



SCAQ Portal User Guide:

ATO Application and Renewal Application for existing ATOs

Updated as of December 2025

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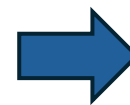
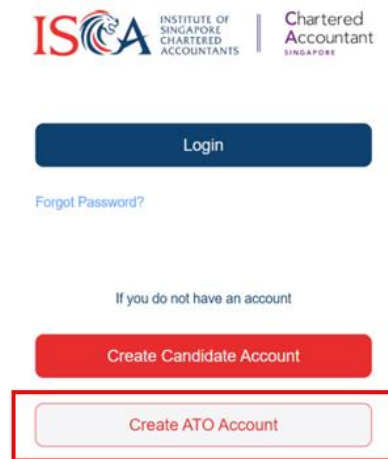
3. Renewing ATO Application

[For ATOs whose accreditation has expired / expiring]

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

* Organisation Name

* Business Registration Number

* Salutation

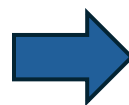
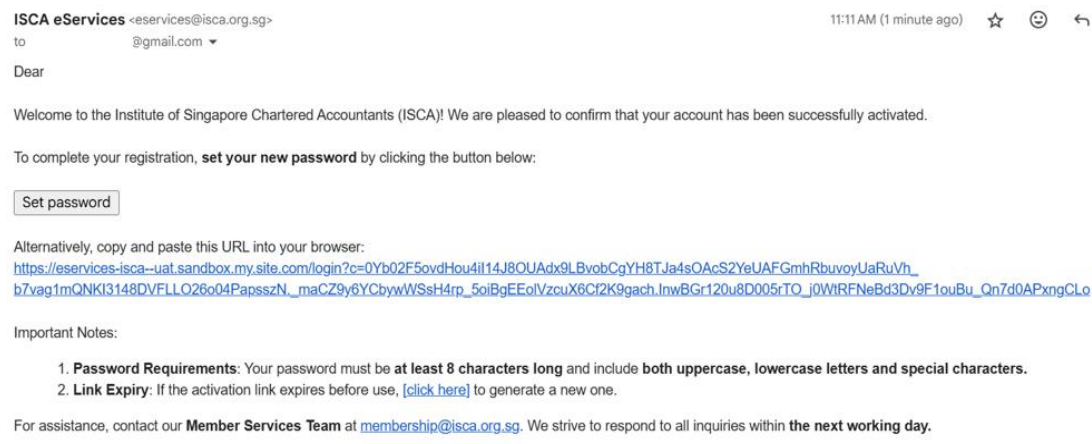
* Full Name (as per Identity Document/Passport)

* First Name

* Last Name

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:

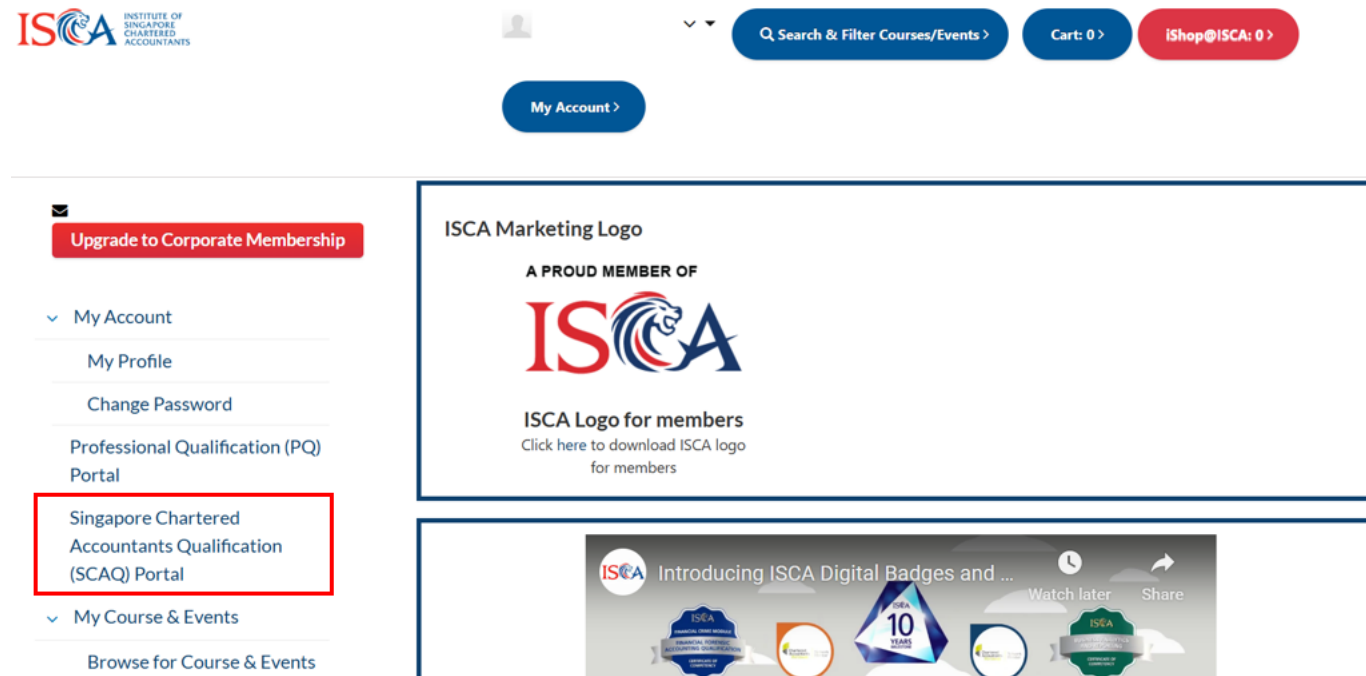
- You will not be able to reuse the last 3 passwords
- Your password cannot contain your email address

