

# International Certificate in Investor Relations 2021

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 qualification allows successful candidates to demonstrate their knowledge of the financial and market environment, the regulatory and reporting requirements for listed companies and their sound understanding of the principles of investor relations, which will enable them to operate competently and safely.

## **ICIR 2020 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

- ✓ Provides international recognition as qualified IR practitioner
- ✓ Enhances career development
- ✓ Demonstrates competence and growing expertise

## 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

## Course Syllabus

### **1. INTRODUCTION TO INVESTOR RELATIONS**

- 1.1 Overview
- 1.2 Key Responsibilities and Internal Stakeholders
- 1.3 External Audiences for IR
- 1.4 External IR Advisers
- 1.5 Best Practice

### **2. FINANCIAL MARKETS**

- 2.1 Global Financial Markets
- 2.2 How Capital Markets Work
- 2.3 Primary and Secondary Markets
- 2.4 Equity Market Investors
- 2.5 Debt Investors
- 2.6 The Growing Importance of ESG Investing
- 2.7 Other Market Participants

### **3. CORPORATE ENTITIES AND GOVERNANCE**

- 3.1 Legal Definition of a Company
- 3.2 Forming a Company
- 3.3 Share Capital
- 3.4 Company Meetings
- 3.5 Directors & Company Secretary
- 3.6 Auditors
- 3.7 Corporate Governance Codes

### **4. MARKET CONDUCT**

- 4.1 Overview of Regulatory Landscape
- 4.2 Market Regulation
- 4.3 Market Misconduct
- 4.4 Regulatory Announcements
- 4.5 Publication of Announcements
- 4.6 Sponsors, Prospectus and Listing Rules
- 4.7 Classification of Transactions
- 4.8 Takeover Rules

### **5. REPORTING**

- 5.1 Overview: Reporting
- 5.2 Periodic Reports – What They Contain
- 5.3 Annual Report
- 5.4 ESG and Other Non-Financial Information

### **6. ACCOUNTING, VALUATION AND INVESTMENT PRINCIPLES**

- 6.1 Accounts
- 6.2 Key Financial Ratios
- 6.3 Financial Modelling and Consensus
- 6.4 Investment Appraisal and Valuation
- 6.5 Valuing a Company
- 6.6 Relative Valuation Methodologies
- 6.7 Absolute Valuation Methodologies
- 6.8 Portfolio theory

### **7. EFFECTIVE IR IN PRACTICE**

- 7.1 Managing the IR Programme and Annual Cycle
- 7.2 Shareholder Profiling and Targeting
- 7.3 IR Engagement - Principles in Practice
- 7.4 Investor Communications: Tools and Techniques
- 7.5 Conclusion

### **8. CURRENT IR ISSUES**

In this section we have included a summary of policy updates that are relevant to IROs from the most recent editions of the IR Society 's quarterly publication, Informed. This will be updated on an ongoing basis and you will not be examined on the content in this section.

# International Certificate in Investor Relations

## ICIR March & April 2021 Timetable

### **December 2020 onwards**

Register and pay  
Receive study materials and access details  
to online mock exam

### **3<sup>rd</sup> March 2021**

Registration closes

### **17, 26 & 29 March 2021, Online Exam**

### **8 April 2021, Physical Exam**

12 Eu Tong Sen Street, #08-169, Soho 2,  
Clarke Quay Central, Singapore 059819  
(The timing shall be determined by IRPAS at its  
absolute discretion)

### **End of May 2021 (indicative)**

Results emailed to candidates

### **July 2021 (indicative)**

Candidates receive official certification  
from IRS

# Registration Form

Please tick the appropriate box:

	<b>March &amp; April 2021</b> Exam Fees (nett)
IRPAS Member	<input type="radio"/> S\$1500
Non-Member	<input type="radio"/> S\$2000

Please register me for **full year IRPAS** membership to enjoy savings in the Exam fee (please tick the 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: 12 Eu Tong Sen Street #08-169, SOHO 2 Clarke Quay Central Singapore 059819
- **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 [info@irpas.com](mailto:info@irpas.com) or to

IRPAS Secretariat, 12 Eu Tong Sen Street #08-169, SOHO 2 Clarke Quay Central Singapore 059819.

# Enquiries & Legal

For enquiries please contact IRPAS Secretariat

Address: 12 Eu Tong Sen Street #08-169 SOHO 2 Central Clarke Quay, Singapore 059819

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 one month’s prior to the commencement of the examination. If one month’s 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 **\$150.00 nett**. If less than one month’s 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 **\$300.00 nett**.
5. If a candidate fails the exam and decides to retake, an administration fee of **\$200.00 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.

## COVID-19 DISCLAIMERS

1. In the event that IRPAS postpones the event due to reasons related to COVID-19, any payment the delegate has made as at the date of postponement will be credited towards the rescheduled date.
2. If the delegate is unable to attend the rescheduled event or if IRPAS cancels the event indefinitely, the delegate shall be entitled to receive a refund of all sums paid.
3. Delegates are advised to take out appropriate travel insurance. IRPAS shall not be responsible for any loss or damage as a result of substitution, alteration, cancellation or postponement of the event due to an event of force majeure, unforeseen occurrence or any other event that renders performance of this event inadvisable, illegal, impracticable or impossible. For purposes of these terms and conditions, an event of force majeure shall include, but shall not be limited to: adverse weather, government restrictions and/or regulations; war or apparent act of war; terrorism or apparent act or threat of terrorism; disaster; civil disorder; disturbance and/ riots; curtailment, suspension and/or restriction on transportation facilities/means of transportation; or any other emergency or circumstances outside a party’s reasonable control.

# 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](http://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](mailto:dpo@irpas.com).