



THE STATUTES OF THE REPUBLIC OF SINGAPORE

**SINGAPORE EXAMINATIONS AND ASSESSMENT BOARD
ACT**

(CHAPTER 299A)

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Singapore Examinations and Assessment Board Act

ARRANGEMENT OF SECTIONS

PART I

PRELIMINARY

Section

1. Short title
2. Interpretation

PART II

ESTABLISHMENT, INCORPORATION AND CONSTITUTION OF BOARD

3. Establishment and incorporation of Singapore Examinations and Assessment Board
4. Common seal
5. Membership of Board
6. Chairman may delegate functions
7. Term of office of members
8. Temporary Chairman, etc.
9. Meetings and proceedings of Board
10. [*Repealed*]

PART III

FUNCTIONS, DUTIES AND POWERS OF BOARD

11. Functions and duties of Board
12. Powers of Board
13. Directions by Minister
14. Committees
15. Delegation of powers

PART IV

PROVISIONS RELATING TO STAFF

16. Chief executive, officers and employees, etc.

Section

17. Protection from personal liability
18. [*Repealed*]

PART V

FINANCIAL PROVISIONS

19. Financial year
20. [*Repealed*]
21. Funds of Board
22. Grants
23. Power to borrow
24. Issue of shares, etc.
25. Bank accounts
26. Application of moneys
27. Power of investment
28. to 31. [*Repealed*]

PART VI

TRANSFER OF PROPERTY, ASSETS, LIABILITIES AND EMPLOYEES

32. Transfer to Board of property, assets and liabilities
33. Transfer of employees
34. Pension rights, etc., of Government employees to be preserved
35. No benefits in respect of abolition or reorganisation of office
36. Existing contracts
37. Continuation and completion of disciplinary proceedings and other legal proceedings
38. Misconduct or neglect of duty by employee before transfer

PART VII

MISCELLANEOUS

39. [*Repealed*]
 40. Symbol or representation of Board
 41. Preservation of secrecy
 42. Corporate offenders and unincorporated associations
 43. Composition of offences
 44. Amendment of Schedule
 45. Regulations
 46. Savings
- The Schedule — National Examinations

An Act to establish and incorporate the Singapore Examinations and Assessment Board, to provide for its functions, duties and powers, and for matters connected therewith.

[1st April 2004]

PART I
PRELIMINARY

Short title

1. This Act may be cited as the Singapore Examinations and Assessment Board Act.

Interpretation

2. In this Act, unless the context otherwise requires —

“assessment” means any test, examination or other method of assessing the level of proficiency, aptitude, skill, knowledge or understanding of a person in any subject matter, other than any of the national examinations;

“Board” means the Singapore Examinations and Assessment Board established under section 3;

“Chairman” means the Chairman of the Board and includes a temporary Chairman of the Board;

“chief executive” means the chief executive of the Board, and includes any individual acting in that capacity;

[Act 5 of 2018 wef 01/04/2018]

“Examinations Division” means the department in the Ministry of Education known as the Examinations Division;

“member” means a member of the Board and includes a temporary member of the Board;

“national examinations” means the examinations specified in the Schedule.

PART II

ESTABLISHMENT, INCORPORATION AND CONSTITUTION
OF BOARD**Establishment and incorporation of Singapore Examinations
and Assessment Board**

3. There is hereby established a body to be known as the Singapore Examinations and Assessment Board which shall be a body corporate with perpetual succession and shall, by that name, be capable of —

- (a) suing and being sued;
- (b) acquiring, owning, holding and developing, or disposing of property, both movable and immovable; and
- (c) doing and suffering such other acts or things as bodies corporate may lawfully do and suffer.

Common seal

4.—(1) The Board shall have a common seal and such seal may from time to time be broken, changed, altered or made anew as the Board thinks fit.

(2) All deeds and other documents requiring the seal of the Board shall be sealed with the common seal of the Board.

(3) All instruments to which the common seal is affixed shall be signed by any 2 members generally or specially authorised by the Board for the purpose or by one member and the chief executive.

(4) The Board may, by resolution or otherwise in writing, appoint any officer of the Board or any other agent either generally or in any particular case to execute or sign on behalf of the Board any agreement or other instrument not under seal in relation to any matter coming within the powers of the Board.

(5) All courts, judges and persons acting judicially shall take judicial notice of the common seal of the Board affixed to any document and shall presume that it was duly affixed.

