



SINGAPORE
INSTITUTE OF
DIRECTORS

ACCREDITATION RENEWAL HANDBOOK

Supporting the Continuing Professional Development of Directors

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YOUR ACCREDITATION RENEWAL HANDBOOK FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

About the SID Director Accreditation Programme

The [SID Director Accreditation programme](#) is a director accreditation programme aimed to elevate the standards of corporate governance among company directors in Singapore. The accreditation programme is designed to support the professional development of directors of all organisations, whether listed entities, statutory boards, private companies, family firms, high-growth ventures or nonprofit organisations.

This programme provides a structured pathway for directors to enhance their competencies through a formal exam and continuous professional development (CPD), in the form of training, self-improvement and other forms of learning activities.

The SID Director Accreditation programme supports SID's mission to uplift the directorship profession by:

- Establishing standards for director competency
- Providing directors with structured development pathways to acquire essential knowledge, proficiency, and attributes.
- Enabling directors to stay relevant over time through continuous professional development.
- Communicating director competencies to boards looking to appoint directors.

SID members can become accredited either by passing the SID Accreditation Exam (Exam Pathway) or by completing one of the courses under the Qualifications Pathway (to learn more, [click here](#)).

SID confers two tiers of accreditation: the Accredited Director or Senior Accredited Director status for candidates who possess at least 5 years of qualified directorship experience.

To maintain their accreditation, directors must complete 40 CPD hours within 24 months of being accredited. Ongoing CPD ensures that directors remain current, competent and well-equipped to meet evolving governance demands.



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GETTING YOUR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) HOURS

What is Continuing Professional Development (CPD)?

CPD is a scheme designed to reinforce lifelong learning by ensuring that directors' knowledge, skills and competencies remain up to date and relevant. It demonstrates that SID members and SID accredited directors uphold high professional standards and are committed to ongoing professional development.

CPD is logged via fulfilment hours calculated through participation in activities that SID members and accredited directors choose to undertake. CPD contributes towards strengthening the skills and competencies identified in the [SID Director Competency Model](#) (see [Appendix I](#)).

Mandatory CPD Requirements

i) For SID Accreditation Exam

The SID Accreditation Exam is part of the examination pathway towards achieving the [SID Director Accreditation](#). SID members are required to go through at least **32 CPD hours** of formal directorship training, which can be completed through both SID or non-SID courses, before taking the accreditation exam. Refer to [Appendix II](#) for a list of recommended SID programmes.

ii) For maintenance of existing SID Director Accreditation credentials



With the introduction of the SID Director Accreditation programme, CPD is now a mandatory requirement for all accredited directors to maintain their credentials. SID accredited directors must attain a minimum of **40 CPD hours** over a **two-year** period, starting from the effective date of their accreditation status.

At least **20 CPD hours** must be earned through participation in **SID events or SID-related activities**.

Eligible CPD activities include board/committee meetings, attendance at events, mentoring, reading or creating thought leadership and more (see [Appendix III](#) for general guide on recognised CPD activities).

CPD hours are tracked from the time that SID Accredited Directors receive their accreditation. The CPD window starts upon the issuance of the accreditation credential and ends on its expiry date. Each member will have 24 months to fulfil the CPD requirements.

SID accredited directors will receive reminders about renewal and CPD requirements over the course of their 2-year accreditation period.

Accredited members who do not meet the stipulated CPD requirements will not be able to renew their accreditation. Should accreditation lapse due to non-fulfilment, members who wish to reinstate their accreditation credentials will need to retake and pass the [accreditation exam](#) again. All applicable fees will apply.

SID members who are not yet accredited are strongly encouraged to actively update and track their CPD to support their continuous learning and professional development.

Recording CPD Hours

i) Participation in SID-organised activities

SID members can update and track their CPD activities via their [SID user accounts](#). All SID-organised CPD activities attended by the SID members will be automatically updated in their user account page within three working days of the event's completion.

ii) Participation in non-SID organised activities

SID recognises CPD fulfilment from third-party or external providers, as long as the activities align with the skills and competencies identified within the [SID Director Competency Model](#) (refer to [Appendix I](#)). This includes directors' board or committee duties. All other CPD activities by external providers may be manually recorded using the self-declaration form available on the CPD page within the member's [SID user accounts](#).

View the [guide](#) on how to self-declare your CPD activities in your SID user account.

