

## Property Tax Level 1 Programme – Intake 1/2023

### Programme Objective:

- Provides basic knowledge on the principles and practices of property tax assessment.
- Reinforcement of basic property tax principles and concepts through lectures, discussions, and practical cases

### Admission Requirement:

- Programme is recommended for participants with little or no knowledge in property tax

### Dates

Topic	Trainer	Dates and Time
<b>Introduction to Property Tax</b> <ul style="list-style-type: none"> <li>• Overview of Property Tax Assessment</li> <li>• What is Chargeable to Property Tax?</li> <li>• Determination of Annual Value and Property Tax Payable</li> <li>• Who pays the tax</li> <li>• Amendment to annual values and recovery of taxes</li> <li>• Reliefs and Exemptions</li> <li>• Objections and appeals</li> <li>• Enforcement of taxes</li> </ul>	Ms Liang Ling Ling Tax Specialist	8 and 10 Aug 2023 2.00 p.m. to 5.30 p.m.
<b>Principles of Property Tax Assessment</b> <ul style="list-style-type: none"> <li>• Principle of Independent Assessment</li> <li>• Principle of Hypothetical Tenancy</li> <li>• Principle of Rebus Sic Stantibus</li> </ul>	Mr Lester Wong Tax Specialist (Valuation)	11 Aug 2023 2.00 p.m. to 5.30 p.m.
<b>Methods of Assessment and Valuation</b> <ul style="list-style-type: none"> <li>• Introduction to the assessment methods to determine Annual Value</li> <li>• Considerations for selection of assessment method</li> <li>• Market value and Introduction to valuation methods</li> <li>• Illustration through case examples</li> </ul>	Ms Mabel Lee Senior Tax Specialist	14 and 16 Aug 2023 2.00 p.m. to 5.30 p.m.
<b>Introduction to Stamp Duty</b> <ul style="list-style-type: none"> <li>• Background and History</li> <li>• Stamp Duty Chargeability</li> <li>• Rates &amp; Computation</li> <li>• General Principles</li> <li>• When to pay Stamp Duty?</li> </ul>	Ms Seah Huai Kuan Senior Manager	17 and 18 Aug 2023 2.00 p.m. to 5.30 p.m.

<ul style="list-style-type: none"> <li>• Who should pay Stamp Duty?</li> <li>• Examples of Stamp Duty Assessment</li> <li>• Remissions and Refunds</li> <li>• Adjudication and Objection</li> <li>• Compliance</li> </ul>		
<p><b>Overview of Singapore Tax Regime</b> (non-examinable topic)</p> <ul style="list-style-type: none"> <li>• Introduction to public finance in Singapore</li> <li>• Policy formulation process</li> <li>• Taxation in Singapore: History &amp; Policy</li> <li>• Introduction to Various Taxes in Singapore</li> <li>• Role of Ministry of Finance and Inland Revenue Authority of Singapore</li> <li>• Trends and Challenges in Administration</li> </ul>		<p>Asynchronous Session <i>Participants will be given access to view the recorded session in Canvas</i></p>

**Note:**

- Participants are given access to online training materials on the Learning Management System, Canvas from 1 August 2023 to 7 Sep 2023.
- All classes will be conducted online via Zoom.
- Recording of the online trainings by Tax Academy (TA) is required for audit purposes. Participants are also required to turn on their video cameras for the recording.
- Programme qualifies for a total of 21 CPE hours.

## Course Fees

**This programme is supported under e2i training grant.**

Fee with grant: \$307.80 (including GST)

Fee without grant: \$615.60 (including GST)

- This training grant is given to Singapore Citizens/PR individuals who signed up for the programme (company sponsored or self-sponsored are eligible).
- Participants must achieve at least 75% attendance to be eligible for the grant.
- Examination is optional but participants must achieve at least 60% attendance to take the written open-book exam.
- Fees include online 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 SGD570, excluding GST.



*Union Training Assistance Programme*

- NTUC members enjoy 50% unfunded course fee support for up to \$250 each calendar year when you sign up for courses supported under UTAP (Union Training Assistance Programme).
- NTUC members aged 40 years old and above enjoy 50% unfunded course fee with enhanced UTAP funding support up to \$500 each calendar year from 1 July 2020 to 31 December 2025.

[Terms and conditions apply.](#)

**NOTE:** Please ensure that you have read and understood the [Terms and Conditions](#) for courses before you register.

## Open-Book Examination

- a. Participants must achieve at least 60% attendance to take the written examination. Participants will be awarded a certificate of achievement with a grading.
- b. The examination is Open-Book, candidates are allowed to refer to any reference materials.
- c. The Property Tax Act will be allowed into the examination hall as reference. Copies of the Act can be downloaded from the AGC Singapore website: <http://sso.agc.gov.sg>. You may also purchase the Act from Toppan Leefung Pte. Ltd.
- c. Please refer to the exam format and marks allocation for each question below:

S/N	Topic	Weightage
1.	Introduction to Property Tax	30 marks
2.	Principles of Property Tax Assessment	20 marks
3.	Methods of Assessment and Valuation	35 marks
4.	Introduction to Stamp Duty	15 marks
	<b>Total weightage</b>	<b>100 marks</b>

Date: 6 Sep 2023 (Wednesday)

Time: 10 a.m. to 12 p.m.

Venue: Training Rooms Discovery and Courage, Basement 1  
Revenue House, 55 Newton Road S(307987)