## Guide to purchase of Table Sales (Part 1 out of 2)

Step 1: Log-in/Register using your Corporate Account

If you forgot your corporate login details, do contact us at ISCA CPE at cpe@isca.org.sg or +65 6749 8060.

Become a member V Member Services V CPE & Event	s 🗸 Capability Development 🗸 Ethics 🥆	<ul> <li>Knowledge Centre</li> </ul>
SIGN IN	CREATE ACCOUNT	
Sign in with Your Email Address	Create an Account To	oday
Email Address	First Name	Last Name
@gmail.com	First Name	Last Name
Password	Name As Per ID (Example: Tan	Zhi Wen) Email Address
•••••	Name As Per ID	Email Address
Remember me	QYP5R9	С
SIGN IN	Enter the above code here.	
Forgot Your Password?		
	I confirm that I have read <u>Privacy and Data Protection</u> will be collected, used, discli	and I agree to (i) the <u>Terms of Use</u> , and ( <u>n Policy</u> which sets out how my personal losed and processed by the Institute of

#### Step 2: Visit the event page:

### ISCA Conference (Day 1 & 2):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7XHIA0& ga=2.234340382.1448094534.1718011133-1844853753.1704417565

#### Accountancy Renaissance (Day 1):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7ToIAK&\_ga=2.715 51251.1207117940.1722220092-1844853753.1704417565

#### Practitioners Renaissance (Day 2):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7WuIAK&\_ga=2.16 486070.1207117940.1722220092-1844853753.1704417565

#### Step 3: Click and select the Table Sales option

#### Exclusive Offer - Table Sales is back, Early Bird ends on 30th September 2024, don't miss out!



\*Tables must be purchased in group of 8 for the same day(s).

### Step 4: Read the terms and conditions and select "Add to Cart"

There will be strictly no switching or replacement of courses.

#### Terms of Service

The Institute reserves the right to change the above terms and conditions without notice.

The Institute will exercise all possible care to run the conference, however, in the event of unforeseen circumstances, the Institute reserves the right to cancel or defer the conference, and/or change venue, speakers, conference date and fees. The Institute will take all reasonable efforts to notify participants of changes, should they happen.

The Institute seeks to collect and may use and/or disclose your personal data for matters relating to your enrolment and/or the conduct of the Institute's business in accordance with the Personal Data Protection Act 2012. The Institute may from time to time use your personal data to inform you of related news, CPE activities, members' benefits, goods, services, facilities and events. The Institute may also use your personal data for the conduct of statistical research and studies, and analyse the data collected to administer, develop and improve its services.

By enrolling in the conference, you consent to the collection and use of your personal data in accordance with ISCA's Privacy and Data Protection Policy: <a href="http://isca.org.sg/privacy-and-data-protection-policy/">http://isca.org.sg/privacy-and-data-protection-policy/</a>



Step 5: Check that the amount is reflected accurately + click "Checkout"

# Cart

	Description			Amount		Total Remove
1	Table Sales - Group of 24 - ISCA Conference 2024 (2 Day	1)		\$21,600.00	\$21,60	0.00 🟛
		Enter Coupon/Vouch	er Code:	Coupon/Voi	ucher Code	Apply
					Click here to view your v	voucher(s)
					SubTotal	\$21,600.0
				Total Ar	mount Payable	\$1944.0 \$23,544.0
				Bac	k To Course & Event	Checkout
ep	5: Check and update your Corpora	ate Profile and click "Co	ntinue	n		-
-1-						
alutatio	on * First Name *	Last Name *				
Mr.	First Name * Emmanuel	Last Name *				
alutatio Mr. lame A	s Per ID*	Last Name * ISCA Unit Number				
Mr. Mr. Jame A	s Per ID*	Last Name * ISCA Unit Number ISCA House				
Mr. Mr. Name A Emman	Address Line 1*	Last Name * ISCA Unit Number ISCA House Mailing Address Line 2				
Alutation Mr. Aame A Emman Aailing 61 Cec	n First Name  Emmanuel s Per ID* uel ISCA Address Line 1 I Street	Last Name * ISCA Unit Number ISCA House Mailing Address Line 2 Mailing Address Line 2				
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Alutation Mr. Jame A Emman Aailing 61 Cec Singapo	n*     First Name*       Emmanuel       s Per ID*       uel ISCA       Address Line 1*       I Street	Last Name * ISCA Unit Number ISCA House Mailing Address Line 2 Mailing Address Line 2 State * Singapore				
Mr. Name A Emman Mailing 61 Cec City *	n First Name Emmanuel s Per ID* uel ISCA Address Line 1 I Street	Last Name * ISCA Unit Number ISCA House Mailing Address Line 2 Mailing Address Line 2 State * Singapore Decid Code*				
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Mr. Name A Emman Mailing 61 Cecc City * Singapue Singapue Email* Dther P	on     First Name       Emmanuel       s Per ID*       uel ISCA       Address Line 1*       I Street       ore       •       •       •       •       •	Last Name * ISCA ISCA Unit Number ISCA House Mailing Address Line 2 Mailing Address Line 2 State * Singapore Postal Code* 6598784 Mobile Number* Job Designation *				

#### **Step 7: Agree to the Terms and Conditions**

# **Terms & Conditions**

Terms & Conditions	
COURSE REGISTRATION	•
A participant is successfully enrolled for the course once an invoice is generated.	ľ
NO CANCELLATION	
There will be strictly NO cancellation once the participant is successfully enrolled for the course.	
NO-SHOW	
There will be strictly NO refund for the no-show.	
ADMINISTRATIVE REQUEST	
For requests pertaining to changes required on items (billing name/entity, name of participants to be reflected onto the invoice/certificate, entity billing address, etc) in the invoice and/or certificate after they have been generated, there will be an administrative fee of \$43.60 (with GST).	
NON-ATTENDANCE DUE TO MEDICAL/COMPASSIONATE REASONS	•
Back To Cart Agree	

Step 8: Check through the details and kindly ensure that the information keyed in is correct.

