



Chartered  
Accountant  
SINGAPORE

# **SCAQ Portal User Guide:**

## **ATO Application and Renewal Application for existing ATOs**

Updated as of September 2025

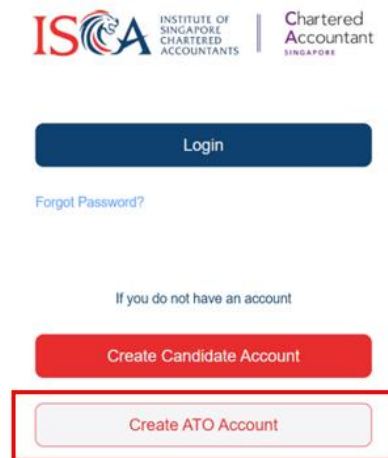
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-

# 1. Create ATO Account

# Create ATO Account

1. Representative personnel to create ATO Account. **Note: If the representative personnel creating the ATO Account is also the Training Principal or Secondary Contact, please use a secondary email address to create the ATO Account.**
2. To create a new ATO Account, go to <https://scaq.isca.org.sg/scaq/s/login/>
3. Click “**Create ATO Account**”. Fill in the particulars in the form as instructed. Check that all details are correct, then click “**Submit**”.



Create Accredited Training Organisation (ATO) Account

Fill in the data for the profile. It will take a couple of minutes. Please provide an email address as we require them for verification purposes in ISCA E-Services before entering your profile. For personal data, specify exactly as on your NRIC/Identification.

\* Email  
Example@gmail.com

\* Organisation Name  
Organisation Name

\* Business Registration Number  
Business Registration Number

\* Salutation  
Select

\* Full Name (as per Identity Document/Passport)  
Full Name

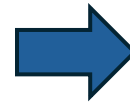
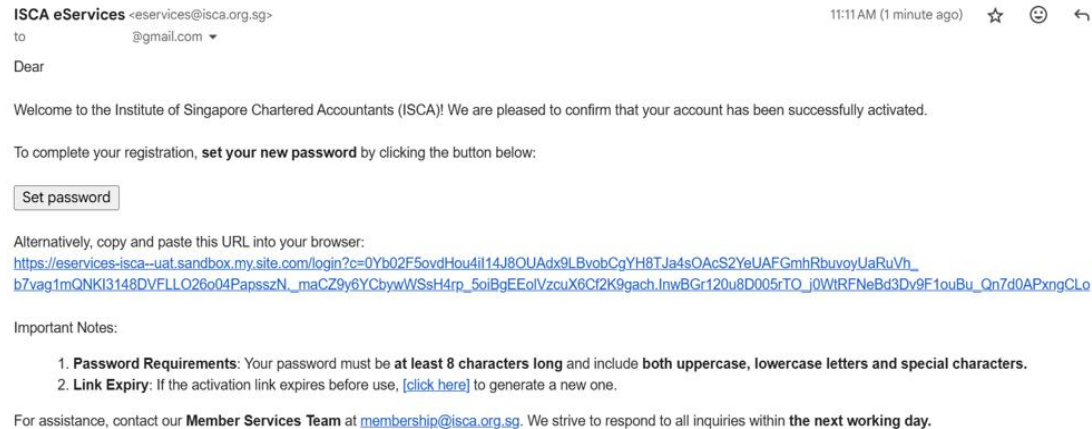
\* First Name  
First Name

\* Last Name  
Last Name

Submit

# Set Password

1. Once you have completed the form and submitted it, an email will be sent to you immediately for you to set a password.
2. Follow the link in the email to set the password.



## Change Password

New Password

Confirm Password

Your account password must be between 8 and 15 characters long. They must include:

- Uppercase and lowercase letters
- Special characters
- Numbers

Keep in mind that:

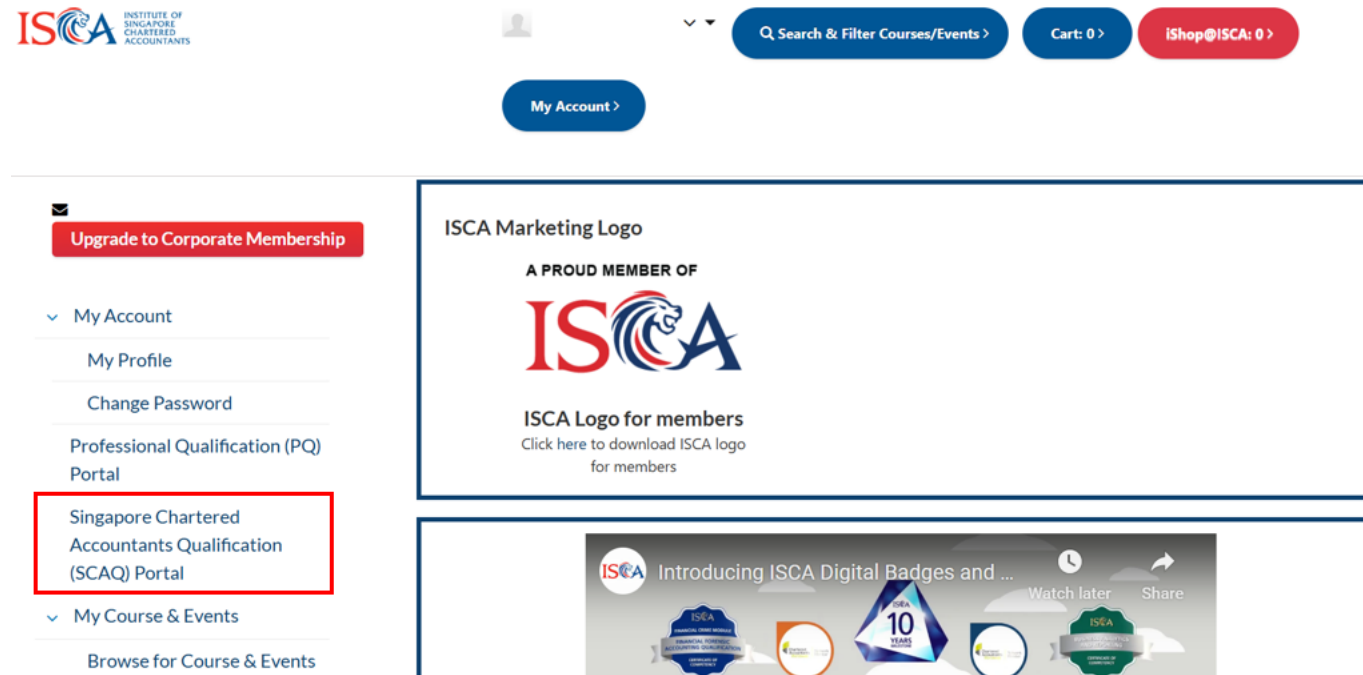
- You will not be able to reuse the last 3 passwords
- Your password cannot contain your email address

As a best practice, we recommend that you change your password on a regular basis.

Change Password

# ISCA eServices Page

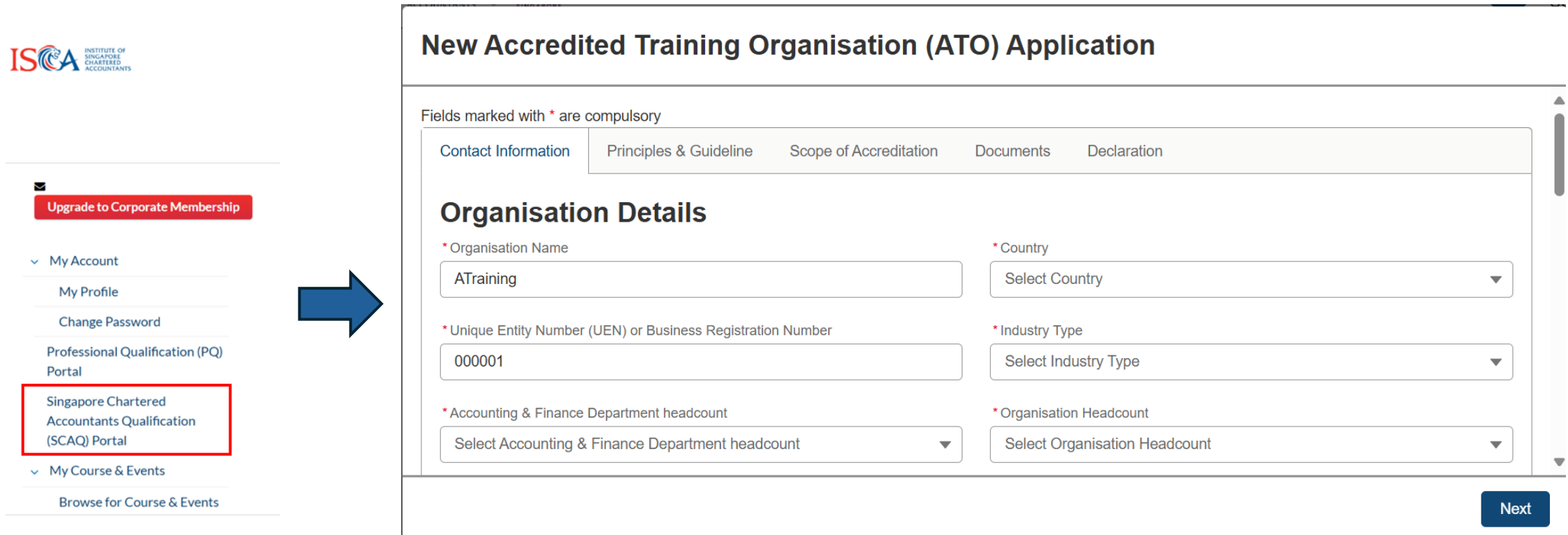
1. After setting the password, you will be directed to the ISCA eServices homepage.
2. Click “**Singapore Chartered Accountants Qualification (SCAQ) Portal**” to start the application process.



