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## Hands-On Workshop on PREPARATION OF FINANCIAL STATEMENTS USING FS MANAGER

### *File Financial Statements with Ease Using FS Manager*

Date: **Tues, 17 August OR Tues, 28 September 2010** Time: **9.30am – 5.30pm**

Venue: **LawNet Training Centre, Level 4, New Supreme Court Building (1 Supreme Court Lane)**

Fee per pax (Nett): **S\$321** (SBF Member)

#### About FS Manager

With effect from 1 November 2007, Singapore incorporated companies which are either unlimited or limited by shares will be required to file their financial statements in XBRL.

FS Manager is a free online tool provided by ACRA as part of BizFile to help companies prepare and manage financial statements in XBRL format. Using FS Manager, company filers or relevant users (e.g. preparers of financial statements) can submit companies' financials via completing a series of web-based forms. The web-based forms are designed in accordance with ACRA taxonomy requirements.

#### Outline

- ❖ Introduction to XBRL
  - Why move to XBRL?
- ❖ Types of Companies required to file accounts with ACRA
  - Company Act Requirements & PD 2 of 2007 (Excluded Companies)
- ❖ Introduction to FS Manager
- ❖ Roles of Company Secretaries, Preparers, Auditors, Authorised Users (Company Secretaries and Directors)
- ❖ Preparation of Management and/or Audited Accounts using FS Manager
- ❖ FS Manager User Guide
- ❖ How to prepare Directors Report and Statement by Directors
- ❖ ACRA Practice Direction 2 of 2007 – Changes to filing Requirements from 1 Nov 2007
- ❖ Procedures leading to the finalisation of audited financial statements and reports for AGM
- ❖ Filing of Financial Statements together with Annual Returns with ACRA

#### **REGISTRATION FORM (Ref No: MBER 125/170810/07W)**

Attn: Celest (Closing date: 12 Aug 2010) Fax: 6734 0610/ 6827 6801

**Please tick the session that you are able to attend:**

Tues, 17 August, 9.30am – 5.30pm      **OR**       Tues, 28 September, 9.30am – 5.30pm

#### **Participants Detail**

Name: 1)	Designation:	Email:
Tel:	HP:	Fax:
Name: 2)	Designation:	Email:
Tel:	HP:	Fax:
Company:		
Address:		

#### **Administrative Details:**

- **Please fax and mail this registration form together with a cheque to SBF** (10 Hoe Chiang Road, #22-01 Keppel Towers, Singapore 089315). Cheque should be made payable to "**Singapore Business Federation**". Please indicate the Ref No., SBF mbrship no., company's name and participant's name behind cheque.
- Registration is on a first-come first-served basis. No cancellation will be allowed upon registration, but attendance by a replacement delegate from your company is allowed. We regret that no refund will be made for cancellation and non-attendance. Full fee will be charged for cancellation and non-attendance.
- Confirmation of your registration will be emailed to your company upon receipt of full payment.
- Admission shall only be allowed upon presentation of the email confirmation.
- Singapore Business Federation (SBF) reserves the right to make any amendments and/or changes to the programme, venue, speaker replacements and/or topics if warranted by circumstances beyond SBF's control."