Membership of Board

5.—(1) The Board shall consist of —

(a) a Chairman; and

(b) not less than 6 but not more than 9 other members,

all of whom shall be appointed by the Minister.

(2) The Minister may appoint the chief executive to be a member.

Chairman may delegate functions

6. The Chairman may, in writing, authorise any member to exercise any power or perform any function conferred on the Chairman by or under this Act.

Term of office of members

7.—(1) A member shall hold office on such conditions and for such term, not exceeding 3 years, as the Minister shall specify in his appointment, and may from time to time be re-appointed.

(2) Any member may, at any time, by notice in writing to the Minister resign from his office.

(3) The Minister may, at any time, revoke the appointment of any member without assigning any reason.

(4) If a member dies or resigns or has his appointment revoked, the Minister may appoint any person to fill the vacancy for the residue of the term for which the vacating member was appointed.

(5) The Board shall pay to the Chairman and other members, out of the funds of the Board, such salaries, fees and allowances as the Minister may, from time to time, determine.

Temporary Chairman, etc.

8. The Minister may appoint any person to be a temporary Chairman or temporary member during the temporary incapacity from illness or otherwise, or during the temporary absence from Singapore, of the Chairman or any member, as the case may be.

Meetings and proceedings of Board

9.—(1) At all meetings of the Board, a simple majority of the members shall form a quorum.

(2) The Chairman shall preside at all meetings of the Board and, in the absence of the Chairman, the members present shall elect one of their number to preside.

(3) Meetings of the Board shall be held at such times and places as the Chairman may determine.

(4) All questions arising at any meeting shall be decided by a majority of votes of the members present and voting.

(5) At any meeting of the Board, the Chairman shall have a deliberative vote and, in the case of an equality of votes, the Chairman or, in his absence, the member presiding shall have a casting vote.

(6) The validity of any proceedings of the Board shall not be affected by any vacancy amongst its members or by any defect in the appointment of any member.

(7) Subject to the provisions of this Act and the Public Sector (Governance) Act 2018, the Board may regulate its own proceedings.

[Act 5 of 2018 wef 01/04/2018]

10. *[Repealed by Act 5 of 2018 wef 01/04/2018]*

PART III**FUNCTIONS, DUTIES AND POWERS OF BOARD****Functions and duties of Board**

11.—(1) Subject to the provisions of this Act, the functions and duties of the Board shall be —

- (a) to develop and devise national examinations which would support and promote the goals and objectives of Singapore's education system;
- (b) to organise and conduct the national examinations;
- (c) to serve as the examining authority for any of the national examinations or such modules or components of any of the

national examinations as the Board may, in consultation with the Minister, determine;

- (d) to publish and disseminate information on matters relating to the Board's functions and duties; and
- (e) to carry out such other functions and duties as are imposed upon the Board under this Act or any other written law.

(2) In addition to the functions and duties imposed under subsection (1), the Board may —

- (a) on such terms as may be mutually agreed upon —
 - (i) organise and conduct any assessment for or on behalf of the Government or any other person or body in Singapore or elsewhere and serve as the examining authority for such assessment; and
 - (ii) provide advisory and consultancy services and training to the Government or any other person or body in Singapore or elsewhere on matters relating to the national examinations and assessments generally; and
- (b) undertake such other functions as the Minister may assign to the Board,

and in so doing, the Board shall be deemed to be fulfilling the purposes of this Act, and the provisions of this Act shall apply to the Board in respect of such functions.

(3) Nothing in this section shall be construed as imposing on the Board, directly or indirectly, any form of duty or liability enforceable by proceedings before any court to which it would not otherwise be subject.

Powers of Board

12. The Board shall have power to do anything for the purpose of discharging its functions and duties under this Act or any other written law, or which is necessary, incidental or conducive to the discharge of those functions and duties and, in particular, may —

- (a) engage in or commission research in pursuance of and in matters connected with or relevant to the Board's functions and duties under this Act;
- (b) determine, with the approval of the Minister, and collect the fees to be paid by candidates for any of the national examinations;
- (c) charge fees or commissions for services rendered by the Board, including the conduct of any assessment at the request of the Government or any other person or body in Singapore or elsewhere and for the use of any facilities of the Board;
- (d) with the approval of the Minister, form or participate in the formation of any company, partnership or joint venture as a shareholder or partner or in any other capacity and to share profits;
- (e) become a member or affiliate of any international body the functions, objects or duties of which are similar to those of the Board;
- (f) enter into such contracts as may be necessary or expedient for the purpose of discharging its functions or duties;
- (g) acquire or dispose of, in accordance with the provisions of this Act, any property, whether movable or immovable, which the Board thinks necessary or expedient for the purpose of carrying out its functions or duties;
- (h) receive grants, donations, gifts, subsidies or contributions from any source, or raise funds by all lawful means and apply such funds for any of its functions or duties;
- (i) grant loans to any officer or employee of the Board for such purposes specifically approved by the Board as are likely to increase the efficiency of such officer or employee;
- (j) provide recreational facilities and promote recreational activities for, and activities conducive to, the welfare of officers and employees of the Board and members of their families;

- (k) provide for gratuities, pensions, allowances or other benefits for officers or employees, or former officers or employees, of the Board or its predecessors;
- (l) provide financial support, grant, aid or assistance to any person or organisation for all or any of the purposes of this Act or any other written law; and
- (m) provide training, whether by itself or with the co-operation of other persons or bodies as the Board thinks fit, for officers or employees of the Board or any other person who assists the Board in carrying out its functions and duties and award scholarships or otherwise pay for such training.

Directions by Minister

13. The Minister may give to the Board any direction under section 5 of the Public Sector (Governance) Act 2018.

[Act 5 of 2018 wef 01/04/2018]

Committees

14.—(1) The Board may, from time to time, appoint, alter or discharge committees, consisting of one or more persons (whether members or not), and define or vary the terms of reference of those committees.

(2) Subject to this Act and the Public Sector (Governance) Act 2018 and to the control of the Board, each committee appointed under this section may regulate its procedure in such manner as the committee thinks fit.

[Act 5 of 2018 wef 01/04/2018]

Delegation of powers

15.—(1) The Board may, from time to time, in respect of a specified matter or class of matters, by writing, delegate to a member, officer or committee of the Board or agent any of its functions or powers under this Act or under any other written law.

(a) *[Deleted by Act 5 of 2018 wef 01/04/2018]*

(b) *[Deleted by Act 5 of 2018 wef 01/04/2018]*

[Act 5 of 2018 wef 01/04/2018]

(2) Every member, officer, committee or agent purporting to act pursuant to a delegation under this section shall, in the absence of proof to the contrary, be presumed to be acting in accordance with the terms of the delegation.

(3) [*Deleted by Act 5 of 2018 wef 01/04/2018*]

PART IV

PROVISIONS RELATING TO STAFF

Chief executive, officers and employees, etc.

16.—(1) There must be a chief executive of the Board, whose appointment, removal, discipline and promotion must be in accordance with the Public Sector (Governance) Act 2018.

(2) The Board may, subject to the Public Sector (Governance) Act 2018, appoint an individual to act temporarily as the chief executive during any period, or during all periods, when the chief executive —

(a) is absent from duty or Singapore; or

(b) is, for any reason, unable to perform the duties of the office.

(3) The Board may, subject to the Public Sector (Governance) Act 2018, appoint and employ, on such terms and conditions as it may determine, such other officers, employees, consultants and agents as may be necessary for the effective performance of its functions.

[Act 5 of 2018 wef 01/04/2018]

Protection from personal liability

17.—(1) No suit or other legal proceedings shall lie personally against any member, officer or employee of the Board or other person acting under the direction of the Board for anything which is in good faith done or intended to be done in the execution or purported execution of this Act or any other written law.

(2) Where the Board provides a service to the public whereby information is supplied to the public pursuant to any written law, neither the Board nor any of its members, officers or employees involved in the supply of such information shall be liable for any loss

or damage suffered by any member of the public by reason of any error or omission of whatever nature appearing therein or however caused if made in good faith and in the ordinary course of the discharge of the duties of such member, officer or employee.

18. [*Repealed by Act 5 of 2018 wef 01/04/2018*]

PART V

FINANCIAL PROVISIONS

Financial year

19. The financial year of the Board shall begin on 1st April of each year and end on 31st March of the succeeding year except that the first financial year of the Board shall begin on 1st April 2004 and end on 31st March of the succeeding year.

20. [*Repealed by Act 5 of 2018 wef 01/04/2018*]

Funds of Board

21. The funds of the Board shall consist of —

- (a) all moneys transferred to the Board under section 32;
- (b) all moneys received by the Board by way of grants or subsidies;
- (c) all gifts, donations and contributions to the Board;
- (d) all fees, charges, commissions, rents, interests, dividends and other income accruing to the Board;
- (e) all moneys borrowed by the Board under this Act;
- (f) all moneys recovered or collected by the Board or any officer or employee thereof (including sums collected for the composition of offences) under this Act or any other written law administered by the Board; and
- (g) all other moneys lawfully received by the Board for the purposes of the Board.

Grants

22. For the purpose of enabling the Board to carry out its functions under this Act, the Minister may, from time to time, make grants to the Board of such sums of money, as the Minister may determine, out of moneys to be provided by Parliament.

Power to borrow

23. For the discharge of its functions or duties under this Act or any other written law, the Board may, from time to time, raise loans from the Government or, with the approval of the Minister for Finance, raise loans from banks or other financial institutions (whether in Singapore or elsewhere) by —

- (a) mortgage, overdraft or otherwise;
- (b) charge, whether legal or equitable, on any property vested in the Board or on any other revenue receivable by the Board under this Act or any other written law; or
- (c) the creation and issue of debentures or bonds.

Issue of shares, etc.

24. As a consequence of the vesting of any property, rights or liabilities of the Government in the Board under this Act, or of any capital injection or other investment by the Government in the Board in accordance with any written law, the Board shall issue such shares or other securities to the Minister for Finance as that Minister may from time to time direct.

Bank accounts

25.—(1) The Board shall open and maintain one or more accounts with such bank or banks as the Board thinks fit.

(2) Every such account shall be operated by such person as may, from time to time, be authorised in that behalf by the Board.

Application of moneys

26. The moneys of the Board shall be applied only in payment or discharge of the expenses, obligations and liabilities of the Board and

in making any payment that the Board is authorised or required to make.

Power of investment

27. The Board may invest its moneys in accordance with the standard investment power of statutory bodies as defined in section 33A of the Interpretation Act (Cap. 1).

[45/2004]

28. to 31. [*Repealed by Act 5 of 2018 wef 01/04/2018*]

PART VI

TRANSFER OF PROPERTY, ASSETS, LIABILITIES AND EMPLOYEES

Transfer to Board of property, assets and liabilities

32.—(1) As from 1st April 2004 —

- (a) such movable and immovable property vested in the Government as may be determined by the Minister for Finance and used or managed by the Examinations Division;
- (b) all moneys in the Examinations Fund; and
- (c) all assets, interests, rights, privileges, liabilities and obligations of the Government relating to the Examinations Division,

shall be transferred to and shall vest in the Board without further assurance, act or deed.

(2) If any question arises as to whether any particular property, asset, interest, right, privilege, liability or obligation has been transferred to or vested in the Board under subsection (1), a certificate under the hand of the Minister for Finance shall be conclusive evidence that the property, asset, interest, right, privilege, liability or obligation was or was not so transferred or vested.

(3) Any immovable property to be transferred to and vested in the Board under subsection (1) shall be held by the Board upon such

tenure and subject to such terms and conditions as the President may determine.

(4) Every proceedings in respect of the transferred properties by or against the Government which are pending on 1st April 2004 may be continued, completed and enforced by or against the Board.

(5) Every agreement relating to any of the transferred properties to which the Government was a party immediately before 1st April 2004, whether or not of such nature that the rights and liabilities thereunder could be assigned, shall have effect as from that date as if —

- (a) the Board had been a party to such an agreement; and
- (b) for any reference to the Government there were substituted in respect of anything to be done on or after 1st April 2004 a reference to the Board.

(6) In this section, “Examinations Fund” means the Fund established under regulation 90(1) of the Education (Schools) Regulations (Cap. 87, Rg 1).

Transfer of employees

33.—(1) As from 1st April 2004, such persons or categories of persons as the Minister may determine who, immediately before that date, were employed by the Government in the Examinations Division shall be transferred to the service of the Board on terms no less favourable than those enjoyed by them immediately prior to their transfer.

(2) If any question arises as to whether any person or category of persons has been transferred to the service of the Board under subsection (1), a certificate under the hand of the Minister shall be conclusive evidence that the person or category of persons was or was not so transferred.

