



International Certificate in Investor Relations 2019

The International Certificate in Investor Relations (ICIR) is an internationally recognised qualification in investor relations (IR). It is regarded as an essential pre-requisite for those entering the IR profession, and a valuable benchmark for those already in the profession.

Objective of ICIR

The ICIR ensures that the holder of the qualification has an appropriate level of factual knowledge of the regulatory requirements as well as the financial and market environment within which the practitioner is able to operate effectively.

ICIR 2019 Programme

The ICIR is based on the new international syllabus provided by the Investor Relations Society of UK (IRS) and administered by the Investor Relations Professionals Association (Singapore) (IRPAS).

Supported by:



International Certificate in Investor Relations

Benefits of the Certification

- ✓ Demonstrates competence
- ✓ Enhances career development
- ✓ Provides professional recognition within the IR community

Obtaining the qualification

The qualification is suitable for anyone working in investor relations or related professions, or considering a move into investor relations, either in Singapore, the UK or overseas.

The ICIR is a self-study qualification based on a comprehensive ICIR study guide. The qualification is assessed by an examination comprising 60 multiple-choice questions, based on the topics set out in the syllabus.

It is expected that candidates will need around 50 hours of self-study to be successful in the exam. In addition, candidates are encouraged to take the online mock examination as a revision aid and consider attending a revision course.

On completion the candidate will

1. Be awarded the Certification jointly issued and recognised by both IRPAS and IR Society UK
2. Know the main regulations governing the structure, governance and behaviour of listed companies
3. Know the types of shares and shareholders
4. Know the role of stock exchanges
5. Know the regulations governing the conduct of investor relations and in particular the disclosure of information
6. Know the legal requirements regarding the financial calendar
7. Be familiar with the fundamentals of accounting, ratios, valuation and investment analysis
8. Be aware of the requirements upon listed companies of the conduct of investor relations in major overseas markets
9. Have an awareness of the conduct of investor relations appropriate to a practitioner

International Certificate in Investor Relations

ICIR 2019: The Syllabus

1. The Principles of Investor Relations

- 1.1 Introduction to IR
- 1.2 Why companies need IR
- 1.3 What makes a successful IR function
- 1.4 The scope of IR

2. Financial Markets

- 2.1 Global financial markets
- 2.2 How do equity markets or stock markets work
- 2.3 Equity investors
- 2.4 Debt investors

3. Companies and Regulation

- 3.1 Limited companies
- 3.2 Companies Acts
- 3.3 Statutory reporting & financial reporting calendar

4. Regulatory Environment

- 4.1 Introduction
- 4.2 Market abuse
- 4.3 Listing rules
- 4.4 The disclosure rules and transparency rules
- 4.5 Corporate governance
- 4.6 Takeover rules
- 4.7 Periodic financial reporting
- 4.8 Regulatory announcements
- 4.9 Summary of the United States (US) regulations

5. Accounting Valuation and Investment Principles

- 5.1 Introduction
- 5.2 Time value of money
- 5.3 Valuation models and measures
- 5.4 Portfolio theory
- 5.5 Accounts
- 5.6 Key financial ratios

6. Effective IR in Practice

- 6.1 IR audiences
- 6.2 IR advisors
- 6.3 Internal relationships
- 6.4 Knowing your shareholders
- 6.5 Understanding disclosure obligations
- 6.6 Communications tools and techniques
- 6.7 The day-to-day business of IR
- 6.8 Measuring the value of IR

Appendix A

FSA statement FSA/PN/011/2009 20
January 2009 on Wolfson Microelectronics plc

Appendix B

Guidance for Investor Relations
Practitioners on the UK Corporate
Governance Code June 2010

ICIR Online Revision Modules (Optional)

The ICIR Online Learning Support Modules are an additional resource to help ensure that candidates have the very best chance of passing the ICIR exam.

The modules focus on the more theoretical elements of the ICIR syllabus, where most value can be added by the online learning process: Companies & Regulation; Regulatory Environment; and Accounting, Valuation & Investment Principles

The other sections of the ICIR syllabus should be covered by using the study guide. At the end of each online module there will be multiple choice questions to answer.

The following topics are covered in the ICIR Online Learning Support Modules:

Companies & Regulation (3 modules)

Module 1. Concept of limited liability, Broad understanding of the principles of Company Law, Formation of a company, Articles of Association, Key requirements for share capital

Module 2. Key requirements concerning Directors, Members meetings, Members resolutions – voting requirements and types

Module 3. Duties and requirements for auditors, Company communications, Identification of shareholders, Statutory reporting

Regulatory Environment (4 modules)

Module 1. Introduction and key principles, Insider dealing, Market abuse

Module 2. Listing Rules, Continuing Obligations, Role of sponsors

Module 3. Disclosure Rules and Transparency Rules (DTRs), Periodic Financial Reporting

Module 4. Regulatory announcement, Overview of US regulation

Accounting, Valuation & Investment Principles (4 modules)

Module 1. Fundamental principles behind all investment decisions, Concept of time value of money and Discounted Cash Flow (DCF), cost of capital

Module 2. Valuation models and measures,

Module 3. Portfolio theory and risk & return

Module 4. Financial Statements & Accounting Ratios

More information on the ICIR Online Learning Support Modules can be found [here](#).

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ICIR April 2019 Timetable

January 2019 onwards

Register and pay

Receive study materials and access details to online mock exam

29th March 2019

Registration closes

10th April 2019

Sit for exam at SGX Centre (1230pm – 130pm)

May 2019 (indicative)

Results emailed to candidates

June 2019 (indicative)

Candidates receive official certification from IRS

Registration 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 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

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.irpas.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@irpas.com.

