accountants/Downloads/Template%20Declaration%20Form%20for%20the%20Applicant.docx)

<sup>3</sup> [https://www.acra.gov.sg/uploadedFiles/Content/How\\_To\\_Guides/Professional\\_Requirements\\_for\\_Public\\_Accountants/Downloads/Template%20Declaration%20Form%20for%20the%20Audit%20Principal\(1\).docx](https://www.acra.gov.sg/uploadedFiles/Content/How_To_Guides/Professional_Requirements_for_Public_Accountants/Downloads/Template%20Declaration%20Form%20for%20the%20Audit%20Principal(1).docx)

<sup>4</sup> [https://www.acra.gov.sg/uploadedFiles/Content/How\\_To\\_Guides/Professional\\_Requirements\\_for\\_Public\\_Accountants/Downloads/Illustrative%20Declaration%20Form%20for%20the%20Audit%20Principal\(1\).pdf](https://www.acra.gov.sg/uploadedFiles/Content/How_To_Guides/Professional_Requirements_for_Public_Accountants/Downloads/Illustrative%20Declaration%20Form%20for%20the%20Audit%20Principal(1).pdf)

- (a) the QAE is acquired by the applicant in the course of auditing any financial statements in an audit entity in a country or territory outside Singapore (i.e. foreign audit entity);
- (b) the country or territory in which the foreign audit entity is registered or licensed adheres to auditing standards which the Public Accountants Oversight Committee (PAOC) considers to be equivalent to the standards applicable in Singapore; and
- (c) the PAOC is satisfied with the quality of the QAE having regard to one or more of the following factors:
  - (i) whether the foreign audit entity has implemented, or has taken steps to implement, quality controls in accordance with standards which the PAOC considers are equivalent to the standards applicable in Singapore (including the Singapore Standard on Quality Control 1);
  - (ii) whether the foreign audit entity has been subject to any audit inspection carried out by or on behalf of the regulator of the audit profession in the country or territory of its registration or licensing, and whether the regulator is satisfied with the findings of such audit inspection;
  - (iii) whether the PAOC is of the opinion that the foreign audit entity is of good standing in the country or territory of its registration or licensing;
  - (iv) whether the QAE would meet the criterion of the practical experience required for qualifying the applicant as an auditor in the country or territory in which the applicant has acquired the QAE;
- (d) the QAE is acquired in the period of 5 years immediately preceding the date of the application.

7. Please:

- (a) provide supporting documents that the foreign audit entity is licensed or registered to carry out the audits of financial statements (e.g. letter from the foreign authority which licenses or registers such firms or registry search results);
- (b) provide a copy of the testimonial on your employment in the foreign audit entity. The testimonial should include an elaboration of the experience and the respective dates and time periods in which the experience was acquired; and
- (c) elaborate on how your experience acquired in the foreign audit entity can be considered as foreign QAE based on each of the factors listed in (a) and to (c) above and provide the supporting documents to enable an assessment of your foreign experience against these factors.

8. Under paragraph 3(8) of the Second Schedule to the Accountants (Public Accountants) Rules, the PAOC may disallow any foreign QAE acquired by the applicant if

- (a) Any complaint relating to any professional or occupational misconduct has been made against the applicant with any professional body in any country or territory;
- (b) disciplinary proceedings relating to any profession or occupation are pending against the applicant in any country or territory; or
- (c) the applicant has been the subject of disciplinary action relating to any profession or occupation in any country or territory.

In this regard, please obtain a letter from the respective professional bodies (other than the Institute of Singapore Chartered Accountants) in which you are a member to confirm that you are not and have not been subject to any disciplinary proceedings or actions.

**(B) Proficiency in local laws**

9. If you have not passed the final examination in accountancy under paragraph 2(a)<sup>5</sup> of the Second Schedule to the Accountants (Public Accountants) Rules and have less than 2 years of relevant local experience, please provide evidence of passing an examination in the following subjects:

- (a) Singapore Company Law; and
- (b) Singapore Taxation and Tax Management.

**(C) Continuing Professional Education (CPE)**

10. Please provide:

- (a) a copy of your CPE log book which should record the CPE hours acquired during the period of 12 months immediately preceding the date of your application. The CPE syllabus and the format of the CPE log book are available at the following [link](#)<sup>6</sup>.
- (b) the certified true copies of the evidence of participation for all the structured courses included in your CPE log book. Evidence of participation can be in the form of certificate, attendance lists or lecturers' letters of certification.

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- (i) The Singapore Polytechnic for the professional diploma and for the degree course in accountancy for the years 1961 to 1969;
- (ii) The University of Singapore for the degree of Bachelor of Accountancy;
- (iii) The Nanyang University of Singapore for the degree of Bachelor of Commerce (Accountancy) or Bachelor of Accountancy;
- (iv) The National University of Singapore for the degree of Bachelor of Accountancy or Bachelor of Business Administration (Accountancy) Degree;
- (v) The Nanyang Technological Institute for the degree of Bachelor of Accountancy;
- (vi) The Institute of Certified Public Accountants of Singapore (formerly known as the Singapore Society of Accountants) — Association of Chartered Certified Accountants of the United Kingdom Joint Scheme; including passing one of the following examination modules:
- (vii) Paper 10: Accounting and Audit Practice;
- (viii) Paper 3.1: Audit and Assurance Service; or
- (ix) P7 Advanced Audit and Assurance;
- (x) The Nanyang Technological University for the degree of Bachelor of Accountancy or Master of Business Administration (Accountancy);
- (xi) The Institute of Certified Public Accountants of Singapore Professional Examination;
- (xii) The Singapore Management University for the degree of Bachelor of Accountancy or Master of Professional Accounting;
- (xiii) The SIM University for the degree of Bachelor of Accountancy;
- (xiv) The Singapore Qualification Programme prescribed by the Singapore Accountancy Commission; or<sup>6</sup>

<sup>6</sup>[https://www.acra.gov.sg/uploadedFiles/Content/How To Guides/Professional Requirements for Public Accountants/Downloads/CPE%20syllabus.pdf](https://www.acra.gov.sg/uploadedFiles/Content/How_To_Guides/Professional_Requirements_for_Public_Accountants/Downloads/CPE%20syllabus.pdf)

**(D) Intended Practice**

11. If you are joining an existing public accounting entity upon approval as a public accountant, please provide a letter of support from the public accounting entity to confirm that you would be admitted as a partner or public accountant employee<sup>7</sup> upon your approval as a public accountant.

**(E) Former Public Accountants**

12. If you were formerly a public accountant in Singapore, please provide:
- (a) the reasons for not renewing your certificate of registration previously; and
  - (b) the reason for re-applying to be a public accountant and why you think you can continue your practice for a longer period this time.

**(F) Other supporting documents required**

13. Please provide a copy of the Certificate of Good Standing from the Institute of Singapore Chartered Accountants (ISCA) providing information on:
- (a) Date of becoming a Chartered Accountant (Singapore) (i.e. full member of ISCA);
  - (b) Name and date of passing the final examination in accountancy;
  - (c) Date of completion of the Public Practice Programme; and
  - (d) Details of disciplinary matters (if any).
14. The Certificate of Good Standing from ISCA should not be dated more than three months immediately preceding the date of your application.

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<sup>7</sup> Applicable for public accounting corporation and accounting limited liability partnership.