(3) Until such time as terms and conditions of service are drawn up by the Board, the scheme and terms and conditions of service in the Government shall continue to apply to every person transferred to the service of the Board under subsection (1) as if he were still in the service of the Government.

Pension rights, etc., of Government employees to be preserved

34.—(1) The terms and conditions to be drawn up by the Board shall take into account the terms and conditions of service (including salaries and accrued rights to leave) enjoyed by the persons transferred to the service of the Board under section 33 while in the employment of the Government.

(2) Any term or condition relating to the length of service with the Board shall recognise the length of service of the persons so transferred while in the employment of the Government to be service with the Board.

(3) Nothing in the terms and conditions to be drawn up by the Board shall adversely affect the conditions that would have been applicable to persons transferred to the service of the Board as regards any pension, gratuity or allowance payable under the Pensions Act (Cap. 225).

(4) Where a person has been transferred to the service of the Board under section 33, the Government shall be liable to pay to the Board such portion of any pension, gratuity or allowance payable to the person on his retirement as the same shall bear to the proportion which the aggregate amount of his pensionable emoluments during his service with the Government bears to the aggregate amount of his pensionable emoluments during his service under both the Government and the Board.

(5) Where any person in the service of the Board, whose case does not fall within the scope of any pension or other schemes established under this section, retires or dies in the service of the Board or is discharged from such service, the Board may grant to him or to such other person wholly or partly dependent on him, as the Board thinks fit, such allowance or gratuity as the Board may determine.

No benefits in respect of abolition or reorganisation of office

35. Notwithstanding the provisions of the Pensions Act, no person who is transferred to the service of the Board under section 33 shall be entitled to claim any benefit under that Act on the ground that he has been retired from the service of the Government on account of

abolition or reorganisation of office in consequence of the establishment and incorporation of the Board.

Existing contracts

36. All deeds, contracts, schemes, bonds, agreements, instruments and arrangements subsisting immediately before 1st April 2004 to which the Government is a party and relating to the Examinations Division or to any person transferred to the service of the Board under section 33 shall continue in force on and after that date and shall be enforceable by or against the Board as if the Board had been named therein or had been a party thereto instead of the Government.

Continuation and completion of disciplinary proceedings and other legal proceedings

37.—(1) Where, on 1st April 2004, any disciplinary proceedings were pending against any employee of the Government transferred to the service of the Board, the proceedings shall be carried on and completed by the Board.

(2) Where, on 1st April 2004, any matter was in the course of being heard or investigated or had been heard or investigated by a committee acting under due authority but no order, ruling or direction had been made thereon, the committee shall complete the hearing or investigation and shall make such order, ruling or direction as it could have made under the authority vested in it before that date.

(3) Any order, ruling or direction made by a committee under this section shall be treated as an order, a ruling or a direction of the Board and have the same force or effect as if it had been made by the Board pursuant to the authority vested in the Board under this Act.

(4) All proceedings or causes of action pending or existing immediately before 1st April 2004 by or against the Government in respect of the Examinations Division may be continued, completed and enforced by or against the Board.

Misconduct or neglect of duty by employee before transfer

38. The Board may reprimand, reduce in rank, retire, dismiss or punish in some other manner a person who had, whilst he was in the

service of the Government, been guilty of any misconduct or neglect of duty which would have rendered him liable to be reprimanded, reduced in rank, retired, dismissed or punished in some other manner if he had continued to be in the service of the Government, and if this Act had not been enacted.

PART VII

MISCELLANEOUS

39. [*Repealed by Act 5 of 2018 wef 01/04/2018*]

Symbol or representation of Board

40.—(1) The Board shall have the exclusive right to the use of such symbol or representation as the Board may select or devise and thereafter display or exhibit such symbol or representation in connection with its activities or affairs.

(2) Any person who uses a symbol or representation identical with that of the Board, or which so resembles the Board's symbol or representation as to deceive or cause confusion, or to be likely to deceive or to cause confusion, shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months or to both.

Preservation of secrecy

41.—(1) Except for the purpose of the performance of his duties or the exercise of his functions or when lawfully required to do so by any court or where required or allowed by the provisions of any written law, no person who is or has been —

(a) a member, an officer, an employee or an agent of the Board;
or

(b) a member of a committee of the Board,

shall disclose any information relating to the affairs of the Board or of any other person which has been obtained by him in the performance of his duties or the exercise of his functions.

