Guidelines for Application

1. Applicants must email or send the application, together with the supporting documents, to the Office of Graduate Studies at least two (2) months before course commencement. The schedule for the courses can be found at www.unisim.edu.sg.

2. The list of supporting documents is shown below.
   i. Application form
   ii. One passport-size photograph
   iii. Certificate(s) & Transcript(s) of all academic records (GCE 'O' / 'A' Levels, Diploma, Degree etc.)
   iv. Professional Certificate(s)
   v. NRIC / Passport / Citizen Certificate / Documentary proof of Singapore Permanent Resident Status

3. Applications will be reviewed by the Head of Programme within two (2) weeks of application. The outcome of application will be communicated to applicants via email within three (3) weeks of application.

4. Upon approval of application, applicants are required to make the course fees payment within one (1) week of notification.

5. Payment instructions are found at the back of this form. Please complete and attach Appendix A of this form when you make payment.

6. Approval for all applications will be given at the sole discretion of UniSIM and the decision will be final. University reserves the right to refuse admission and is not obliged to offer an explanation for the non-admission of unsuccessful candidates.
Application Form
Professional Certification in Taxation

SECTION 1: Personal Information

NRIC/Passport No: ______________________

Full Name __________________________________________ (please underline surname)

Mailing Address  ______________________________________

Country ____________________________________________

Postal Code _________________________________________

Contact Details __________ (Home) ___________ (Office) ___________ (Mobile)

Email Address ______________________________________

Nationality _________________________________________

Date of Birth (dd/mm/yyyy) _____________________________

Age ______

Gender (F/M) _____

SECTION 2: Educational Qualification

Highest Educational Qualification  
(e.g. Bachelor of Engineering, First Class Honours)

Name of Awarding Institution ________________________________________

Country of Awarding Institution ______________________________________

SECTION 3: Employment details

Company Name _________________________________________

Designation __________________________________________

Country ______________________________________________

Industry / Job Function ___________________________________
SECTION 4: Questionnaire (please tick the relevant boxes and indicate the sources through which you came to know about this programme)

☐ Advertisement

☐ Fairs / Seminars

☐ Mailers

☐ Online

☐ Publications

☐ Word-of-mouth

☐ Others

SECTION 5: Selection of Courses (please tick the course(s) that you are interested in and indicate whether you would like to enroll on the course(s) on an audit (A) or credit basis (C), by indicating A or C respectively.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Audit/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CTAX509</td>
<td>Selected Topics in Taxation</td>
<td></td>
</tr>
<tr>
<td>□ CTAX513</td>
<td>Economics and Politics of Taxation</td>
<td></td>
</tr>
<tr>
<td>□ CTAX521</td>
<td>OECD Model Tax Convention</td>
<td></td>
</tr>
<tr>
<td>□ CTAX523</td>
<td>Cross-border Tax Planning</td>
<td></td>
</tr>
<tr>
<td>□ CTAX525</td>
<td>Transfer Pricing</td>
<td></td>
</tr>
<tr>
<td>□ CTAX527</td>
<td>Legal Research and Methods in Taxation</td>
<td></td>
</tr>
<tr>
<td>□ CTAX529</td>
<td>Taxation, Governance and the Wider Environment</td>
<td></td>
</tr>
<tr>
<td>□ CTAX531</td>
<td>Applying Transfer Pricing</td>
<td></td>
</tr>
<tr>
<td>□ CTAX523</td>
<td>Cross-border Tax Planning</td>
<td></td>
</tr>
</tbody>
</table>

Course Schedule is listed at www.unisim.edu.sg, under Programmes > Graduate Studies > Taxation > Master of Taxation > Curriculum & Scheduling

Note:
Audit – Class Attendance only. Assessment is not required of participant.
Credit – Participants must successfully complete assignments/projects and examination to be eligible for credit award. Each course is worth 5 credit units (CU).
SECTION 6: Declaration

I hereby certify that all the information given above is correct. I will abide by the terms and conditions governing this application.

Name and Signature: ______________________________________________________ Date: ________________

For Official Use Only

Executive-in-charge: ___________________________
Status: Approved / Not approved (please circle)

Signature of Director of OGS: ____________________________________________________________
Date: ________________
Remarks:__________________________________________________________________________
_________________________________________________________________________________

Updated in system by: ______________________ Signature: _________________________________
Date: ________________
### Annex A

#### Course Fees Payment Form

**Professional Certification in Taxation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Fees</th>
</tr>
</thead>
</table>
| □ CTAX509  | Selected Topics in Taxation                         | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX513  | Economics and Politics of Taxation                  | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX521  | OECD Model Tax Convention                            | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX523  | Cross-border Tax Planning                            | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX525  | Transfer Pricing                                    | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX527  | Legal Research and Methods in Taxation               | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX529  | Taxation, Governance and the Wider Environment       | □ $2,140 (Singapore Citizens and Permanent Residents)  
| □ CTAX531  | Applying Transfer Pricing                            | □ $2,140 (Singapore Citizens and Permanent Residents)  

| Total Course Fees | $___________ |
Payment Instructions

1. Payment of course fees must be made at least one-month prior to the start of the course. Fees are inclusive of administrative charges and course materials.

2. Fees (per course):

<table>
<thead>
<tr>
<th>Singapore Citizens and Permanent Residents</th>
<th>Foreign Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGD2,140.00 (inclusive of 7% GST)</td>
<td>SGD2,568.00 (inclusive of 7% GST)</td>
</tr>
</tbody>
</table>

3. Payment of fees can be made at the following SIM centres:

- **SIM Headquarters, level 2**: Student Payments Counter
  461 Clementi Road Singapore 599491
  Operating Hours: Mondays to Fridays 8.30am to 7.30pm; Saturdays 9.00am to 1.00pm

4. We accept cash, cheque, credit card (VISA & MasterCard only), NETS and Cashier/Money/Postal order. Please note the following if you are making payment by:

   - **NETS**
     - Daily limit per card, subjected to personal limits set with the bank
     - S$2,000 for DBS/POSB, OUB/UOB
     - S$3,000 for OCBC/KTL

   - **Credit Cards**
     - We accept VISA and MasterCard only.
     - Please make prior arrangement with your bank if you foresee any problems with your credit limit.

   - **0% Interest-free instalment Plan**
     - When you charge above S$500 to your CITIBANK or OCBC VISA/MasterCard, you can enjoy interest-free instalments of 6 or 12 months. Terms and conditions apply. For more information please call:

       **CITIBANK**
       Tel: 1800 6225 5225
       Website: [www.citibank.com.sg](http://www.citibank.com.sg)

       **OCBC**
       Tel: 1800 363 3333
       Website: [www.ocbc.com.sg](http://www.ocbc.com.sg)

   - **Cheque and Cashier/Money/Postal Order**
     - Please write your name, NRIC/FIN/PP no. and programme on the reverse side of the cheque or Cashier/Money/Postal order. Please make cheques payable to "SIM University". Please mail the cheque together with the completed application form and mail it to SIM University, Office of Graduate Studies, 461 Clementi Road, Singapore 599491. Please indicate on the envelope that it is an application to the Professional Certification in Urban Transport Management programme.

     - Cheques should not be post-dated.