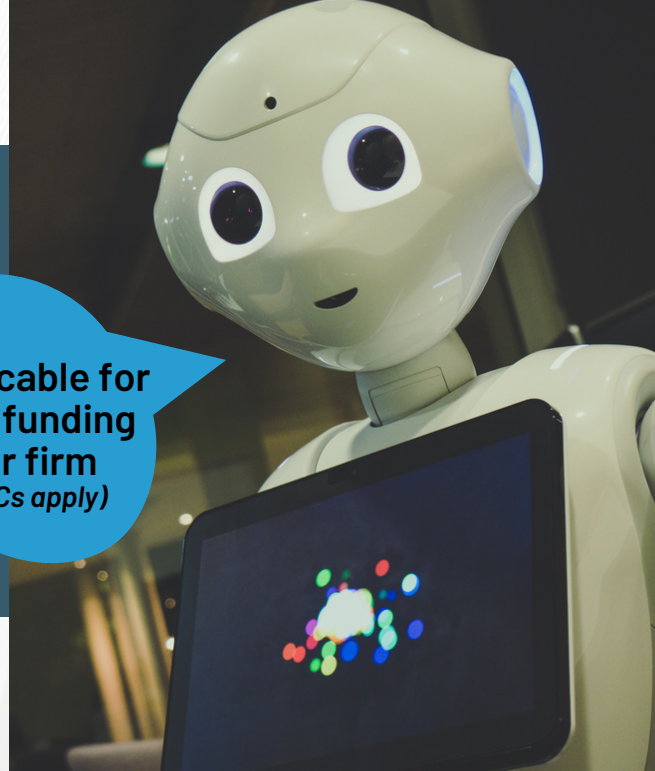


# Robotic Process Automation (RPA) Workshop [AR Filing]

Thursday & Friday | 18 & 19 March 2024  
9.00 am to 5.00 pm (both days)  
14.0 CPE hours upon full attendance  
\$1,600 per company (up to 2 reps) subject to prevailing GST

Applicable for  
**70% funding  
per firm**  
(T&Cs apply)



## Programme Synopsis

Robotic Process Technology (RPA) is a technology that uses software 'robots' or 'bots' to automate repetitive tasks, mimicking human actions within digital systems to enhance efficiency and accuracy in business processes.

Announcing an exclusive workshop tailored for Corporate Service Providers seeking innovation! In collaboration with the Accounting and Corporate Regulatory Authority (ACRA), Singapore Polytechnic, and CSIS, we're thrilled to present a two-day RPA workshop focusing on automating your Annual Returns (AR) Filings!

Take a strategic leap forward by gaining hands-on experience in integrating RPA into corporate workflows. Led by lecturers from the esteemed Singapore Polytechnic School of Business, this workshop isn't just about RPA—it's a deep dive into reshaping corporate processes for enhanced efficiency and accuracy.

This course will be funded by ACRA under the RPA Adoption Support Scheme for up to 70% for eligible firms, so register now! Limited seats available!

More details on the scheme can be found on ACRA's website [here](#).

### Robotic Process Automation (RPA) Workshop [AR Filing]

**Day/Date:** Monday & Tuesday | 18 & 19 March 2024

**Time:** 9.00 am to 5.00 pm

**Venue:** 149 Rochor Road #04-09 Fu Lu Shou Complex Singapore 188425

**CPE hours:** 14.0 hours (issued only upon full attendance)

[Register here](#)

*Closing Date: 19 Feb 2024, 5.00pm or when seats are filled.*

	<b>Paid on/after 1 Jan 2024 (9% GST)</b>
<b>Fee Payable to CSIS per firm</b>	<b>\$1,600 + 9% = \$1,744</b>
<b>Funding amount (up to 70%) - subject to approval (does not cover GST)</b>	<b>70% of \$1,600 = \$1,120</b>

- Full amount is to be paid to CSIS for confirmation of workshop.
- Funding does not cover GST
- Each firm can send up to 2 representatives.
- Firms eligible and keen to obtain funding should apply to ACRA [before](#) registering for the workshop.

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**Chartered Secretaries  
Institute of Singapore (CSIS)**

149 Rochor Road

#04-05 Fu Lu Shou Complex

Singapore 188425

Tel No: 6334 4302

Fax No: 6334 4669

Website: [www.csis.org.sg](http://www.csis.org.sg)

Email: [csp@csis.org.sg](mailto:csp@csis.org.sg)

## Programme Outline

Day 1 [RPA Training]:

- The what, why and how of RPA and 3 hands-on exercises on extracting data from excel and keying into Goggle form.

Day 2:

- Sharing the Annual Returns Script, explaining and using it. Showcasing other automation of secretarial services processes.

## Funding Eligibility Criteria and Details:

- Either the Primary or Secondary SSIC code of the firm has to start with 692.
- Group annual sales turnover of not more than S\$ 100 million; or group employment size of not more than 200 workers
- At least 30% local shareholding
- Each firm is only entitled to one (1) round of funding. Repeated registrations from the same firm will not be entitled to additional funding.
- GST amount is not claimable for 70% funding.
- Full attendance of the two (2) days course is compulsory for participants applying for funding with ACRA.
- Firms should secure funding approval **before** registration and payment for the workshop.
- For companies not applying for funding with ACRA, **full payment to CSIS** is required to confirm registration for the workshop.

Documents to submit for funding claim:

- Report on productivity gain before and after RPA implementation.
- Workshop completion certificate.
- Invoice from CSIS.
- Bank statement or any other proof of payment to CSIS.

More details on the scheme can be found on ACRA's website [here](#).

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