Click "Confirm Order" and you'll be redirected to the payment gateway. A confirmation email will be sent to you with the registration instructions.

Billi	ng Information		
IRISCA ISCA 61 Ce ISCA Singa	O PTE LTD House cil Street House pore 6598784		
O	rder Summary		
N	o. Description	Amount	Total
1	Table Sales - Group of 24 - ISCA Conference 2024 (2 Day)	\$19,200.00	\$19,200.00
		Subtotal GST (9%)	\$19,200.00 \$1728.00
	Total A	mount Payable	\$20,928.00
Sele For c	ect Mode Of Payment proprate registration of WSQ Programmes, payment can only be made by Corporate Credit Card or Corpora	te PayNow.	
0	Credit Card		
$\circ$	PayNow (Please get ready your mobile banking application before proceeding. Please scan the QR code on the next	t page. <mark>Do not key in Unique</mark> E	ntity Number (UEN).)
0	Paypal		
0	GIRO (Please refer to the tax invoice for the bank details.)		
		Back To Cart Edit Prof	file Confirm Order

## Guide to registration of participants for the Table Sales (Part 2 out of 2)

Step 1: Return to the Event Page

ISCA Conference (Day 1 & 2):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7XHIA0& ga=2.234340382.1448094534.1718011133-1844853753.1704417565

Accountancy Renaissance (Day 1):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7ToIAK&\_ga=2.715 51251.1207117940.1722220092-1844853753.1704417565

Practitioners Renaissance (Day 2):

https://eservices.isca.org.sg/CourseDetailClone?courseMasterId=a0gle000000L7WuIAK&\_ga=2.16 486070.1207117940.1722220092-1844853753.1704417565

Step 2: Click "Add to Cart"



Step 3: Register your participants by enter either their ISCA Membership number or Email Address (used for ISCA Account) and click Search Participant. Select the Track 1 / 2 for Day 1 Conference and Add to Cart.



Step 4a: To register for Non-ISCA Members, search by email address if unable to find the account then proceed to click on "+Add New Participant".

SCAC	Con2024:ISC/ Membership	Number	ce 2024 - Accoun	Email Address	sance Sea	arch Participant	+Add New Participant	
Selec	ted Participa	ants						
S.No	Member	Account Type	Email	Mobile Number	Job Designation	Track (14 Nov 2024)	Track (15 Nov 2024)	Action
			· · · · · ·			Track 1 🗸	Track 1 🗸	â
						Track 1 🗸	Track 1 🗸	Ŵ
						Track 1 🗸	Track 1 🗸	â

Step 5: Complete the details for Non-ISCA Members and click Save

				Account			
				First Name*			•
Add	d Partio	cipants	5	Last Name*			
				Email*			
To add par If no recor	ticipant(s), first inpu d(s) are found, pleas	ut membership num se click onto "Add N	ber or Email Address and click ew Participant" button.	on Name As Per Id*			me steps.
ISCAC	Con2023:ISCA	Conference		Telephone/Mob Country Code*	pi		
	Membership	Number	OR Email A	dr Telephone/Mob	pi		
Selec	ted Participa	nts		Condort			
S.No	Member	Account Type	Email	Mc Designation*	Choose	~	Action
1				Designation			
						Save Close	
					,	<ul> <li>Fields are mandator</li> </ul>	y d to Cart
				_			

Step 6: Select the Table Sales Package from the Dropbox and Check that the CPE Hours is reflected accurately + click "Checkout"

# Cart

No.	Description		Amour	nt CPE Hours	Remove
	Pay From	Table Sales - Group of 8 - ISCA Conference 2024 (2 Day)(Balance Hrs: 92.00, Expiry:08/08/2024) 💉	•		
1	ISCACon20 14 Nov 202	24: ISCA Conference 2024 - Accountancy Renaissance 4, 15 Nov 2024		11.50	Ē
		Enter Coupon/Voucher Code	Coupon/	/oucher Code	Apply r(s)
			В	ack To Course & Events	Checkout

Step 7: Read the Terms and Conditions and Select "Agree". Participants who have been registered will receive a registration confirmation email.

NON-ALI	LINDANCED				. NLAJ	UNJ				
Please be	e informed that:									
<ul> <li>You may compared</li> </ul>	ontinue to receive co	ommunications for a	a short period of time afte	er your u	nsubscrib	pe request				
<ul> <li>You will co</li> </ul>	ontinue to receive co	mmunications on m	embership matters and t	ransacti	ons (even	if you uns	subscribe	from all	marketing EDMs).	
ISCA EDN	A email footer - Me	mbers' Subscriptio	on Centre (isca.org.sg)							
		This email v	Copyright was sent to you becau Institute of Sing ISCA House,	@ 2023 Ise you Japore 60 Ce	3 ISCA, have su Charter cil Stree	All rights bscribed red Acco ot, Singa	reserve to this puntant pore 04	d. electron s (ISCA 9709	nic mailer from the •)	
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Reply or e	email ISCA to unsu	oscribe from all ma	arketing emails.							
🗆 l agree, l hav	e read the above T	erms & Conditions	s.							



For any clarifications, please contact ISCA CPE at <u>cpe@isca.org.sg</u> or 6749 8060.

END