

## Property Tax Level 1 Programme – Intake 1/2022

### 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 Ng Yuen Mun<br>Senior Manager               | 16 and 17 Aug 2022<br>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<br>Principal Valuer             | 18 Aug 2022<br>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<br>Tax Specialist<br>(Accredited) | 19, 23 Aug 2022<br>2.00 p.m. to 5.30 p.m.    |
| <b>Introduction to Stamp Duty</b> <ul style="list-style-type: none"> <li>• What is Stamp Duty?</li> <li>• Stamp Duty Rates and Computation</li> <li>• Examples of Stamp Duty Assessment (gift transfer, transfer from Estate, lease extension, and trust)</li> <li>• General Principles of Stamp Duty</li> <li>• Electronic Instruments</li> </ul>   | Ms Seah Huai Kuan<br>Principal Tax Officer     | 24, 26 Aug 2022<br>2.00 p.m. to 5.30 p.m.    |

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|--|--|---|
| <ul style="list-style-type: none"> <li>• Scope of Additional Conveyance Duties (ACD)</li> <li>• Functional Aspects of Stamp Duty</li> <li>• Common Stamp Duty Remission Rules and Refund Provisions</li> <li>• Adjudication and Appeals</li> </ul>   |  |   |
| <b>Overview of Singapore Tax Regime</b><br>(non-examinable topic) <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> |  | Asynchronous Session<br><i>Participants will be given access to view the recorded session in Canvas</i> |

**Note:**

- Participants are given access to online training materials on the Learning Management System, Canvas from 5 August 2022 to 20 Sep 2022.
- 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: \$337.05 (including GST)

Fee without grant: \$674.10 (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).
- 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 SGD630, excluding GST.

# UTAP

Union Training Assistance Programme

- NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when you sign up for courses supported under UTAP (Union Training Assistance Programme).
- NTUC members aged 40 years old and above enjoy enhanced UTAP funding support from \$250 to \$500 (50% x course fee, capped at \$500) from 1 July 2020 to 31 December 2022.

[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: 19 Sep 2022 (Monday)  
Time: 10 a.m. to 12 p.m.  
Venue: Revenue House, 55 Newton Road S(307987)