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**JOB OPPORTUNITIES SERVICE BOOKING FORM**  
(One registration form for one job position.)

Please fill in the following information and tick as appropriate.

**Section A – Job Information**

Company Name

Company Reg. No.

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Company Address

Job Title

Prefer students from:

ACCA    CAT    ATTS

Academic Qualifications

Brief Job Responsibilities \*  
(max 150 words)

Experience

Salary

Closing date for  
Application (DD/MM/YYYY)

/   /

Application Method

Post    Email    Fax    Online

Postal address if different  
from above

Email address

Fax No.

URL for online application

Other Information

\* softcopy to be provided to the Institute upon confirmation.

**Section B – Contact Person's Information**

Name  
(Dr/Mr/Mrs/Ms)

Job Title

Tel No.

Fax No.

Email Address

**Section C – Recommendation by Member of the Institute**

Please provide information below on the staff who is a member of ICPAS to enjoy the preferential rate of SGD107 (w GST)

Member's Name

Position in Company

NRIC No.

**Section D – Advertisement Period & Payment**

Advertisement Period  4 weeks (minimum)  8 weeks  Others: \_\_\_\_\_ weeks

Preferred Posting Date  
of Advertisement  
(DD/MM/YYYY)

  /   /    

Method of Payment

Cheque

Cash

Amount Payable &  
Cheque No.

SGD

Cheque No:

## **Section E – Terms of Agreement**

1. The Institute of Certified Public Accountants of Singapore (“Institute”) will only accept advertisements from employers who reveal their identity in the advertisement.
2. The booking will only be processed upon receipt of the duly completed booking form and full payment.
3. The minimum advertising period is 4 weeks.
4. The job information will appear in the format and template stipulated by the Institute.
5. The date of posting is to be agreed by the Institute.
6. The Institute reserves the right to edit the job information provided.
7. No refund for termination of advertisements that have been posted on the Institute’s website.
8. Advertiser may cancel the advertisement provided written notice is given to and received by the Institute 5 working days before the date of posting. No cancellation fee will be imposed.
9. A cancellation fee of 10% of the full payment received will be charged in the event the advertiser cancels the advertisement less than 5 working days before the date of posting.
10. The Institute reserves the right to refuse any advertisement without giving any reason.
11. The Institute is only responsible for disseminating the job information and shall not be liable for any loss, damage, liability or expenses incurred or suffered which is claimed to have resulted from the use of this service.
12. The Institute reserves the right to terminate the advertisement without prior notice and with no refund if advertiser does not comply with the Terms of Agreement or if it is found that the advertiser uses this service in any way or manner that may affect, limit or compromise the interest of the Institute. No refund, compensation or consideration will be given to the advertiser in the occurrence of such an event.
13. The Institute shall in no event be liable for any damages, loss or expense including without limitation, direct, special or consequential damage or economic loss arising from or in connection with:
  - a. any access, use or the inability to access or use the Institute’s website, or reliance on the materials and/or any information on the website.
  - b. any system, server or connection failure, error, omission, interruption, delay in transmission, or computer virus.
  - c. any use of or access to any other website linked to the Institute’s website.
14. The Institute reserves the right to make any changes to the Terms of Agreement herein without prior notice.

## **Section F – Declaration**

**I have read, understood and agreed to accept the above terms of agreement stated by the Institute.**

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**Name of signatory**

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**Company Stamp & Authorised Signature**

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**Date**