The maintenance and tracking of CPD hours is a personal responsibility. Members are required to keep records of evidences to showcase their fulfilment of CPD hours. These records can be proof of attendance at board meetings, confirmation of speaking engagements, authored papers/articles, or a log documenting one's professional reading.

CPD Package

SID's CPD Package is an e-learning package available for accredited members to accelerate their fulfilment of the 40 CPD hours mandatory for accreditation renewal. The package is designed to focus on four competencies that are fast-evolving and practice-oriented.

- Strategy
- Digital
- Human Capital
- Sustainability

Contact accreditation@sid.org.sg for more details about the package.

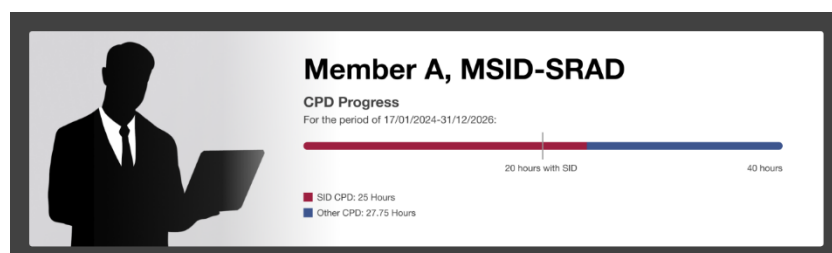


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EXAMPLES OF WAYS TO MEET YOUR CPD REQUIREMENTS

Learner Profiles

Not sure how to complete your CPD before your accreditation renewal? Take a look at these sample profiles to help you plan ahead and stay on track with your CPD goals.



52.75 CPD hours clocked:

<p>SID-related</p> <p>Current Topic Event: Transatlantic Divide on ESG</p> <p>2 CPD Hours</p>	<p>SID-related</p> <p>Current Topic Event: Global Trade Chaos</p> <p>1 CPD Hour</p>	<p>SID-related</p> <p>SID Director's Conference 2025</p> <p>8 CPD Hours</p>	<p>SID-related</p> <p>Pit-Stop Event: Future-Proofing the Board</p> <p>2 CPD Hours</p>
<p>SID-related</p> <p>Nominating and Remuneration Committee Seminar 2025</p> <p>4 CPD Hours</p>	<p>SID-related</p> <p>Mergers & Acquisition Masterclass for Board Directors</p> <p>8 CPD Hours</p>	<p>External</p> <p>Board and Audit Committee Meeting at a Healthcare Company</p> <p>3 CPD Hours</p>	<p>External</p> <p>Board Meeting at a Arts and Cultural Institution</p> <p>3 CPD Hours</p>
<p>External</p> <p>Board Meeting at a Public Sector Company</p> <p>2 CPD Hours</p>	<p>External</p> <p>Private Wealth Asia Singapore Forum by Markets Group</p> <p>2 CPD Hours</p>	<p>External</p> <p>Speaker at a Health & Wellbeing Conference</p> <p>1.5 CPD Hours</p>	<p>External</p> <p>Contributed to the development of a Sustainability focused book launch</p> <p>4 CPD Hours</p>
<p>External</p> <p>Leadership Development Seminar</p> <p>4.25 CPD Hours</p>	<p>External</p> <p>Annual Forum on Family Office Strategy and Wealth Management</p> <p>2 CPD Hours</p>	<p>External</p> <p>Founders Forum Asia</p> <p>6 CPD Hours</p>	

As an SID member, you can also clock CPD hours by attending SID's **complimentary Current Topic sessions**, which are designed to keep you updated on emerging boardroom trends.

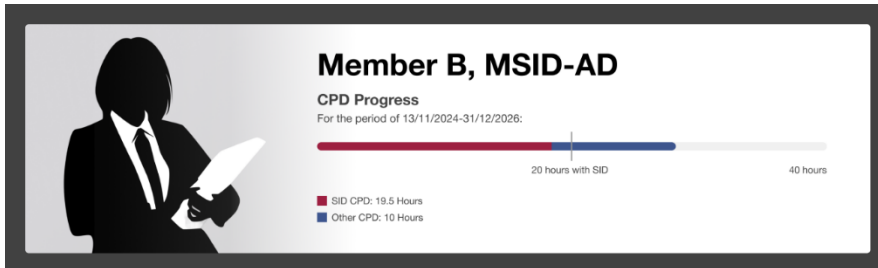
Did you know? Your current **board directorship** and **committee duties** count towards CPD too. Remember to self-declare your board and committee meetings in your user account to ensure they are tracked.