## 2. Submit New ATO Application

# Start the ATO Application Form

1. After you have created the ATO Account and set the password, click **“Singapore Chartered Accountants Qualification (SCAQ) Portal”**.
2. You will see the application form as below. Please fill in all required information of the ‘Contact Information’ section and click **“Next”**.



The screenshot displays the ISCA website interface. On the left, a navigation menu includes links for 'My Account', 'My Profile', 'Change Password', 'Professional Qualification (PQ) Portal', and 'Singapore Chartered Accountants Qualification (SCAQ) Portal'. The 'SCAQ Portal' link is highlighted with a red box. A large blue arrow points from this link to the main application form. The form is titled 'New Accredited Training Organisation (ATO) Application' and features a tabbed interface with 'Contact Information' selected. Below the tabs, a section titled 'Organisation Details' contains several compulsory fields marked with an asterisk (\*): 'Organisation Name' (filled with 'ATraining'), 'Country' (a dropdown menu showing 'Select Country'), 'Unique Entity Number (UEN) or Business Registration Number' (filled with '000001'), 'Industry Type' (a dropdown menu showing 'Select Industry Type'), 'Accounting & Finance Department headcount' (a dropdown menu showing 'Select Accounting & Finance Department headcount'), and 'Organisation Headcount' (a dropdown menu showing 'Select Organisation Headcount'). A 'Next' button is located at the bottom right of the form.



# Principles & Guideline and Scope of Accreditation

1. On the 'Principles & Guideline' section, please ensure that your organisation fulfils all 4 Principles by meeting all the required best practice statements, and check them accordingly. Click **"Next"** to proceed to the next section.
2. Select the Scope of Accreditation your organisation is applying for and click **"Next"**.

**New Accredited Training Organisation (ATO) Application**

Fields marked with \* are compulsory

Contact Information Principles & Guideline Scope of Accreditation Documents Declaration

**ATO Practical Experience Principles & Guideline**

Organisations applying to be accredited are assessed against a number of best practice learning and development Principles (P) and Guidelines (G). Please indicate the best practice statements your organisation can meet.

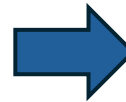
**Principle 1**

The ATO exhibits professional and ethical practices in its dealings and is committed to the training and development of Singapore CA Qualification Candidates.

☒ G.1. The organisation is financially sound and meets its regulatory requirements in its country of residence.

☐ G.2. There are no on-going ethical or professional issues within the applicant organisation or with individuals involved in training.

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**New Accredited Training Organisation (ATO) Application**

Contact Information Principles & Guideline Scope of Accreditation Documents Declaration

**Scope of Accreditation**

Scope of accreditation requested should be influenced by:  
Whether or not the information you have provided regarding the Practical Experience Principles and Guidelines applies consistently across your organisation.  
Please provide additional information if you feel this is necessary.  
Please indicate the scope of accreditation your organisation is applying for:

☐ Single company  
A single company should be indicated where the accreditation is only relevant to a single company based in a single geographic location.

☒ Organisation wide  
Organisation wide should be indicated where the accreditation covers all companies.

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# Upload Documents and Declaration

1. On the 'Documents' section, please ensure that you have uploaded all the necessary documents to support your application. Click **"Next"** to proceed to the final section.
2. Ensure that you agree to all the statements in the 'Declaration' section and click **"Submit"** to submit the application.

**New Accredited Training Organisation (ATO) Application**

Fields marked with \* are compulsory

Contact Information Principles & Guideline Scope of Accreditation **Documents** Declaration

### Upload Documents

Please note that the provision of application documents does not automatically ensure successful application.

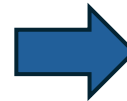
☐ Business Registration Information (e.g. ISCA biz file) of applying company and its subsidiaries / affiliated companies.

[Upload Files](#) Or drop files

☐ Development Policy (e.g. study or L&D policies, guidelines, sections in Staff Handbook related to training & development, and exam/study leave).

[Upload Files](#) Or drop files

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**New Accredited Training Organisation (ATO) Application**

Fields marked with \* are compulsory

Contact Information Principles & Guideline Scope of Accreditation Documents **Declaration**

### Declaration

Please note that the provision of application documents does not automatically ensure successful application.

#### Mandatory documents

1. The organisation agrees to:
  - Commit to the Practical Experience Principles and Guidelines; and
  - Fulfil its responsibilities as an Accredited Training Organisation.
2. The information given in this application is correct and will be updated as required.
3. The organisation understands that:
  - Renewal of Accredited Training Organisation status is required every three years and will be based on the Practical Experience Principles and Guidelines in force at the time of renewal.

[Back](#) [Submit](#)

# Application Submitted

1. Once submitted, ISCA will review and verify your application based on the information and documents you submitted. ISCA may reach out to request for additional information or documents, or for further discussions.



Your ATO application is Pending Approval. We will update you on the outcome. Thank you!

# The End