**Singapore Resuscitation and First Aid Council**
*c/o Singapore General Hospital*

10 Hospital Boulevard, Level 5, Singapore 168582
**website** www.srfac.sg

*For every Singaporean to be able to perform CPR and First Aid*

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23 December 2023

Dear SRFAC Training Centres,

## Updates for all SRFAC Accredited Training Centres (TCs)

## Increase in Goods and Services Tax (GST) from 1 January 2024 (NEW)

1. In line with the government's plan to increase the Goods and Services Tax (GST), SRFAC will be implementing the increase in GST for course accreditation audit fees to **9% from 1 January 2024** (S$500 + S$45 = S$545). However, the before-mentioned will not affect Institutions/Training Centres under SingHealth due to Group GST Registration.

## Collation of Trained/Certified Learners for Calendar Year 2023 (NEW)

2. To better understand how many trained/certified learners that passed through our accredited Training Centres, SRFAC is seeking the following information (see table below) **for the calendar year 2023** (from 1 January 2023 till 31 December 2023).

| Course Type | Full (# of learners) | Recert (# of learners) | Remarks |
|---|---|---|---|
| CPR(Hands-Only)+AED | | | |
| BCLS+AED | | | |
| Standard First Aid | | | |
| Child First Aid | | | |

**Please email to Mr Loke (loke.jun.hao@upec.sg) by 19 January 2024.**

## Audit Admin Matters (REMINDER)

3. When submitting for accreditation audits, kindly email SRFAC (loke.jun.hao@upec.sg) and indicate the audit **course start and end dates** (for courses taking up more than 1 day) and also to inform us that the uploaded audit documents has been submitted. When notified of a match of auditors to the submitted dates, do email us the proof of funds transfer for the payment of accreditation audit fees.

4. Training Centres (TCs) are reminded to regularly back-up the digital records of the CPR assessments to prevent loss of data.

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5.  All Training Centres are reminded to submit for renewal of accreditation 3 months before the expiry date. Please ensure that the submitted dates for audit are at least 3 weeks away from the time of submission in the SRFAC portal.

6.  Please update the contact details of your Training Centre contact persons and details (ie. address, telephone numbers and emails). Where possible, indicate DID/official work contact information only.

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