



SINGAPORE ACCOUNTANCY ACADEMY

Training Arm of the Institute of Certified Public Accountants of Singapore

INFORMATION ON TRAINING ROOM FACILITIES

| ROOMS | CAPACITY (2 pax per table) | Morning | Afternoon | Evening | Whole Day | OUR LOCATION |
|--------------------------------|-------------------------------|-------------------|------------------|-------------------|------------------|--|
| | | 8.30am to 12.30pm | 1.30pm to 5.30pm | 6.30pm to 10.30pm | 8.30am to 5.30pm | |
| MAIN CAMPUS @ CPA HOUSE | | | | | | |
| Angsana 2 | 40-50 pax | Weekdays | | | | ADDRESS: 20 ALJUNIED ROAD, CPA HOUSE #01-04 SINGAPORE 389805 |
| | | \$150 | \$150 | \$150 | \$300 | |
| | | Weekends | | | | |
| | | \$200 | \$200 | \$200 | \$400 | BY MRT : ALJUNIED MRT STATION |
| Pine 2 | 70 pax | Weekdays | | | | BY BUS : ALJUNIED ROAD 20, 40, 62, 63, 64, 84, 100, 155 & 158 |
| | | \$250 | \$250 | \$250 | \$500 | |
| | | Weekends | | | | |
| | | \$300 | \$300 | \$300 | \$600 | |
| Pine1 | 90-100 pax | Weekdays | | | | SIMS AVENUE 2, 13, 20, 21, 26, 51, 62, 63, 67, 84, 100, 158 & 864 |
| | | \$350 | \$350 | \$350 | \$700 | |
| | | Weekends | | | | |
| | | \$400 | \$400 | \$400 | \$800 | Equipment provided for all Training Rooms at both campuses |
| Pine 3 Angsana 1 | 150 pax | Weekdays | | | | <ul style="list-style-type: none"> • Projector Screen • Whiteboard & Markers • *LCD Projector Full day \$200.00 • *LCD Half day \$100.00 |
| | | \$450 | \$450 | \$450 | \$900 | |
| | | Weekends | | | | |
| | | \$500 | \$500 | \$500 | \$1,000 | ICPAS Members will enjoy a 10% discount on room rental. Rental charges are subject to 7% GST. |
| Auditorium Angsana 3 | 170 pax- 180 pax | Weekdays | | | | |
| | | \$550 | \$550 | \$550 | \$1,100 | |
| | | Weekends | | | | |
| | | \$600 | \$600 | \$600 | \$1,200 | |
| Computer Lab | 20 pax | Weekdays | | | | |
| | | \$500 | \$500 | \$500 | \$1,000 | |
| | | Weekends | | | | |
| | | \$650 | \$650 | \$650 | \$1,300 | |

| | | | | | | |
|-------------------------------|------------|----------|-------|-------|-------|---|
| MAIN CAMPUS @ KH PLAZA | | | | | | |
| Plaza 4B Plaza 4C | 20-40 pax | Weekdays | | | | ADDRESS: 12 ALJUNIED ROAD KH PLAZA @ ALJUNIED LEVEL 3 & 4 SINGAPORE 389801 |
| | | \$150 | \$150 | \$150 | \$300 | |
| | | Weekends | | | | |
| | | \$200 | \$200 | \$200 | \$400 | |
| Plaza 3B | 80 pax | Weekdays | | | | For enquiries on rental & facilities, please contact: |
| | | \$250 | \$250 | \$250 | \$500 | |
| | | Weekends | | | | |
| | | \$300 | \$300 | \$300 | \$600 | |
| Plaza 3A Plaza 4A | 90-100 pax | Weekdays | | | | Elis / Nelson at 6744 9700 or email at elis@saa.org.sg / nelson@saa.org.sg |
| | | \$350 | \$350 | \$350 | \$700 | |
| | | Weekends | | | | |
| | | \$400 | \$400 | \$400 | \$800 | |

