

**INFOCOMM COMPETENCY MANAGEMENT  
SYSTEM (ICMS)**

**SECTION E: CLAIM APPLICATION**

**[INDIVIDUAL]**

**ICMS User Orientation Training**

# ICMS CLAIM APPLICATION : INDIVIDUAL

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**After account is created and approved, login using SingPass**

**For Individual**

[Login with SingPass](#)

[Register for Individual Account](#)

**For Organisation**

[Login with CorpPass](#)

[Register for Organisation Account](#)

For authorized use only. Unauthorized use is strictly prohibited.

**Programme Information**

-- Select a Programme --

**Course Providers**

-- Select a Course Provider --

**Library of Courses**

-- Select a Programme --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

**course endorsed**

1. Mapped your course to the Skills Framework (SF)
2. Submit your course for endorsement.

[Find out more](#)

## Contacts

For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to [info@imda.gov.sg](mailto:info@imda.gov.sg).

# ICMS CLAIM APPLICATION : INDIVIDUAL



HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

PROGRAMME TYPE ACCESS

Programme Type \* : ☒ CITREP ☐ T-Assist Media Courses

YOUR USER ROLES

S/N	ROLE
1.	Individual(IND )

Logout

## Action:

1. Select Programme Type
2. Select User Role

# ICMS CLAIM APPLICATION : INDIVIDUAL

Individual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

INBOX	ITEMS PENDING FOR YOUR ACTION		
MENU	S/N	Description	Pending Items
<a href="#">Trainee Enrolment</a>			
<a href="#">Grant Application</a>			
<a href="#">Claim Application</a>			
<a href="#">User Account Administration</a>			
<a href="#">Individual Account</a>			
<a href="#">SWITCH USER</a>			
<a href="#">ROLE/PROGRAMME</a>			
<a href="#">LOG OUT</a>			

No pending Items to be displayed.

## Action:

Click Claim Application

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Claim Application Home Page

### **Note:**

Please ensure that the bank account details are provided in the [Individual Account](#) before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.

The screenshot shows the 'Individual, Individual (CITREP)' page. The top navigation bar includes 'Home >> Claim Application' and a welcome message 'Welcome, Zuraidah Binte Ariffin'. A left sidebar menu lists options: 'Trainee Enrolment', 'Grant Application', 'Claim Application', 'User Account Administration', 'Individual Account' (highlighted with a red box), 'SWITCH USER', 'ROLE/PROGRAMME', and 'LOG OUT'. The main content area is titled 'CLAIM APPLICATION SEARCH' and contains a yellow banner with the same note as above. Below the banner are search filters: 'Claim ID', 'Programme Name' (dropdown), 'Course Provider', 'Course/Certification Title', 'Course/Certification Start Date From', 'SO AA/IND Submission Date From', 'IMDA AO Approval Date From', 'Status' (dropdown), and 'Show Only Pending Items' (checkbox). At the bottom, there are 'Search' and 'New Application' buttons. A red box highlights the 'New Application' button, with a callout box containing the text: 'Action: Click 'New Application''.

Individual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

INBOX Home >> Claim Application

MENU **CLAIM APPLICATION SEARCH**

For claim submission, please ensure that the bank account details are provided in the Individual Account before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.

Trainee Enrolment

Grant Application

Claim Application

User Account Administration

**Individual Account**

SWITCH USER

ROLE/PROGRAMME

LOG OUT

Claim ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From :

SO AA/IND Submission Date From :

IMDA AO Approval Date From :

Status : -- Select --

Show Only Pending Items : ☒

**Action:**  
Click 'New Application'

No records found



# ICMS CLAIM APPLICATION : INDIVIDUAL

## CLAIM APPLICATION

Please fill in the following information. Fields marked \* must be completed.

Programme Name \* :

**Action:**

Select Relevant Program Term from drop-down list



# ICMS CLAIM APPLICATION : INDIVIDUAL

Select Course Provider & Course

## COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider \* :

Course/Certification Title \* :

**Action:**

Select Course Provider and  
Course/Certification Title

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Review Trainee Profile

**TRAINEE INFORMATION**

Please ensure correct bank account details are provided. For update of bank account details, please go to the Individual Account to update the information. As the approved claim amount will be made via interbank GIRO transfer, please upload the completed Direct Credit Authorisation (DCA) form available at <https://eservice.imda.gov.sg/icms>.

