ISCA — **INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS**

Got a question on CPE requirements?
You can refer to the FAQs here or write to us at cpeaudit@isca.org.sg.

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.

2 Click the tab "CPE Compliance".

> Your action is required under "My Compliance" section.
> Please submit your CPE records for the CPE compliance audit.

3 Check the Audit Period and Status under section "Submit Your CPE Records for Audit" and click on the "Submit" button to access the CPE Record form.

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-00005934	2019 - 2021	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

1. CPE Records 2. Employment Details 3. Declaration

Please review your profile before you proceed

Name	Membership Class CA (Singapore)	Membership Number

CPE Records

Summary of CPE Hours

	Required	Achieved				Hours Capped	Exempted	Outstanding
		2019	2020	2021	Total			
Verifiable and Non-Verifiable Hours	40	20.00	20.00	20.00	60.00			
Verifiable — Hours including Ethics	20	20.00	20.00	20.00	60.00	20.00	20.00	0.00
Verifiable — Ethics	2	2.00	2.00	2.00	6.00	2.00	2.00	0.00

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.

New members admitted in 2019 or 2020

Your CPE requirements will commence from the next calendar year

(i.e. for members who were admitted in 2019, your CPE requirements will commence in 2020, for purposes of audit).

For details of the CPE requirements applicable to you, please see here.

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

No.	Course Title	Completed Date	CPE Year	Hours Allocated	CPE Category	CPE Type	Action
1	Best Practices in Internal Audit 2020	24/1/2020	2020	16.00	Category 3	Verifiable	✏️ 🗑️ 📂

Revised on 14 October 2022

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 responsibilites, 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 ▼] [Save]

Current Employment   [+ New]

No.	Organisation Name	Organisation Type	Industry	Job Position	Job Level	Job Function	Action
1	ABC Ltd	Multinational Corporations (MNCs)	Arts & Entertainment	Manager	Managerial	Financial Reporting	[✎] [🗑]
Period		1 Mar 2017 to Present (0 Year(s), 2 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

| 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, you will be notified 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-00005934

Year/Period: 2019 - 2021