| CITY CAMPUS | | | | | | |
|----------------------------|---------|----------|-------|-------|--------|---|
| Classroom 1 | 80 pax | Weekdays | | | | ADDRESS: 6 RAFFLES QUAY #23-00 SINGAPORE 048580 |
| | | \$420 | \$420 | \$420 | \$840 | |
| | | Weekends | | | | |
| | | \$480 | \$480 | \$480 | \$960 | |
| Classroom 2 | 44 pax | Weekdays | | | | BY MRT  : RAFFLES PLACE MRT STATION |
| | | \$420 | \$420 | \$420 | \$840 | |
| | | Weekends | | | | |
| | | \$480 | \$480 | \$480 | \$960 | |
| Classroom 3 Classroom 4 | 120 pax | Weekdays | | | | BY BUS  : 10, 57, 70, 97, 100, 107, 130 & 520 |
| | | \$450 | \$450 | \$450 | \$900 | |
| | | Weekends | | | | |
| | | \$500 | \$500 | \$500 | \$1000 | |

For enquiries on rental & facilities, please contact:
Yvonne at 6532 5312 or email at yvonne@saa.org.sg

*LCD projectors are available for loan at both campuses (Please refer to the rates as indicated)

Terms and Conditions



1. Application

Each application:

- 1.1 Each application form must be completed in full, where items are not applicable, a NA or NIL should be used.
- 1.2 Must be submitted at least two (2) weeks before event.
- 1.3 Is accepted on a first-come-first-served basis and is subject to the availability of rooms.

2. Responsibilities

The applicant is:

- 2.1 Responsible for damages and cleanliness to the premises, apparatus, fittings, etc. Cost of repairs and cleaning will be charged upon assessment by the Academy.
- 2.2 Responsible for the conduct and behaviour of guests and participants.

3. Cancellation

The Academy:

- 3.1 Reserves the right to approve or reject any application and amend the Terms and Conditions without notice.
- 3.2 Reserves the right to cancel any booking. In such an event, it will refund the rental.
- 3.3 Will forfeit the rental for any subsequent cancellation of the booking by the applicant without notice.
- 3.4 Will refund the rental if written notice of cancellation is received seven (7) days before the event.

4. Use of Premises

The Academy does not allow:

- 4.1 Any food or drinks to be served without its permission.
- 4.2 Corridors, aisles and exits to be obstructed.
- 4.3 Animals or pets within the premises.
- 4.4 External fixtures to be used on any part of the premises.
- 4.5 Electrical apparatus or any other fittings that may cause danger of damage to the premises.
- 4.6 Smoking within the building.
- 4.7 Excessive noise in the corridors outside classrooms or within classrooms.
- 4.8 Rental will be based on the Academy's classroom style layout.

5. Disclaimer

The Academy shall not liable for any damages or loss of property and injury or loss of life within the premises and in the vicinity.

SN: _____ / _____

| APPLICATION FOR USE OF TRAINING ROOMS | |
|--|--|
| Applicants are required to read the Terms & Conditions on the reverse side of this form. | |
| I. DETAILS OF ACTIVITY | |
| Activity _____ | |
| Date _____ | Time Period _____ to _____ No of Pax _____ |
| Additional Facilities Required _____ (Please refer to the rental rates) _____ | |
| II. PARTICULARS OF APPLICANT | |
| Company Name _____ | Business Registration No. _____ |
| Registered Address _____ | Tel (O) _____ |
| | Fax No _____ |
| | HP / Pg _____ |
| Mailing Address _____ | |
| | |
| Nature of Business _____ | |
| Authorised Personnel _____ | Designation _____ |
| NRIC/PP no _____ | Citizenship _____ |

III. DECLARATION

I declare that the information given above is true and correct. I have read and will abide by the Terms & Conditions. I accept that the Singapore Accountancy Academy reserves the right to cancel the booking at anytime and refund the full payment.

| | | |
|---------------------------|------|-----------|
| Official Stamp of Company | Date | Signature |
|---------------------------|------|-----------|

| For Office Use Only | |
|--|--|
| Company Name _____ | Room Allocated _____ |
| Activity _____ | Date/Time Period _____ No of Pax _____ |
| Additional Facilities Allotted _____ | |
| Confirmed by Bursar _____ | |
| Signature | Date |
| VERIFIED BY: _____ NAME & SIGNATURE | |