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) : **Zuraida**

Trainee's NRIC No. : **S8341561D**

Telephone No. : **11111111**

Email Address : [REDACTED]

Address :

BLOCK/ HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	POSTAL CODE
20	Bedok South Road	20 - 35		460020

Date of Birth: [REDACTED]

Profession: [REDACTED]

Bank Name \* : **DBS Bank Ltd**

Account Number \* : **123456**

Citizenship : **Singapore Citizen**

Country of Origin : **Singapore**

Gender : **Female**

Highest Education Qualification : **Degree**

Employment Status : **Employed**

Current Salary Range (Monthly) : **\$2,000 and below**

Occupation Group : **INFRASTRUCTURE - PLANNING AND DESIGN**

Occupation Title : **Chief Digital Officer**

Type of Organisation : **Multi-National Corporation (MNC)**

### Action:

- Please ensure correct bank account details are provided. For update of bank account details, go to **Individual Account**.
- As the approved claim amount will be made via interbank GIRO transfer, please upload the completed Direct Credit Authorisation (DCA) form available at <https://eservice.imda.gov.sg/icms>



# ICMS CLAIM APPLICATION : INDIVIDUAL

## Review Course Detail

COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT	
Course Provider *	Sun Microsystems Pte Ltd
Course/Certification Title *	Sun Certified Java Programmer (SCJP)
Start Date :	13/02/2019 (dd/mm/yyyy)
End Date :	06/03/2019 (dd/mm/yyyy)
Funding Support Type :	Course and Exam Fees
Course Fees :	S\$ 10.00
Exam Fees :	S\$ 50.00
Course and Exam Fees :	S\$ 60.00
SkillsFuture Credit Claim Amount :	S\$ 50.00
PSEA Claim Amount :	S\$ 0.00
Mode of Delivery :	Classroom
	CLASSROOM
Mode of Training :	Part-time
Total Duration :	30.0 Days

### Action:

Verify if details are correct, especially the SkillsFuture Credit Claim Amount

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Fill in Claim Amount

**COURSE/CERTIFICATION INFORMATION FOR CLAIM APPLICATION**

Actual Start Date \* : 13/02/2019 (dd/mm/yyyy)

Actual End Date \* : 06/03/2019 (dd/mm/yyyy)

Actual Funding Support Type : **Course and Exam Fees**

Total Actual Course Fees \* : S\$ 10.00

Total Actual Exam Fees \* : S\$ 50.00

Total Actual Course and Exam Fees \* : S\$ 60.00

Total Claim Amount for Course and Exam Fees : S\$ 0.00

Actual SkillsFuture Credit Claim Amount \* : S\$ 50.00

Actual PSEA Claim Amount \* : S\$ 0.00

Mode of Delivery : **Classroom**

CLASSROOM	
Mode of Training :	Part-time
Total Duration :	30.0

**Action:**

**Fill in the Relevant Details, and ensure SkillsFuture Credit Claim Amount is correct**

➤ Amend the amount if it is wrongly reflected before submitting the claim for approval.

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Upload Supporting Documents

You may submit the documents to IMDA by mail or email to [citrep@imda.gov.sg](mailto:citrep@imda.gov.sg) if you have not uploaded the required supporting documents in ICMS.

APPLICATION ATTACHMENTS

Checklist for Claim Supporting documents

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 5MB or less. For files exceeding 5MB, please zip up the files or send the documents directly to IMDA or via email ([CITREP@IMDA.GOV.SG](mailto:CITREP@IMDA.GOV.SG)).
- Max 10 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

atched Files

- ☐ a. Trainee's NRIC
- ☐ b. Invoice and official receipt
- ☐ c. Daily attendance sheet signed by the trainee (for classroom/hybrid training)
- ☐ d. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training).
- ☐ e. Assessment result slip/certificate for each trainee (for non-certifiable programme)
- ☐ f. Examination result score report and final certificate for each trainee (for certifiable programme)
- ☐ g. Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component).
- ☐ h. SkillsFuture Credit Claim Applications transaction history
- ☐ i. Proof of matriculation
- ☐ j. Recommendation by the PSEI (refer to Form 1)
- ☐ k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- ☐ l. Copy of trainee's SAF 11B card
- ☐ m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.

Upload Files : **UPLOADED FILES** ACTION BY ACTION

Browse...

**Action:**  
Tick the documents that have been uploaded

**Action:**  
Upload the necessary documents

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Declaration

**DECLARATION**

**Important Note**

- Please ensure that the SkillsFuture Credit Claim Amount is correct. You may amend the amount if it is wrongly reflected before submitting the claim for approval.
- Should you require any assistance, you may contact IDA at [citrep@imda.gov.sg](mailto:citrep@imda.gov.sg)

☐ I declare that the SkillsFuture Credit Claim Amount is correct.

Cancel

Save as Draft

Submit for Approval

### **Action:**

**Complete the declaration section and click 'Submit for Approval'**



# ICMS CLAIM APPLICATION : INDIVIDUAL

## Terms and Conditions

[Home](#) >> [Claim Application](#) >> [New Claim Application](#) >> [Claim Application Terms and Conditions](#)

### TERMS AND CONDITIONS

#### CITREP TERMS FOR CLAIM APPLICATION

(a) Interpretation. In the application for a claim under CITREP II,

(i) the following words and phrases shall have the meanings hereby assigned to them unless the context otherwise requires:

"Applicant" means the person, party or entity who meets the stipulated

Agree

Disagree

#### Action:

Complete the Terms and Conditions section

# ICMS CLAIM APPLICATION : INDIVIDUALS

Fill in Survey

SURVEY QUESTIONS	
SECTION 1 HEADER TEXT	
S/N	QUESTIONS
1.	he course/certification will put me in better position for career advancement.
2.	The knowledge and competencies gained from the course/certification are applicable and relevant to my job portfolio.
3.	I am satisfied with the overall service level rendered by the course/testing provider.
4.	I am able to apply the knowledge and competencies gained from the course/certification effectively to my work requirements.
5.	The course/certification has created a positive impact for me to achieve a higher level of competitiveness and performance.
6.	The course/certification has adequate indepth coverage on the subject matter.

Remarks/Comments:

Cancel

Proceed to Submit

**Action:**  
Complete  
Survey  
Questions  
and click  
'Proceed to  
submit'

# ICMS CLAIM APPLICATION : INDIVIDUAL

## Successful Submission

You may submit the documents to IMDA by mail or email to [citrep@imda.gov.sg](mailto:citrep@imda.gov.sg) if you have not uploaded the required supporting documents in ICMS.

### SUBMISSION CONFIRMATION

**Your Application has been submitted.**

**Your Claim Application ID is: SF/001/CL/2019/014396**

### SUBMISSION CHECKLIST

S/N.	SUBMISSION ITEM DESCRIPTION	ACTION BY
1.	<input type="checkbox"/> a. Trainee's NRIC	
2.	<input type="checkbox"/> b. Direct Credit Authorisation (DCA) Form	
3.	<input type="checkbox"/> c. Invoice and official receipt	
4.	<input type="checkbox"/> d. Daily attendance sheet signed by the trainee (for classroom/hybrid training)	
5.	<input type="checkbox"/> e. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training)	
6.	<input type="checkbox"/> f. Assessment result slip/certificate for each trainee (for non-certifiable programme)	
7.	<input type="checkbox"/> g. Examination result score report and final certificate for each trainee (for certifiable programme)	
8.	<input type="checkbox"/> h. SkillsFuture Credit Claim Applications transaction history	
9.	<input type="checkbox"/> i. Proof of matriculation	
10.	<input type="checkbox"/> j. Recommendation by the PSEI (refer to Form 1)	
11.	<input type="checkbox"/> k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)	
12.	<input type="checkbox"/> l. Copy of trainee's SAF 11B card	
13.	<input type="checkbox"/> m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.	
14.	<input checked="" type="checkbox"/> n. Declaration of SME Status for Funding Support Form (refer to Form 2)	IND
15.	<input type="checkbox"/> o. PSEA Statement	

**System will generate  
acknowledgement page upon  
successful submission**

1-01/04/2018

If you have not uploaded the required supporting documents earlier, please email to [CITREP@IMDA.GOV.SG](mailto:CITREP@IMDA.GOV.SG) or send to:

Info-communications Media Development Authority  
10 Pasir Panjang Road  
#03-01 Mapletree Business City  
Singapore 117438

Please print this page for your reference.

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