



14 September 2009

Dear Affiliate

ACCA/ICPAS GRADUATION 2009 – Saturday, 14 November 2009

Congratulations on passing your ACCA examinations!

You have completed the ACCA examinations at a most exciting time. By completing this well-known rigorous examination, you have proven to yourself and to those around you that with determination, you can reach any goal that you set your mind to!

*To celebrate your success, we would like to cordially invite you to attend the **ACCA/ICPAS Graduation Ceremony**. This ceremony is for affiliates from the June 2009 session and will be held at the Raffles City Convention Centre commencing at 12:00pm. Please see the attached graduation administration sheet for more details.*

As an additional service to all new affiliates, ACCA is creating a CV database which will help us to provide you with exciting opportunities in employment. Your CV will be made available to ACCA approved employers, the big-4 accounting firms, finance and banking institutions, and other third party organisations that are authorized to receive the information. Please see the attached information sheet on this programme.

Once again, congratulations on completing this part of your journey.

We look forward to receiving your CV, and also to meeting with you at the ceremony.

Yours faithfully

A handwritten signature in black ink, appearing to read "Penelope Phoon", written in a cursive style.

Penelope Phoon
Country Head, ACCA Singapore

Encl:
Graduation Admin Sheet
Reply Slip
CV Database Programme
ACCA Affiliate Survey (Nov 2009)

ACCA Singapore
435 Orchard Road #15-04/05 Wisma Atria Singapore 238877
tel:+65 6734 8110 fax:+65 6734 2248 <http://singapore.accaglobal.com>

ICPAS
20 Aljunied Road #01-04 CPA House Singapore 389805 tel:+65 6744 9700 fax:+65 6744 9796

Graduation Administration Sheet

1. Details

Event : **ACCA/ICPAS Graduation 2009**
Day / Date: **Saturday, 14 November 2009**
Time : **12:00pm (registration commences from 9:00am)**
Venue : **Raffles City Convention Centre**

2. Please confirm your attendance by completing the attached form together with the payment of **S\$220** to us by **Friday, 16 October 2009**.
3. Cheque should be crossed and made payable to "**ACCA Singapore Pte Ltd**".
4. Further details and information on the ceremony will be sent to you once your attendance is confirmed.
5. Please note that attendance certificates and use of gowns will be restricted to those who attend the ceremony.
6. To receive your *Affiliate Certificate*, you may:
 - a. Apply online at
http://www.accaglobal.com/students/affiliates/affiliates/affiliate_apply
 - b. Submit the application form directly to ACCA UK at the following address:

ACCA Customer Services
2 Central Quay
89 Hydepark Street
Glasgow
Unite Kingdom
G3 8BW

We look forward to your early confirmation!

CV Database Programme

To provide our graduates with the highest possible level of exposure in the employment front, ACCA Singapore is compiling a **CV Database** for all new affiliates.

This one-time compilation is the first set of CVs of our graduates that is available to the public. To achieve the broadest possible distribution, this database (on a CDROM) will be made available to ACCA approved employers, the big-4 accounting firms, finance and banking institutions, and other third party organisations that are authorized to receive the information.

If you wish to be included in this database, please complete the **CV Template** (a protected word document available on the www.singapore.accaglobal.com website) and email it to us at info@sg.accaglobal.com by **16 October 2009**. Please ensure that all relevant fields are filled in and all information provided is up-to-date.

Important Notes:

- Please save your file in the following format:

cv_yourname.doc (example: **cv_limlilian.doc**)
- Please use only the format provided by this template to submit your CV.
- We regret that we are unable to include submissions in other templates and file formats.
- As this is a one-time compilation, please ensure that the information contained in your CV is accurate and up-to-date.
- No amendments and alternations will be allowed after submission.
- Please also note that ACCA Singapore cannot guarantee that an affiliate will be contacted by the employers as a result of this submission.



ACCA / ICPAS Graduation Ceremony

Saturday, 14 November 2009

Raffles City Convention Centre

Reply Slip For Attendance

Personal Details

Name in full (to appear on Certificate)

Registration No: _____

Occupation: _____

Correspondence Details:

Home tel: _____ Office tel: _____

Mobile: _____ Fax no: _____

E-mail: _____

Home address: _____ Please mail to:

Company address: _____

Payment Details

1. Graduation Fee

S\$220 (*Inclusive of 1 Guest*)

Additional guest tickets can be purchased at S\$55 each.

I would like to purchase tickets.

The payment of S\$_____ is enclosed together with the graduation fee.

Cheque payable to
ACCA Singapore Pte Ltd

Bank: _____

Cheque No: _____

Amount: _____

2. Gown Rental

Gown Deposit Fee S\$150

(to be paid separately upon collection of gown at **Creative District**).

Creative District Pte Ltd

No.2 Alexandra Road,
Delta House, #02-04
Singapore 159919.

Tel: 6377 1159

Email: enquiry@creativedistrict.com.sg

Affiliate Attendance

- Yes, I will be attending the graduation ceremony
- No, I will not be attending this graduation ceremony but am interested in the next graduation ceremony

PLEASE NOTE

Registration And Payment Must Be Submitted By Friday, 16th October 2009 To:

ACCA Singapore Pte Ltd

435 Orchard Road #15-04/05 Wisma Atria Singapore 238877

tel: +65 6734 8110 fax: +65 6734 2248 <http://singapore.accaglobal.com>

ACCA Affiliates Survey (November 2009)

Please help us complete the following short survey and return it together with your graduation ceremony reply slip. Three lucky affiliates who return the completed survey and reply slip to us by **16 October** deadline would also stand to win a **Kube MP3** player.

1. I am a graduate of the following institution(s):

- | | |
|---|---|
| <input type="checkbox"/> ITE | <input type="checkbox"/> Republic Polytechnic |
| <input type="checkbox"/> Singapore Polytechnic | <input type="checkbox"/> Millennia Institute |
| <input type="checkbox"/> Nanyang Polytechnic | <input type="checkbox"/> National University of Singapore |
| <input type="checkbox"/> Temasek Polytechnic | <input type="checkbox"/> Nanyang Technological University |
| <input type="checkbox"/> Ngee Ann Polytechnic | <input type="checkbox"/> Singapore Management University |
| <input type="checkbox"/> Others (<i>please specify</i>) _____ | |

2. I have the following qualification(s) before embarking on the ACCA exams:

- | | |
|---|--|
| <input type="checkbox"/> a Master's degree: (<i>please specify</i>) _____ | |
| <input type="checkbox"/> a Bachelor's degree: (<i>please specify</i>) _____ | |
| <input type="checkbox"/> a Diploma: (<i>please specify</i>) _____ | |
| <input type="checkbox"/> high school qualification: (<i>please specify</i>) _____ | |
| <input type="checkbox"/> others: (<i>please specify</i>) _____ | |

3. I am currently employed in the following industry:

- | | |
|--|--|
| <input type="checkbox"/> Public Practice (<i>please specify</i>) _____ | |
| <input type="checkbox"/> Commerce and Industry (<i>please specify</i>) _____ | |
| <input type="checkbox"/> Public sector (<i>please specify</i>) _____ | |
| <input type="checkbox"/> I am currently unemployed | |

Name: _____

ID Number: _____

Email Address: _____

Contact Number(s): _____