

INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS (ISCA)

MEMBERSHIP TERMS AND CONDITIONS – APPLICATION AND ADMISSION ON BASIS OF RELEVANT MANAGERIAL EXPERIENCE

Membership Application

1. These Terms and Conditions (“**T&C**”) apply to applicants who do not qualify as a Student Member (as defined in the Student Membership Terms and Conditions), an Affiliate, an Associate or a Full Member (as each term is used in the Institute (Membership and Fees) Rules) but who wish to apply for membership on the basis of having acquired at least five (5) years of relevant managerial experience.
2. Relevant managerial experience refers to work experience related to accounting or finance across all sectors in one or more roles performed to manage people or projects. Such sectors generally include auditing and assurance, financial accounting, financial reporting financial risk management, financial planning, management accounting, corporate finance, taxation, risk management and governance, restructuring and insolvency, IT advisory, sustainability and climate change.
3. All applications for membership are to be made by completing the application form on the Institute’s website. By submitting an application for membership, the applicant is deemed to have read and agreed to these T&C.
4. To complete a membership application, the applicant must make payment of the applicable membership admission fee and annual subscription fee in accordance with **Appendix A** below. The Institute shall not be obliged to process a membership application until payment of the applicable membership fees is made.
5. In addition to having the relevant managerial experience, the applicant must be of good character and be a “fit and proper” person, as determined by the Institute.
6. The Institute will consider a person to be of good character and “fit and proper” if the Institute is satisfied that the individual:
 - 6.1 is not, or has not been, the subject of disciplinary proceedings by any institution, professional body and/or regulator;
 - 6.2 is not, or has not been, convicted of any criminal offence;
 - 6.3 is not, or has not been, the subject of any investigation by any academic, governmental, statutory or professional body in respect of any offence involving dishonesty, or any complaint or allegation of misconduct; and
 - 6.4 acts with honesty and integrity and does not behave in a way that is likely to discredit himself, the Institute or the profession of accountancy.

For the avoidance of doubt, the factors set out above are non-exhaustive and the Institute has the sole discretion to take into consideration any other factors in determining whether or not an applicant is of good character and is “fit and proper”.

7. The Institute reserves the right and in its absolute discretion to determine whether to accept or reject a membership application.

Member Rights and Responsibilities

8. The names of members who have been admitted on the basis of their relevant managerial experience will be maintained in the member register. Such members will not be subject to the Institute's continuing professional education requirements. However, such members who subsequently fulfil the eligibility requirements to qualify as an Associate or to obtain other credentials such as ISCA Professional Business Accountant (PBA), ISCA Financial Forensic Professional (FFP) or ISCA Infrastructure & Project Finance Professional (IPFP) may apply to the Institute for reclassification as an Associate or for the applicable credential(s).
9. Each member's membership will be renewed annually subject to such member continuing to comply with these T&C and timely payment of the applicable membership admission fee and annual subscription fee in accordance with **Appendix A** by 31 January of each calendar year. The Institute may review the membership admission fee and annual subscription fee from time to time and reserves the right to adjust the membership admission fee and annual subscription fee at any time in its sole discretion.
10. To uphold the reputation of the Institute, a member is expected to conduct himself with honesty and integrity and satisfy the good character and "fit and proper" requirement throughout the period of his membership.
11. A member who has qualified on the basis of his relevant managerial experience may identify himself as a member of the Institute but shall not, at any time and under any circumstances, hold himself out to be a Chartered Accountant of Singapore or engage in any conduct that is likely to mislead or deceive any person into believing that he is a Chartered Accountant of Singapore.
12. A member shall not be entitled to propose any motion or to vote at any meeting of the Institute.

Termination of Membership

13. A member has the right to cancel his membership at any time by notifying the Institute in writing.
14. The Institute may, at its sole discretion, terminate the membership of and remove the name of any member from the member register, if such member becomes unfit to be a member and/or fails to comply with any of these T&C.
15. The membership admission fee and/or annual subscription fee will not be refunded if a member's membership is terminated for whatever reason before the end of a membership year.

Amendment of T&C

16. These T&C may be amended, modified or supplemented from time to time by the Institute at its sole discretion.

APPENDIX A

FEEES

Admission Fee: \$100

Annual Subscription Fee: \$300

(Fees are subject to prevailing GST)