Every time you contribute as a **speaker, panellist or faculty** at a directorship programme, you are not only helping to strengthen the learning community, but your involvement also counts towards your CPD fulfilment.

Member A has been proactive in maintaining his accreditation, actively participating in various programmes and making the most of SID's complimentary activities and his board duties to exceed his CPD requirements.

As a result, he is eligible to carry forward a **maximum of 10 excess CPD** hours to his next accreditation two-year cycle.

For enquiries on excess CPD hours transfer, please contact accreditation@sid.org.sg.



29.5 CPD hours clocked:



Did you know? CPD tracking isn't just limited to in-person attendance. You can also deepen your governance knowledge by accessing content such as **podcasts, videos, online articles** and **books**, with these learning activities recognised as CPD.

Make the most of **SID's resource library**, which offers guides, reports, bulletins and more. Expand your knowledge and gain valuable insights into key directorship and governance trends shaping Singapore's board landscape.

10.5 CPD hours remaining - Suggested ways to acquire CPD hours:

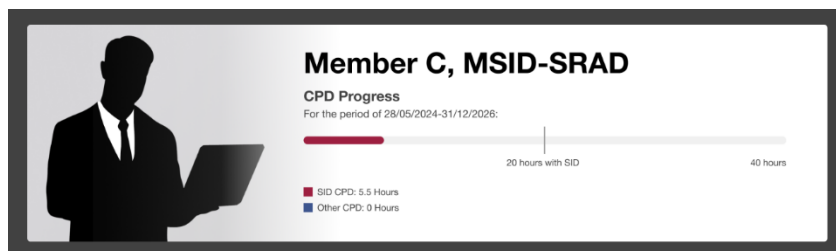


Looking for ways to boost your CPD? Stay tuned for **SID's CPD e-learning package**, consisting of **online modules** covering topics such as strategy, digital, human capital and sustainability.

Through her ongoing training and active board involvement, Member B has been steadily fulfilling her CPD commitments and is on track to meet her CPD requirements.

One option is for her to enrol in the CPD package to get a boost towards the 40-hour requirement.

For more details on the CPD package, please contact accreditation@sid.org.sg.



5.5 CPD hours clocked:

<p>SID-related</p> <p>Current Topic Event: Navigating D&O Insurance – Essential Protection for Directors and Executives</p> <p>2 CPD Hours</p>	<p>SID-related</p> <p>Current Topic Event: From GRI to ISSB – What to consider?</p> <p>2 CPD Hours</p>	<p>SID-related</p> <p>Cyber Crisis Simulation Training for Directors</p> <p>1.5 CPD Hours</p>
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34.5 CPD hours remaining - Suggested ways to acquire CPD hours:

Option 1: Enrol in a milestone programme

<p>SID-related</p> <p>Audit & Risk Committee Seminar</p> <p>2.5 CPD Hours</p>	<p>SID-related</p> <p>Governance for Outstanding Organisation Directors (SGOOD) 2.0 Programme</p> <p>24 CPD Hours</p>	<p>SID-related</p> <p>Read SID Bulletin Q1 2026</p> <p>1 CPD Hour</p>	<p>External</p> <p>Panellist at Philanthropy Asia Summit</p> <p>1 CPD Hour</p>
<p>External</p> <p>Remuneration Committee Meeting at a Local Foundation</p> <p>2 CPD Hours</p>	<p>External</p> <p>Mentorship Programme with a Board Diversity Initiative</p> <p>4 CPD Hours</p>		

OR

Option 2: Enrol in multiple short activities

<p>SID-related</p> <p>Audit & Risk Committee Seminar</p> <p>2.5 CPD Hours</p>	<p>SID-related</p> <p>Pit-Stop Event on Nomination & Remuneration</p> <p>2 CPD Hours</p>	<p>SID-related</p> <p>SID Directors Conference 2026</p> <p>8 CPD Hours</p>	<p>SID-related</p> <p>CPD Package</p> <p>8 CPD Hours</p>
<p>SID-related</p> <p>Read SID Directorship Report 2026</p> <p>1 CPD Hour</p>	<p>External</p> <p>Panellist at Philanthropy Asia Summit</p> <p>1 CPD Hour</p>	<p>External</p> <p>ESG Leaders Conference from Business Association</p> <p>3 CPD Hours</p>	<p>External</p> <p>Remuneration Committee Meeting at a Local Foundation</p> <p>5 CPD Hours</p>
<p>External</p> <p>Mentorship Programme with a Board Diversity Initiative</p> <p>4 CPD Hours</p>			

