

Frequently Asked Questions for Corporate Nominee

1 Who is eligible to receive the S\$50 training credit?

The S\$50 training credit will only be accorded to existing members who renew their membership for FY 2019/2020, including corporate nominees. It is not applicable for new members and members who have previously renewed their memberships via multi-year membership schemes.

2 What is the validity period of the S\$50 training credit?

The S\$50 training credit is valid from **1 June 2019 to 30 June 2020** – i.e. the event/course which the training credit is utilised on must be completed by 30 June 2020.

3 How can I use the S\$50 training credit?

You can use the training credit to offset the cost of CPE courses, seminars and Learn-At-Lunch talks conducted by IIA Singapore. The training credit is not applicable for conferences organised by IIA Singapore, such as the Banking Sector Internal Audit Conference, Public Sector Internal Audit Conference, Annual Conference and the Global Internal Audit Leadership Summit.

Only one S\$50 face value of the training credit can be used per applicable event or course.

4 How will I receive the S\$50 training credit?

No physical or e-vouchers will be issued. IIA Singapore will keep a record of the utilisation of the training credit by each eligible member, including corporate nominees.

5 Can I transfer the S\$50 training credit to another corporate member?

The S\$50 training credit is non-transferable. No refund will be made for not fully-utilised credit.

6 Can a new corporate nominee, who has replaced someone who has resigned from the organisation, use the balance of the unutilised training credit?

A new corporate nominee is eligible to utilise the balance of the training credit. The training credit will only be accorded once IIA Singapore has successfully updated the new corporate nominee. (i.e. all required documents if applicable are submitted to membership@iia.org.sg)

7 How should I use the training credit to offset the cost of an event or course that I am keen to attend?

1. Register the course or event online using the “Register” button for the respective course or event that you have selected.
2. Complete all the required fields found in the online registration page.
3. Indicate in the “Remarks” field that you would like to utilise the training credit of S\$50 for the course or event. Should you need an invoice to process payment, please indicate this request in the “Remarks” field.
4. Proceed to payment page and choose GIRO or cheque payment mode.

Note: Online payment will not be available for the utilisation of training credits.

8 Who should I contact if I still have queries or clarifications?

You may contact the Membership Team at membership@iia.org.sg or 6324 9029.