

CHECKLIST FOR COLLECTIVE AGREEMENT (IAC)

This checklist serves as a non-exhaustive guide for the preparation and submission of a Collective Agreement ("CA"). Beyond these requirements, parties should ensure that all agreed employment terms are accurately captured in the CA to prevent ambiguity.

Parties are responsible for exercising due care and diligence in preparing the CA.

S/No.	Checklist Items
PREPARING THE CA	
1	<input type="checkbox"/> The CA follows the Approved Softcopy of Collective Agreement (ASCA) format <p style="color: blue; font-size: small;">Note: For parties renewing their CAs, IAC would have returned the previous certified CA (Word) to them which has been ASCA-formatted. Parties to utilise the previous ASCA-formatted CA to prepare the renewal CA. If parties are preparing their first CA, please approach IAC for assistance.</p> <p style="color: blue; font-size: small;">*new* Please ensure that the previous CA reference number is removed from the footer of the CA, and only the CA title and page numbers are reflected. IAC will insert the new CA reference number.</p>
2	<input type="checkbox"/> Preamble to the CA reflects names and registered addresses of all parties to the CA, and the date of the agreement
3	<input type="checkbox"/> At least one signatory each from the company and the union sign on each page of the CA, including the Appendices. At least one witness from each party to witness signing and include their signatures in the signatory page below main signatories
4	<input type="checkbox"/> Duration of CA is not less than 2 years, and not more than 3 years. Start and end date of CA is in line with the duration stated
5	<input type="checkbox"/> There is provision for the parties to settle a dispute arising out of the operation of the CA while the CA is in force, including provision for reference of the dispute to a referee appointed under the Industrial Relations Act 1960
6	<input type="checkbox"/> Requirements in the Employment Act 1968 and other labour laws are met as a minimum
7	<input type="checkbox"/> Where an Act is cited, the name of the Act is cited correctly <p style="color: blue; font-size: small;">E.g. Child Development Co-Savings Act 2001, Retirement and Re-employment Act 1993</p>
REGISTERING CA WITH IAC	
8	<input type="checkbox"/> *new* CA is signed by parties before registration via https://go.gov.sg/iac-submission <p style="color: red; font-size: small;">Note: Parties are required to upload the final softcopy (in Word format) that was used for signing. Please ensure that the contents in both the final softcopy and the signed CA tally as this final softcopy will be used for vetting, certification and gazetting. Please remove all negotiation discussions between parties in the CA</p>
9	<input type="checkbox"/> Questionnaire and payment are completed <p style="color: blue; font-size: small;">Instructions on questionnaire and payment will be provided after registration of CA</p>
SUBMITTING THE SIGNED CA	
10	<input type="checkbox"/> CA is to be submitted in person (or via courier) to IAC within one week of signing the CA along with the following documents: <ul style="list-style-type: none"> i. Completed questionnaire (if not yet submitted via email); and ii. Printed proof of payment <p style="color: blue; font-size: small;">Please observe the operating hours (Mon-Fri, 9am to 12.30pm, 2.30pm to 5pm) when arranging to deliver the documents</p>