

## **Provident & Tax (PAT) for CPF Subscribers Training**

### **Synopsis**

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 frees up your time so that you can focus on other important tasks.

### **Course Objective**

This one-day training session will equip users with the functionalities and features of the application which includes creation, uploading and submission of CPF Payment Advice, and checking of submission status.

### **Who Should Attend:**

Existing / new staff of the organization who have been assigned to submit monthly payment advice to CPF Board.

### **Course Structure**

A 1-day session

### **Course Fee**

The course fee for Provident & Tax for CPF Subscribers Training (1 Day) is \$192.60 (inclusive GST)

### **Brochure**

Please click [here](#) for course outlines, course dates and other information.

### **Contact Us**

For enquiries, please call Tel: +65 68877888 or email to [training@crimsonlogic.com](mailto:training@crimsonlogic.com)

## **Provident & Tax (PAT) for CPF Subscribers Training**

### **Course Outline**

- Overview of the System
- Password Management
- Initial Setup of the Company Profile
- Prepare CPF Documents
  - Create & Submit Payment Advice (Upload, Update or New)
  - Browse / Print
- Checking Submission Status
  - Payment Advice
  - Acknowledgement
  - Record of Payment
  - GIRO Reminder
  - e Payment in Process
- Managing Company and User Profile
- Reports
- Web Billing

### **Time**

9am – 5pm

To register, please submit your registration form at least 7 days before the course starts via email to [training@crimsonlogic.com](mailto:training@crimsonlogic.com)

<b>Course Dates</b>	<b>No. of Pax</b>
<b>29-Jul-19</b>	<input type="text"/>

Please register the above \_\_\_\_\_ No. of pax for the above course(s).

### **Payment Mode:**

#### **GIRO**

Acct ID \_\_\_\_\_

GIRO transaction will be activated at least one (1) week 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>.

#### **Cheque**

**Cheque No.** \_\_\_\_\_ for **S\$** \_\_\_\_\_  
made payable to CrimsonLogic Pte Ltd

Please write the course title, date and name(s) of the training participant(s) on the back of the cheque.  
Cheque payment must be received by Crimsonlogic, at least seven (7) days before the training date.

### **Company Details (if applicable)**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Tel. No. \_\_\_\_\_

eMail \_\_\_\_\_

Company Stamp

**Training Participant's Details & Consent (mandatory)**

Name (Mr/Ms) \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

eMail \_\_\_\_\_

Signature and Date

Name (Mr/Ms) \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

eMail \_\_\_\_\_

Signature and Date

Name (Mr/Ms) \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

eMail \_\_\_\_\_

Signature and Date

Name (Mr/Ms) \_\_\_\_\_

Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

eMail \_\_\_\_\_

Signature and Date

***" 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](http://www.crimsonlogic.com)."***

## TERMS & CONDITIONS

1. Registration. Completed Registration Form must reach CrimsonLogic at least seven (7) days before commencement of the training session.
2. Payment.

GIRO transaction will be activated at least one (1) week 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>.

For any Cheque Payment, it is to be made payable to **CrimsonLogic Pte Ltd** and should reach CrimsonLogic at least seven (7) days before the training date.
3. Refunds. There will be no refund of training fees deducted via GIRO, Cheque or other forms of payment for cancellation of registered participants or "no show" occurrence on the day of the training session.
4. Replacement. A registered participant who is unable to attend the training may request for a replacement by another person, provided the details of the person together with such a request via email, must be received by CrimsonLogic, at least five (5) days before the commencement of the training session.

A request for the registered course to be replaced for another course is not allowed.
5. Admin Fee. An administrative fee of S\$21.40 (incl GST) is imposed on the request for replacement.
6. Confirmation. All registrations are subject to email confirmation which would be send the contact person and the registered participant at least three (3) days before the commencement of the training session.