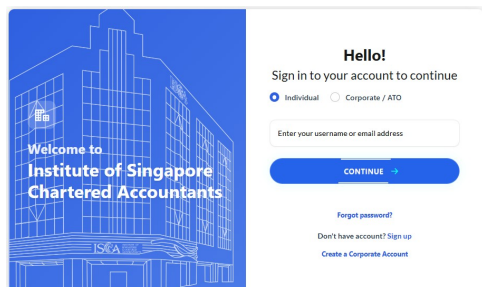


CPE Compliance Check: Guide to Submitting Your CPE Records Online

The Institute conducts an annual CPE compliance check based on random selection and members will be notified of the selection via email and post. If you are selected for the audit, please follow the instructions below to submit your CPE records online.

- 1** Login to the [ISCA eServices Portal](#) with your registered email address.



Welcome to
Institute of Singapore
Chartered Accountants

Hello!
Sign in to your account to continue

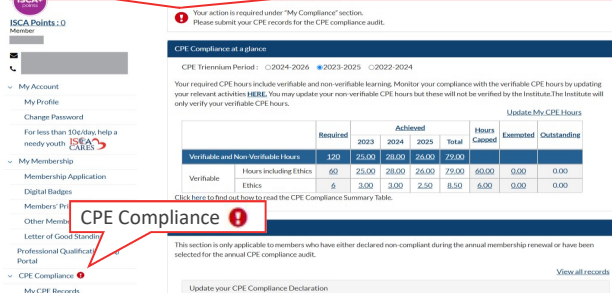
☒ Individual ☐ Corporate / ATO

Enter your username or email address

CONTINUE

Forgot password?
Don't have account? Sign up
Create a Corporate Account

- 2** Click on tab "CPE Compliance".
- !** Your action is required under "My Compliance" section. Please submit your CPE records for the CPE compliance audit.



ISCA Points: 0

CPE Compliance at a glance

CPE Triennium Period: 2024-2026 2023-2025 2022-2024

Your required CPE hours include verifiable and non-verifiable learning. Monitor your compliance with the verifiable CPE hours by updating your relevant activities HERE. You may update your non-verifiable CPE hours but these will not be verified by the Institute. The Institute will only verify your verifiable CPE hours.

Required		Achieved			Hours Capped	Exempted	Outstanding
		2023	2024	2025	Total		
Verifiable and Non-Verifiable Hours		120	25.00	26.00	26.00	77.00	
Verifiable	Hours including Ethics	60	25.00	28.00	26.00	79.00	0.00
	Ethics	6	3.00	3.00	2.50	8.50	0.00

Click here to find out how to read the CPE Compliance Summary Table.

CPE Compliance

This section is only applicable to members who have either declared non-compliant during the annual membership renewal or have been selected for the annual CPE compliance audit.

Update your CPE Compliance Declaration

View all records

- 3** Check the Audit Period and Status under section "Submit Your CPE Records for Audit" and click on the "Submit" button to

Submit your CPE records for Audit

If you are selected for the annual CPE compliance audit, please submit your CPE records along with the relevant evidence of participation for the verifiable CPE activities below.

ID	Audit Period	Status	ISCA Remarks	Action
AD-00000412	2023 - 2025	Submission required		Submit

- 4** For ISCA courses attended, your CPE records will be automatically updated in the "Summary of CPE Hours". For external courses attended, please click on the link below to add CPE records.

Submission of CPE Records for Audit Period 2023 - 2025

1. CPE Records 2. Employment Details 3. Declaration

Please review your profile before you proceed

Name: [Redacted] Membership Class: CA (Singapore) Membership Number: [Redacted]

CPE Records

Summary of CPE Hours

		Required	Achieved				Hours Capped	Exempted	Outstanding
			2023	2024	2025	Total			
Verifiable and Non-Verifiable Hours		120	25.00	28.00	26.00	79.00			
Verifiable	Hours including Ethics	60	25.00	28.00	26.00	79.00	60.00	0.00	0.00
	Ethics	6	3.00	3.00	2.50	8.50	6.00	0.00	0.00

i Please view your detailed CPE records below. To add/edit CPE records, please click [here](#).
Upload the relevant evidence of participation for your verifiable CPE activities by using the Document Upload function.

Find out how to read the
Summary of CPE Hours table [here](#)
(under FAQ - CPE Compliance on the
ISCA eServices Portal).

To add/edit CPE Records, please click [here](#).

- 5** The link will re-direct you to "My CPE Records" page. Click on the **+New** button to add a new entry. Edit your CPE records entries with the  button and **upload supporting documents for your verifiable CPE activities using the**  button.

CPE Hours

+New Download records

Show 10 entries Search: [Redacted]

No.	Course Title	Completed Date	CPE Year	Hours Allocated	CPE Category	CPE Type	Action
1	Best Practices in Internal Audit 2023	6/3/2023	2023	2.00	Not applicable	Verifiable	  

- 6 After logging in your CPE records for the audit period, access the CPE record form per 3 and click **Next** at the bottom of the page to proceed to “Section 2 Employment Details”. Review your current employment status and details. Click on the link below to edit your employment details.

1. CPE Records 2. Employment Details 3. Declaration

Employment Details

To assist the institute in assessing the relevance of the CPE activities with respect to your professional responsibilities, please review your employment details for the audit period below.

To amend these existing employment records or add new records, please click [here](#).

To amend these existing employment records or add new records, please click [here](#).

Current Employment

Your current Employment Status: Employed

No.	Organisation Name	Organisation Type	Industry	Job Position	Job Level	Job Function
1	ABC Ltd	Multinational Corporations (MNCs)	Arts & Entertainment	Manager	Managerial	Financial Reporting
Period		01 Mar 2017 to Present (0 Year(s), 2 Month(s))				
Description of Job Responsibilities			Financial reporting			

- 7 The link will re-direct you to “My Profile - Employment History” page. Click on the **+New** button to add a new employment record. Edit your current records with the  button.

Edit Profile

Personal Details Employment History

Current Employment Status

Employed

Current Employment Status

Employed

Current Employment

Select Primary Employment

ABC Ltd

Current Employment

Select Primary Employment

ABC Ltd

No.	Organisation Name	Organisation Type	Industry	Job Position	Job Level	Job Function	Action
1	Others	Multinational Corporations (MNCs)	Arts & Entertainment	Manager	Managerial	Financial Reporting	 
Period		1 May 2018 to Present (8 Year(s), 4 Month(s))					
Description of Job Responsibilities			Financial Reporting				

- 8 After reviewing your employment details, access the CPE record form per 3 and click **Next** at the bottom of the page to proceed to “Section 3 Declaration”. Complete the declaration and click **Submit** to complete your submission.

Submission of CPE Records for Audit Period 2023 - 2025

1. CPE Records 2. Employment Details 3. Declaration

CPE Compliance Declaration

* Based on the submission of the CPE records and the relevant supporting documents, I declare that :

- ☐ I have complied with the prescribed CPE requirements
☐ I have not complied with the prescribed CPE requirements
and that the information provided here is true and correct.

Previous

Submit

- 9 The relevant officer-in-charge will review your submission and will contact you if any clarification is required. After the audit is completed, a letter will be sent to inform you of the audit outcome.

Thank you for your submission!

We will be reviewing your submission and will contact you should we require any clarification.

Summary

Name: 
Description: Submission of CPE Records
ID: AD-00000412
Year/Period: 2023 - 2025
Submission Date: Friday, 11 September 2026