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

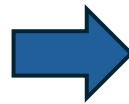
Start the ATO Application Form

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”**.

 [Upgrade to Corporate Membership](#)

My Account

- [My Profile](#)
- [Change Password](#)
- [Professional Qualification \(PQ\) Portal](#)
- [Singapore Chartered Accountants Qualification \(SCAQ\) Portal](#)**
- [My Course & Events](#)
- [Browse for Course & Events](#)



New Accredited Training Organisation (ATO) Application

Fields marked with * are compulsory

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

Organisation Details

* Organisation Name	<input type="text" value="ATraining"/>	* Country	<input type="text" value="Select Country"/>
* Unique Entity Number (UEN) or Business Registration Number	<input type="text" value="000001"/>	* Industry Type	<input type="text" value="Select Industry Type"/>
* Accounting & Finance Department headcount	<input type="text" value="Select Accounting & Finance Department headcount"/>	* Organisation Headcount	<input type="text" value="Select Organisation Headcount"/>

[Next](#)

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.

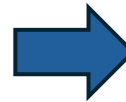
Principle 1

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.

Back Next



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

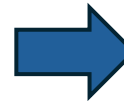
Please note that the provision of application documents does not automatically ensure successful application.

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

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).

Or drop files



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
 - Fulfill 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.

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!

3. Renewing ATO Application

Renewal of Application

1. ATOs have an accreditation validity of 3 years. Nearing expiry, the key contacts (Training Principal / Secondary Contact) would receive auto-generated email that prompts renewal. If there are changes to key contacts, do contact us at ato@isca.org.sg to assist you before you start on the renewal process.
2. ATO renewal can be initiated one month before the expiry date through the below “New Renewal” button. Both the Training Principal and Secondary Contact would have the access to this button.

 Your firm's accreditation is expiring on 06/01/2026. Please renew soon.

Application History

[New Renewal](#) < 1/3 >

Renewal of Application

3. Similar to accreditation process, will just have to fill up the following details and upload supporting documents.
4. For ATOs who have expired, you will see this screen upon login and have to renew before proceeding with usual functions such as reviewing RPEC entries.

The screenshot displays the 'Accredited Training Organisation (ATO) Renewal Application' form. The form is divided into several sections: 'Contact Information', 'Principles & Guideline', 'Scope of Accreditation', 'Documents', and 'Declaration'. The 'Contact Information' section is currently active and contains the following fields:

- Organization Name:** Tea House TEST
- Unique Entity Number (UEN) or Business Registration Number:** KSJD9832
- Country:** Singapore
- Industry Type:** Accounting Entities (PAC, PAF, ALLP)
- Accounting & Finance Department headcount:** 6-25
- Organisation Headcount:** 101-500
- Office Phone Number:** 62093420
- Organisation Website:** www.houseourtea.com
- Please provide brief information on the profile of your organisation:** -
- Country of Residence:** Afghanistan
- Building Name:** Building Name
- Street Name:** dsdsa
- House Block No.:** wewqe
- Unit No.:** 343
- Postal Code:** 3434

The 'Training Principal (TP) Details' section is partially visible at the bottom of the form, with fields for Salutation, First Name, and Last Name.

Navigation buttons include 'Save & Next' at the bottom right of the form.

The End