



Frequently Asked Questions For Corporate Member Administrator

Training Credits

1. Who is eligible to receive the 2 x S\$100 training credits?

All members including corporate nominees, will be given training credits worth S\$200 upon renewal of their membership for FY2018/2019. The credits will be given in the form of two \$100 face value, with no refunds on any unutilised balance. Validity is from 1 June 2018 to 31 May 2019. The training credits will not apply to new members who joined us in FY2018/2019.

2. How do I use the S\$200 training credits?

The training credits can be used to offset the costs of CPE courses, seminars and Learn-at-Lunch talks conducted by IIA Singapore. Only one S\$100 face value of credits can be used per day. They are not applicable for Public Sector Internal Audit Conference, Annual Conference and Global Internal Audit Leadership Summit. Two S\$100 face value of credits can be used for a single course registration for courses conducted over 2 days and above.

3. When will I receive the S\$200 training credits?

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

4. What should I do if I want to use the training credits to offset the cost of an event or course that I am keen to attend?

You can register for the event or course via the online registration portal and follow these steps:

- 1) Register the course or event online using the "Register" button for the respective course/event you selected.
- 2) Complete the registration form and all the required fields.
- 3) Indicate in the "Remarks" field that you would like to utilize the training credits of S\$100 or S\$200 for the course/event. Should you need an invoice to process payment, please include the request in the "Remarks" field.
- 4) Proceed to payment page and choose GIRO or cheque payment mode.

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

5. Can I transfer the S\$200 training credits to another Corporate member or corporate nominee?

The training credits are non-transferable. No refund will be made for not fully utilised credits.

6. A new Corporate nominee has replaced someone who has left the organisation. Is the new Corporate nominee eligible to use the balance from the unutilised training vouchers?

Yes, the new Corporate nominee can fully utilise the remaining training credits.

7. If the Corporate member wants to nominate additional nominees during the year, will they be entitled to the training credits?

New nominees introduced during the year will not be entitled to the training credits.

8. Who should I contact for clarification or queries?

You may contact the Membership Team at 6324 9027 / 6324 9033 or email your queries to membership@iia.org.sg.