

## COURSE PROGRAMME

Course Title : Executive Tax Programme Level I (Income Tax– Individual)  
 Intake Number : 2 / 2021  
 Level : Basic  
 Delivery Format : Online  
 Duration : 29 CPE hours

Participants will be given access to the online Learning Management System from 4 October 2021 to 26 November 2021.

For the examinable topics, 4 half-day workshops will be held to complement the online learning. Participants are required to complete the requisite online topics and quizzes prior to the respective workshops. Attendance is compulsory.

Course Fees : \$963.00 (after 10% discount and inclusive of GST)  
 Fees include course materials and written examination fee for first sitting. The same course fee applies for participants who opt out of the examination.

Overseas participants who in their business capacity belong overseas and are sponsored by overseas employers, will pay SGD900.00, excluding GST.

Individual participants paying on their own can apply for SkillsFuture Credit claim and Union Training Assistance Programme (UTAP) funding.

Please ensure you have read and understood the [Terms and Conditions](#) for courses.

Recommended For: Participants who have little or no knowledge in income tax

## Overview

This course provides basic knowledge in income tax principles and practice. The course will be delivered through a combination of e-learning, classroom discussions and practical cases to reinforce participants' understanding of the basic income tax principles and concepts.

### **Key Topics Covered:**

- Overview of Singapore Tax Regime
- Residence of Individual
- Taxation of Employment and Other Types of Income
- General Principles Governing the Deduction of an Expense
- Conditions for Claiming any Personal Reliefs, Donations or Expenses
- Computation of the Income Tax Liability of an Individual
- Overview of the Taxation of Self-Employed Persons

## Content

1. Overview of Singapore Tax Regime<sup>1</sup>
  - Introduction to public finance in Singapore
  - Policy formulation process
  - Taxation in Singapore: History & Policy
  - Introduction to Various Taxes in Singapore
  - Role of Ministry of Finance and Inland Revenue Authority of Singapore
  - Trends in Administration
  - Challenges Ahead
2. Arrangement and Administration of the Income Tax Act & Definition of Terms
  - Interpreting the Income Tax Act
  - Arrangements of Sections of the Income Tax Act
  - Administration of the Income Tax Act
  - Definition of Terms - Residence of an individual etc.
  - Rates of Tax
3. Scope of Charge
  - Income Chargeable to Tax
  - What is "Income"?
  - When is "Income derived"?
  - Where is income derived from?
4. General Deduction Formula
  - Section 15(1) Prohibitions
  - Section 14(1) Deductions
5. Taxation of Employment Income - Section 10(1)(b), and Related Exemptions and Deductions
  - General Principles
  - Tax Treatment of Employment Remuneration, Benefits-in-Kind and Other Employment Related Payments
  - Exemption of Employment Income
  - Gains or Profits from Employee Share Options/Share Awards
  - Assessment of Special Categories of Employees
  - Deductions against Employment Income

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<sup>1</sup> Non-examinable topic

6. Taxation of Other Income - Section 10(1)(d) to Section 10(1)(g) and Related Exemptions and Deductions
  - Tax Exemption
  - Dividend, Interest, Discounts, Pension, Charge, Annuity
  - Royalties, Rent from Movable Properties and Fees
  - Rents, Premiums and Any Other Profits arising from Property
  - Supplementary Retirement Scheme (SRS)
  
7. Deductions under Section 37
  - Qualifying Donations
  - Donations in cash and in-kind
  - Donations with Benefits
  - Tax Deduction for Donations
  - Carry Forward of Unutilised Tax Deduction for Donations
  
8. Personal Reliefs and Tax Rebate
  - Types of Personal Reliefs
  - Conditions for Claiming Various Types of Personal Reliefs
  - Parenthood Tax Rebate (PTR) and Conditions for Claiming PTR
  
9. Computation of Income Tax Liability of an Individual
  - Case studies
  
10. Overview of the Taxation of Self-Employed Persons<sup>2</sup>
  - Who is a Self-Employed person?
  - Taxation of a Sole-Proprietorship
  - Taxation of a Partnership
  - Business Expenses – Deductibility / Non-Deductibility
  - Treatment of Unabsorbed Trade Losses and Capital Allowances
  - Obligations as a Self-Employed Person
  - CPF MediSave Contributions
  - Filing Income Tax Returns for Self-Employed Persons

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<sup>2</sup> Non-examinable topic

**e-learning and Class Schedule\***

<b>Date</b>	<b>Topic</b>	<b>Lecturer</b>
4 Oct 2021 onwards	Login to Canvas to access the e-learning videos and quizzes of the various topics	-
	<ul style="list-style-type: none"> <li>Overview of Singapore Tax Regime</li> <li>Login to Canvas to access the recorded session</li> </ul> (Non-examinable topic)	<b>Lam Chee Han</b> Tax Specialist (Accredited)  Inland Revenue Authority of Singapore
<b>20 Oct 2021</b> 2.00 p.m. – 5.30 p.m.  <b>21 Oct 2021</b> 9.00 a.m. – 12.30 p.m.	<ul style="list-style-type: none"> <li>Arrangement and Administration of the Income Tax Act &amp; Definition of terms</li> <li>Scope of Charge and General Deduction Formula</li> <li>Taxation of Employment Income and Related Exemptions/ Deductions</li> </ul>	<b>Serene Foo</b> Tax Specialist (Accredited)  Inland Revenue Authority of Singapore
<b>27 Oct 2021</b> 2.00 p.m. – 5.30 p.m.  <b>28 Oct 2021</b> 9.00 a.m. – 12.30 p.m.	<ul style="list-style-type: none"> <li>Taxation of Other income – Sections 10(1)(d) to Section 10(1)(g) and Related Exemptions and Deductions</li> <li>Deductions under Section 37</li> <li>Personal Reliefs</li> <li>Computation of Income Tax Liability of an Individual</li> </ul>	<b>Katherine Teo</b> Senior Manager  Ernst & Young Solutions LLP

**Virtual Classroom Requirements**

Participants would need to have a laptop with an in-built camera / external webcam to access the Internet with a Chrome browser, and a headset/earpiece with microphone. The virtual classroom will be delivered via Canvas and Zoom. Login details will be provided upon confirmation of enrolment.

Note: Recording of the online training by Tax Academy (TA) is a requirement by SkillsFuture Singapore (SSG) for audit purposes as TA’s courses qualify for SSG funding. Participants are also required to turn on their video cameras throughout the full training session for the purpose of the recording.

**Written examination\***

Participants will take a written examination after which they would be awarded a certificate of achievement with a grading.

Date: 19 Nov 2021  
 Time: 9.00am to 11.00am  
 Venue: Singapore Management University (SMU)

*\*Note: The same course fee applies for participants who opt out of the examination.*

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