

## **ICIR November 2018 Timetable**

**May 2018 onwards**

Register and pay

Receive study materials and access details to online mock exam

**31<sup>st</sup> October 2018**

Registration closes

**20<sup>th</sup> November 2018**

Sit for exam at SGX Centre (5pm – 6pm)

**December 2018 (indicative)**

Results emailed to candidates

**January 2019 (indicative)**

Candidates receive official certification from IRS

## Booking Form

### Please register me for the ICIR Examination

Please tick appropriate box:

- I am a member of IRPAS: S\$1,100 \***SAVE ~27% OR S\$400!**
- I am not a member of IRPAS: S\$1,500

**Online Learning Support Modules** that are optional and supplementary to the syllabus is offered by the UK Investor Relations Society. Should you be keen to sign up for the modules (**international version**), please register [here](#).

### Please register me for an IRPAS membership

Please tick appropriate box:

- Register as an individual member: S\$300
- Register as a corporate (small-mid cap) member: S\$400
- Register as a corporate (large cap) member: S\$750
- Register as a supporting member: S\$1,000

For more information on membership categories, please click [HERE](#).

### Candidate details

First name	Surname
Designation	
Company	
Address	
	Postal code
Telephone	Fax
Email	

### Method of payment

- **ONLINE CREDIT CARD:** Click [HERE](#).
- **CHEQUE:** Made payable to Investor Relations Professionals Association (Singapore) Limited and mail to **Secretariat, Investor Relations Professionals Association (Singapore) Limited:**  
**6 Eu Tong Sen Street #05-07, Singapore 059817**
- **BANK TRANSFER/INTERNET BANKING:** Make payment NETT OF ALL RECEIVING & PAYING BANK CHARGES to our bank account as follows:  
For Telegraphic Transfer (bank fees payable by sender):  
Account Name: Investor Relations Professionals Association (Singapore) Limited  
Account Number: 350-369-129-7  
Currency: SGD  
Bank Name: United Overseas Bank Limited  
Bank / Branch Code: 7375 / 001 (Main)  
Bank Address: 80 Raffles Place, UOB Plaza Singapore 048624  
UOB SWIFT Code: UOVBSGSG

Please allow 2 weeks from the time payment is received for processing. Please return this form either to [infor@irpas.com](mailto:infor@irpas.com) or to IRPAS Secretariat, 6 Eu Tong Sen Street #05-07, Singapore 059817.

# Enquiries & Legal

## For enquiries please contact IRPAS Secretariat

Address: 6 Eu Tong Sen Street #05-07 Central Clarke Quay, Singapore 059817

Email: [info@irpas.com](mailto:info@irpas.com)

Tel: [+65-65512786](tel:+65-65512786)

## Terms & Conditions

1. Investor Relations Professionals Association (Singapore) Limited (“IRPAS”) and its employees, partners or agents shall not held liable under any circumstances whatsoever for any direct, indirect, incidental, special, consequential or other damages including, but not limited to lost revenues or lost profits arising or in connection with the use of or reliance on the information provided or reached through these training materials and the conduct of the training courses. No advice or information given by the employees, agents, moderators, administrators or personal assistants of the training providers shall create any warranty or liability including, but not limited to, the accuracy, completeness or reliability of the content, text, graphics, links or other items accessed through or reached from or via the training materials and the training courses.
2. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
3. No substitutions or refunds are possible once payment has been processed.
4. Following registration, if a candidate is subsequently unable to make the exam they must inform IRPAS in writing by two weeks prior to the commencement of the examination. If two weeks’ written notice is received by IRPAS, a candidate will be allowed to delay the exam until the next sitting, subject to payment of an administration fee of **\$100.00 nett**. If less than two weeks’ written notice is received by IRPAS, a candidate will be allowed to delay the exam until the next sitting, subject to payment of an administration fee of **\$200.00 nett**.
5. If a candidate fails the exam and decides to retake, an administration fee of **\$100.00 nett** will also be charged for each re-sit, up to a maximum of three times including the first sitting. If a candidate needs to take the exam more than three times they will be required to re-register and receive an updated set of study notes.
6. It may be necessary, for reasons beyond IRPAS’ control to change the date / time / venue. IRPAS will endeavor to inform participants of any change with as much notice as possible. IRPAS will not be held liable for any costs arising from this change.
7. IRPAS reserves the right to refuse to register or admit any participant, and to cancel or postpone the course.

# Data Protection and Privacy Policy

## 1. Introduction

This document sets out the **Data Protection and Privacy Policy** (“DPP Policy”) of **Investor Relations Professionals Association (Singapore)** (“IRPAS”) in compliance with the **Personal Data Protection Act 2012** (“PDPA”) as defined by the **Personal Data Protection Commission** (“PDPC”) in Singapore. For more information on the PDPA and PDPC, please refer to the PDPC website here: <https://www.pdpc.gov.sg/home>. Please take a moment to read the IRPAS DPP Policy so that you know and understand the purposes for which IRPAS collects, uses, and / or discloses your Personal Data (“**Personal Data**”).

The IRPAS DPP Policy supplements but does not supersede nor replace any other consents you may have previously provided to IRPAS in respect of your Personal Data. IRPAS may from time to time update its DPP Policy to ensure consistency with future developments, industry trends and / or any changes in legal or regulatory requirements.

## 2. Personal Data

“Personal Data” stated in the IRPAS DPP Policy, refers to any information, whether true or not, about an individual who can be identified (a) from that data; or (b) from that data and other information to which we have or are likely to have access, including data in our records as may be updated from time to time. Examples of Personal Data include but are not limited to name, NRIC, passport or identification number, telephone number(s), mailing address, email address, network data and any other information relating to any individuals which you have provided in any forms you may have submitted to us, or via other forms of interaction with you.

IRPAS collects Personal Data in the following ways:

- (a) when you submit an application form or other forms relating to any of our events, products and / or services;
- (b) when you request that we contact you, be included in an email or other mailing list;
- (c) when you respond to our promotions, initiatives or to any request for additional Personal Data;
- (d) when you are contacted by, and respond to IRPAS representatives;
- (e) when we receive information from partners and third parties, who refer you to IRPAS; and
- (f) when you submit your Personal Data to us for any other reasons.

## 3. Purposes for the Collection, Use and Disclosure of Your Personal Data

Generally, IRPAS collects, uses and / or discloses your Personal Data for the following purposes:

- a) responding to enquiries and / or requests;
- b) managing the administrative and business operations of IRPAS and complying with internal policies and procedures;
- c) resolving complaints and handling requests and enquiries;
- d) dissemination of IRPAS and relevant partner information and / or invitation to events / activities / promotions;
- e) legal purposes (including but not limited to obtaining legal advice and dispute resolution);
- f) conducting investigations relating to disputes, billing or fraud; and
- g) meeting or complying with any applicable rules, laws, regulations, codes of practice or guidelines issued by any legal or regulatory bodies which are binding on IRPAS (including but not limited to responding to regulatory complaints, disclosing to regulatory bodies and conducting audit checks, due diligence and investigations).

## 4. Use of Cookies

The IRPAS Website, [www.iras.com](http://www.iras.com) (“Website”) uses Cookies which are packets of data that are sent to a browser when visiting certain websites.

While the type of Cookies and its usage varies, IRPAS generally uses cookies on its Website for the following purposes:

- (a) enabling certain necessary features and functions on our websites, e.g. facilitating the entries on application forms;
- (b) improving the efficiency of our website;
- (c) establishing usage statistics through Google Analytics (defined below).

The Cookies cannot and will not be used in any form to identify users or access information off the user’s browser or offline storage system.

## 5. Google Analytics

The IRPAS Website uses Google Analytics, a web analytics service provided by Google. Google Analytics uses cookies (text files placed on your computer) to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## 6. Data Protection and Privacy Statement

IRPAS is committed to compliance with the Personal Data Protection Act 2012. We collect, use and disclose personal data for purposes as notified to you (for example, to send you industry updates and invites to networking events, or as permitted by law (for example, to respond to questions sent to our postal or email addresses or telephone numbers).

If you have any enquiries or comments about our collection or use of your personal data or this statement, please contact our Data Protection Officer by email at [dpo@iras.com](mailto:dpo@iras.com).