[Act 5 of 2018 wef 01/04/2018]

(2) Any person who contravenes subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 24 months or to both.

Corporate offenders and unincorporated associations

42.—(1) Where an offence under this Act committed by a body corporate is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, an officer of the body corporate, the officer as well as the body corporate shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

(2) Where the affairs of the body corporate are managed by its members, subsection (1) shall apply in relation to the acts and defaults of a member in connection with his functions of management as if he were a director of the body corporate.

(3) Where an offence under this Act committed by a partnership is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, a partner, the partner as well as the partnership shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

(4) Where an offence under this Act committed by an unincorporated association (other than a partnership) is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, an officer of the association or a member of its governing body, the officer or member as well as the association shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

(5) In this section —

“officer” —

- (a) in relation to a body corporate, means a director, member of the committee of management, chief executive, manager, secretary or other similar officer of the body corporate or a person purporting to act in any such capacity; or

(b) in relation to an unincorporated association (other than a partnership), means the president, the secretary and members of the committee of the association and includes persons holding positions analogous to that of president, secretary or member of a committee;

“partner” includes a person purporting to act as a partner.

Composition of offences

43.—(1) The chief executive or any officer authorised by him may, in his discretion, compound any offence under this Act which is prescribed as a compoundable offence by collecting from a person reasonably suspected of having committed the offence a sum of money not exceeding \$1,000.

(2) On payment of such sum of money, no further proceedings shall be taken against that person in respect of the offence.

Amendment of Schedule

44. The Minister may at any time, by notification in the *Gazette*, amend the Schedule.

Regulations

45.—(1) The Board may, with the approval of the Minister, make regulations as may be necessary or expedient to give effect to the provisions and purposes of this Act.

(2) Without prejudice to the generality of subsection (1), the Board may make regulations for the following purposes:

(a) regulating the proceedings of the Board or of the committees of the Board, to the extent not inconsistent with the Public Sector (Governance) Act 2018;

[Act 5 of 2018 wef 01/04/2018]

(b) prescribing the fees and charges for the purposes of this Act;

(c) regulating the conduct of the national examinations and any assessment conducted by the Board under this Act;

(d) prescribing the offences which may be compounded under this Act.

(3) Such regulations may provide that a contravention thereof shall be punishable with a fine not exceeding \$10,000 or with imprisonment for a term not exceeding 12 months or with both and, in the case of a continuing offence, with a further fine not exceeding \$1,000 for every day or part thereof during which the offence continues after conviction.

Savings

46. In so far as it is necessary to preserve the effect of any document issued by or relating to the Examinations Division, any reference in such document to the Examinations Division shall be construed as a reference to the Board.

THE SCHEDULE

Sections 2 and 44

NATIONAL EXAMINATIONS

1. Primary School Leaving Examination (PSLE)
2. Singapore — Cambridge GCE ‘O’ — Level Examination
3. Singapore — Cambridge GCE ‘N’ — Level Examination
4. Singapore — Cambridge GCE ‘A’ — Level Examination.

LEGISLATIVE HISTORY
SINGAPORE EXAMINATIONS AND ASSESSMENT BOARD
ACT
(CHAPTER 299A)

This Legislative History is provided for the convenience of users of the Singapore Examinations and Assessment Board Act. It is not part of the Act.

1. Act 32 of 2003 — Singapore Examinations and Assessment Board Act 2003

Date of First Reading : 16 October 2003
(Bill No. 31/2003 published on
17 October 2003)

Date of Second and Third Readings : 11 November 2003

Date of commencement : 1 April 2004

2. Act 45 of 2004 — Trustees (Amendment) Act 2004
(Consequential amendments made by)

Date of First Reading : 21 September 2004
(Bill No. 43/2004 published on
22 September 2004)

Date of Second and Third Readings : 19 October 2004

Date of commencement : 15 December 2004

3. 2004 Revised Edition — Singapore Examinations and Assessment Board Act

Date of operation : 31 December 2004

4. Act 5 of 2018 — Public Sector (Governance) Act 2018

Date of First Reading : 6 November 2017 (Bill No.
45/2017 published on
6 November 2017)

Date of Second and Third Readings : 8 January 2018

Date of commencement : 1 April 2018