SID's **milestone programmes** offer a powerful way to build **specialised knowledge** while fulfilling your CPD requirements. They are designed to support directors at every stage of their journey – whether aspiring or experienced, from nonprofit organisations or listed companies – helping you deepen your expertise and remain future-ready. As each cohort runs on **scheduled intakes**, we encourage you to **register early** and plan ahead to **secure your preferred slot**. For the full list of recommended SID programmes, please refer to [Appendix II](#).

When directors invest their time to **mentor** and uplift others, the entire community benefits. Your mentorship in director-related programmes is valued – and it can also count towards your CPD.

Prefer flexibility? Combine **individual short courses**, your **regular board commitments**, and the **CPD Package** to reach your 40-hour requirement. Keep a lookout for upcoming event notifications from SID so you can plan early and secure your sessions.

With his accreditation renewal approaching, Member C is lagging and will need to speed up his progress by enrolling in complimentary training and declaring his board duties on his SID user account to keep his CPD record up to date.

There are two options available to him:

1. Enrol in a structured programme offered by SID, which requires advance planning and registration before the course commences.
2. Register for multiple individual short sessions and combine these with the CPD Package to fulfil the 40-hour CPD requirement.

Alternatively, he can also register for multiple individual short sessions together with the CPD package to attain 40 CPD hours.

For further enquiries, please contact accreditation@sid.org.sg or call (+65) 6422 1188.

Special Note on External Activities

Don't Forget To:



Declare your board/committee duties

Declare your mentorship or programme development contributions



Declare your speaking activities (if any)

Activities outside of SID will not be automatically reflected and tracked. Self-declare your external activities and their corresponding hours within your user account page. Refer to our guide [here](#).

Date	CPD Type	Organisation	Event Name	Hours	
23/04/2024	Events	Organisation Name	Event or Seminar Name	2.00	
23/04/2024	Board Membership	Organisation Name	-	2.00	

Click the "+" icon to add CPD hours that you have earned by attendance at courses (conferences, seminar, training sessions) conducted by other training providers, or other industry related self-learning.

Click here to add an item to your CPD profile.

Amendment

SID reserves the right to amend or revise these Guidelines at its discretion.



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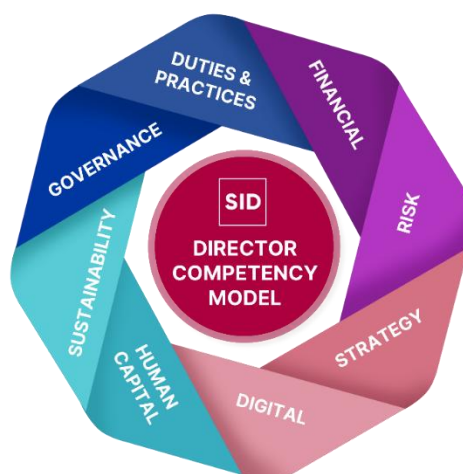
APPENDIX

Appendix I

The SID Director Competency model comprises of eight essential domains of knowledge within which directors are encouraged to build their competencies. These domains provide a well-rounded framework for effective directorship in today's dynamic business environment.

Competency domains:

- (a) Governance.
- (b) Director duties and practices.
- (c) Financial proficiency.
- (d) Risk management.
- (e) Strategy development.
- (f) Digital proficiency.
- (g) Human capital.
- (h) Sustainability fundamentals.



Competency	Definitions
Governance	The ability to effect appropriate governance structures and corporate culture to guide and progress the business affairs of the company in a manner that enhances long-term shareholder value, whilst taking into account the interests of other stakeholders.
Duties & Practices	The understanding of what the role and duties of a board director entails. The ability to adopt board practices that will lead to a credible, and efficient Board and a constructive relationship with Management.
Financial	The ability to review financial statements, question accounting treatments, establish internal controls and ensure financial statements and accounting standards are in accordance with ACRA requirements.
Risk	The ability to assess, manage and mitigate risks an organisation faces as part of its business, financial, legal, strategic, human and digital activities. This includes the appropriate risk tolerance to minimise liability and safeguard the long-term success of the organisation.
Strategy	The ability to participate in the development of the company's strategic plan, identify business options and consider the best strategy to achieve organisational goals.
Digital	The ability to provide direction and advice on how digital technology can enable business strategy, oversight for financial investment into digital assets, and governance for high risk investments that are integrated with business strategy and financial management practices.
Human Capital	The ability to enhance human capital and workplace issues such as diversity, culture, performance, employee engagement and talent, that support business strategy and impact corporate culture.
Sustainability	The ability to define structures, policies and processes necessary for a company to manage sustainability response to potential financial risks and opportunities.















Appendix II

Below is a list of SID courses in line with the SID Director Competency Model that can award CPD hours. For more details on upcoming course dates, visit our [Professional Development page](#).

	Course Title	CPD Hours
Fundamentals	So, You Want to be a NonProfit Director	4
	Board and Director Fundamentals	8
	Director Financial Reporting Fundamentals	8
	Build Your Path to Board Directorship	8
	Board Readiness Programme	65
	IMD Mastering Board Governance Programme	40
Essentials	Listed Entity Director Programme	40
	Listed Entity Director Bridging Programme	15
	Listed Entity Director Programme (Mandarin) Core	24
	Governance for Outstanding Organisation Directors Programme(SGOOD 2.0)	24
	Leadership Programme for TAC Councils	4
Advanced	SID-SMU Directorship Programme	24 hours per 3-day module; 16 hours per 2-day module (136 hours total)
	SID-INSEAD International Directors Programme	80 hours in total for complete programme
	Advanced Programme on Sustainability for Listed Entity Directors	16
Focus	Board Conversations <i>Presentation, roundtable exchange and facilitated discussion</i>	2 hours per session
	Pit-Stops <i>Presentation with case studies, and Q&A</i>	2 hours per session
	Current Topics <i>Presentation, webinar, forum, roundtable, workshop or panel discussion</i>	2 hours per session
	Seminars & Conferences <i>Presentation, breakout tracks, webinar, panel discussion and Q&A with high-profile speakers</i>	Per contact hours
Online (E-Learning)	Accreditation Exam Preparatory Course	8
	CPD Package	Per listed hours

Appendix III

SID acknowledges a diverse array of activities for CPD fulfilment. SID Accredited Directors are given the flexibility to select from a broad range of activities to meet their CPD requirements. A general guide on the range of activities is listed below. Please note that this table of activities is not exhaustive.

SID-related	External
 Attend SID-organised learning activities organised or accredited by SID <i>By contact hours</i>	 Attend learning activities related to directorship not organised or accredited by SID <i>By contact hours</i>
 Attend board / committee meeting as a Board or Committee member at SID <i>Self declaration / capped at 8 per CPD window</i>	 Attend board / committee meeting as a Board or Committee member outside of SID* <i>Self declaration / capped at 8 per CPD window</i>
 Contribute as Speaker / Faculty / Panellist for SID learning activities <i>Self declaration / capped at 8 per CPD window</i>	 Contribute as Speaker / Faculty / Panellist on a directorship-related topic at an event not by SID <i>Self declaration / capped at 8 per CPD window</i>
 Contribute towards the development of an SID programme <i>Self declaration / capped at 4 per CPD window</i>	 Contribute towards the development of a directorship-related programme not by SID <i>Self declaration / capped at 4 per CPD window</i>
 Write / edit thought leadership articles or papers for SID publication <i>Self declaration / capped at 4 per CPD window</i>	 Write / edit thought leadership articles related to directorship for publications not by SID <i>Self declaration / capped at 4 per CPD window</i>
 Reading / listening / viewing of SID produced technical, professional, financial, legal, governance or business content related to corporate governance <i>Self declaration / capped at 4 per CPD window</i>	 Reading / listening / viewing of relevant technical, professional, financial, legal, governance or business content related to corporate governance <i>Self declaration / capped at 4 per CPD window</i>
 Mentoring in a SID programme <i>Self declaration / capped at 4 per CPD window</i>	 Mentoring in a directorship-related programme not by SID <i>Self declaration / capped at 4 per CPD window</i>

*Listed Companies, Private Companies, Charities, IPCs, Statutory Boards, and/or TACS.
Please refer to Table of Directorship Experience recognised by SID.

