

PAT-IRAS Subscribers Training

Duration: 1 Day

Fees: \$180 (Excluding GST)

Service Overview

CrimsonLogic's **Provident And Tax (PAT)** service helps you reduce the manual tasks of submitting, printing and filling payment advice sheets and employee salary data to the Central Provident Fund (CPF) Board and Inland Revenue Authority of Singapore (IRAS).

This one-stop, user-friendly service assures you of accurate and timely submissions, and also frees up your time so that you can focus on other important tasks.

Training Overview

PAT-IRAS Existing Subscribers Training is a yearly training conducted especially for existing employers who are participating in the Auto-Inclusion Scheme (AIS) to submit their employee's employment income to IRAS.

This one-day training session will cover the functionalities and features of the application which includes creation and uploading of IRAS files, performing amendments to files filed previously. The course outline includes:

Course Content

1. System overview
2. How to Login / Logout / Password Management
3. How to perform pre-setup checks
4. How to prepare IRAS messages – IR8A, IR8S, A8A and A8B
5. How to browse and print IRAS messages – IR8A, IR8S, A8A and A8B
6. How to create and submit amendments
7. How to update company and user profiles
8. Other options
9. Understanding PAT File Validator
10. Viewing transactions or invoices online

Who Should Attend

- For existing users of PAT-IRAS service who may need to understand the use of this service
- For new staff who is taking over the responsibilities of submitting IRAS messages via the PAT service

Training Registration Form



PAT- IRAS Existing Subscribers Training Workshop

Please complete form and fax to **6887 7676** or email to training@crimsonlogic.com
For training enquiries, please call **6887 7888 (press "3")**

Date : **17 January 2019** **28 January 2019**
(Please select) **(Registration will be based on a first-come-first serve basis, subject to availability of seats.)**

Time : **9: 00 am – 5: 00 pm** Duration : **1 Day**

Venue : **31 Science Park Road, The Crimson, Singapore 117611**
Training Room 1-08 (Level 1)

Fee : **S\$192.60** per user (inclusive of 7% GST)

Payment Mode:

- By **GIRO** payment, please indicate your **PAT Account ID (e.g abc1)**

- By **Cheque** Payment.

Cheque Amount: S\$ _____ Bank Name/Cheque No: _____

#Cheque should be crossed & made payable to "CrimsonLogic Pte Ltd". Please do indicate the training course, date and participant details on the back of the cheque.

#Cancellation of the training, 3 days before the training date or a "no show" occurrence on the day of the training will result in a full charge of the Training fee

Note:

You must be an active PAT-IRAS subscriber. If you are new subscriber of PAT, you must have registered for Auto-Inclusion Scheme (AIS) for Employment Income.

Training Highlights

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| 1. Overview of the System. | 6. How to Create and Submit amendments. |
| 2. How to Login / Logout / Password Management | 7. How to Update Company and User Profiles. |
| 3. How the perform pre-setup checks | 8. Other Options |
| 4. How to Prepare IRAS Messages – IR8A, IR8S, A8A and A8B | 9. Understanding PAT File Validator |
| 5. How to Browse and Print IRAS Messages – IR8A, IR8S, A8A and A8B | 10. How to view transaction or invoices online |

Company Particulars

Name of Company : _____

Address of Company : _____

Contact Person : _____ Email: _____

Tel No : _____ Fax No. _____

Participant's Particulars *(To register more participants, please re-print this form)*

1) Name: _____ I/C No. _____

Designation: _____ Email: _____

Signature of Contact Person / Date: _____ **Company's Stamp:** _____

"I consent to the collection, use and disclosure of personal data in accordance with CrimsonLogic's Privacy Policy which can be found at www.crimsonlogic.com."

TERMS & CONDITIONS

1. Registration Form must reach CrimsonLogic at least 2 weeks before commencement of workshop.
2. GIRO transaction will be activated before the training date. No invoice/official receipt will be issued for GIRO transactions. User will need to print it from the NBS system <https://billing.crimsonlogic.com>.
3. For Cheque Payment, it is to be made payable to **CrimsonLogic Pte Ltd** and should reach us 1 week before the training date.
4. Notification of changes must reach CrimsonLogic at least 3 working days before workshop commencement, otherwise, changes will not be entertained & payment will be forfeited. No refunds will be made for non-attendance.
5. Cancellation of the training; 3 days before the training date or a "no show" occurrence on the day of the training will result in a full charge of the Training fee.
6. CrimsonLogic reserves the right to postpone/cancel classes as & when necessary. Participants will be informed accordingly.
7. CrimsonLogic reserves the right to make changes to the workshop fees without prior notice.
8. EMail Confirmation / reminder notice will be sent within 3 working days prior to the training/workshop date

CrimsonLogic Pte Ltd

31 Science Park Road, The Crimson, Singapore 117611 Tel [65] 6887 7888 Fax [65] 6778 5277,
Training Form – Apr (2018)

www.crimsonlogic.com (BRN: 198800784N)