

Attn:  
SNEF Members



19 Tanglin Road #10-01/07  
Tanglin Shopping Centre  
Singapore 247 909  
Tel: 6827 6955/6956  
<http://www.sqemployers.com>

## Briefing on Absentee Payroll Funding (AP) and Skills Development Fund (SDF)

**Date:** Wed, 7 May 2008      **Time:** 3.00pm – 5.00 pm

**Venue:** Level 10, Training Room 4, SNEF Training Centre  
(19 Tanglin Rd, #10-01/07, Tanglin Shopping Centre, Singapore 247909)

**SNEF Members (ORD) – Free**

**SNEF Affiliate Members (AM) – \$32.10 per participant (with 7% GST)**

**Non-Members (NM) - \$53.50 per participant (with 7% GST)**

Singapore National Employers Federation (SNEF) is pleased to bring you the Briefing on Changes to Absentee Payroll Funding (AP) and Skills Development Fund (SDF). The rates of the AP funding have been revised with effect from 1 April 2008. **AP is awarded to Applicant Companies for the purpose of defraying the manpower costs incurred when they send their employees for training during working hours!**

If the training is conducted outside the working hours of employees, the absentee payroll funding is awarded for the purpose of alleviating the opportunity costs of employees, and the funding is to be paid to employees via the employer together with the mandatory top-up to be made by the employer.

We have invited speakers from WDA once again to give our employers an overview of the Skills Development Fund (SDF). A Skills Development Levy is required by law under the **Skill Development Levy Act**. The levy collected is channeled into the Skills Development Fund, which is used by the Singapore Workforce Development Agency (WDA) to incentivise employers to send their workers for training. Incentives are offered on the basis of a cost-sharing principle and the training must be relevant to the economic development of Singapore.

Still unsure of what the AP and SDF can do for your organization? Who better to ask than WDA, the organization dispensing the funds? Don't hesitate and sign up now!

### PROGRAMME

3.00 pm  
Registration / Refreshments

3.30 pm  
Presentation on Absentee Payroll Funding  
**By Ms Leong San San**  
Manager (Incentives & Finance Div), WDA

3.50 pm  
Presentation on Skills Development Fund –  
**By Ms Chay Wai Mun**  
Senior Manager (Incentives & Finance Div), WDA

4.10 pm  
Q & A Session

5.00 pm  
End of Session      *Programme is correct at time of print*

[ ] SNEF Member – FREE      [ ] Non-member - \$53.50 / pax  
[ ] Affiliate Member - \$32.10 / pax

### Administrative Details:

1. Please fax registration form to reserve a seat. Registration is on a first-come, first-served basis. Admission shall be allowed only upon presentation of confirmation from SNEF (i.e. confirmation stamp on the registration form).
2. The amount is inclusive of 7% GST and the seat confirmation is on first-come-first-serve basis.
3. Please enclose cheque payable to "SNEF", indicating your contact details, organization and the event name in the reverse side of cheque. Mail the cheque to SNEF, 19 Tanglin Road, #10-01/07, Tanglin Shopping Centre, S(247909)
4. If you have registered and unable to attend the briefing, please inform SNEF **at least one day** before the event, otherwise we will charge the non-member fee for your reservation. SNEF reserves the full right to cancel, refund or make adjustments to the event.
5. For more information, please contact us at 6827-6955 or [mrevent@snef.org.sg](mailto:mrevent@snef.org.sg).

**REGISTRATION FORM - Attn: Member Relations (MR) Dept**  
**(Closing date: Tue, 6 May 08, 12 noon)**  
**Fax: 6733 1644**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Membership No: \_\_\_\_\_

### **Please register the following participant/s;**

1) Name (Mr/Ms): \_\_\_\_\_ Desgn: \_\_\_\_\_ Email Add: \_\_\_\_\_  
2) Name (Mr/Ms): \_\_\_\_\_ Desgn: \_\_\_\_\_ Email Add: \_\_\_\_\_

For Official Use: