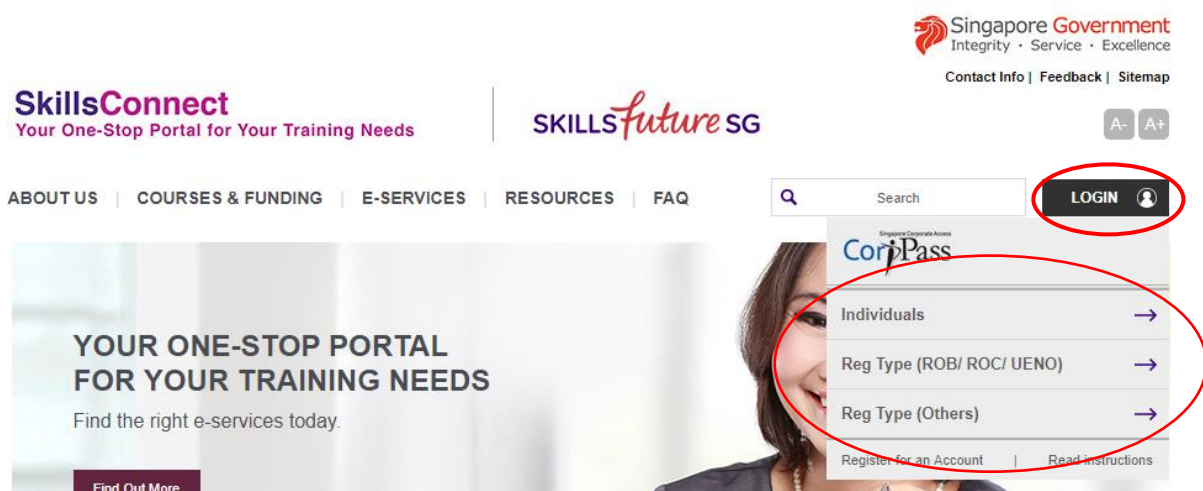


2.1 Company Profile

2.1.1 Apply for New Company Profile

1. For an overview of applying for company profile, click [here](#).
2. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>
3. Click “**LOGIN**”, and select the login type.



Type of Registration	Classification
Reg Type (ROC/ROB/UENO)	If your company is a business entity registered under the Companies Act, Chapter 50.
	If your business is defined as a sole-proprietorship or partnership registered under the Business Registration Act, Chapter 32.
	If your entity is <u>not</u> a registered business or company. Examples include foreign companies, limited liability partnerships, limited partnerships, societies, and government bodies
Reg Type (Others)	This applies to non-registered users such as insurance agencies, real estate agencies, licensees of Board of Architects Singapore or Professional Engineers Board Singapore.

4. If **Reg Type (ROB/ROC/UEN)** has been selected as login, the CorpPass login page will be displayed. Click **“Please login using CorpPass”**.

From 1 September 2018, organisations with valid UEN have to login using CorpPass **ONLY** for your online business transactions with SkillsConnect (All other methods will be discontinued). Click [HERE](#) to find out more about CorpPass Registration. Organisation's CorpPass Administrators should ensure their users are assigned with the relevant SSG-WSG CorpPass e-Service role(s) to transact with SSG-WSG. Click [HERE](#) for a full listing of SSG-WSG e-Service CorpPass roles and their descriptions.

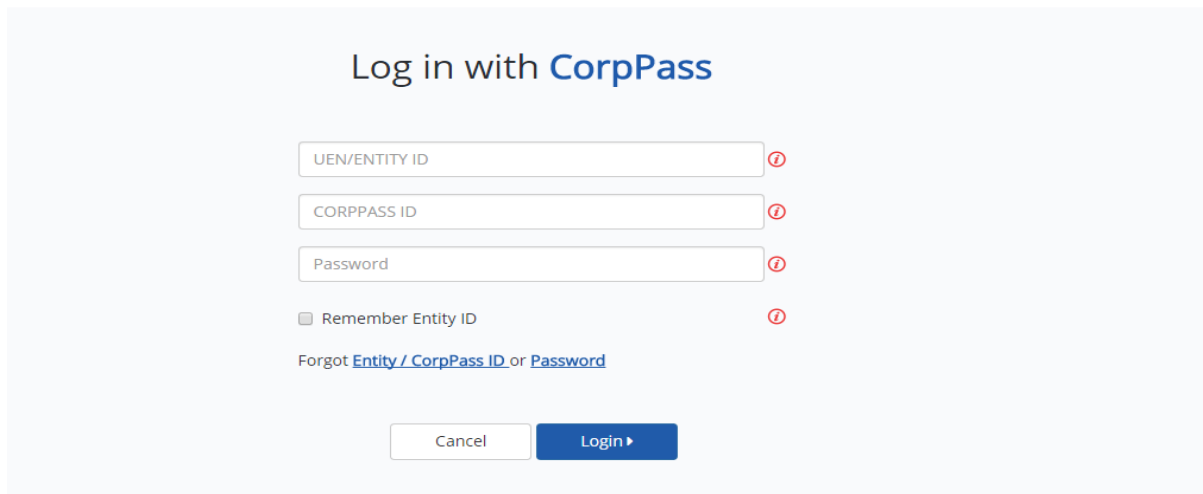


From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).

5. Fill in the required information to log in with CorpPass.

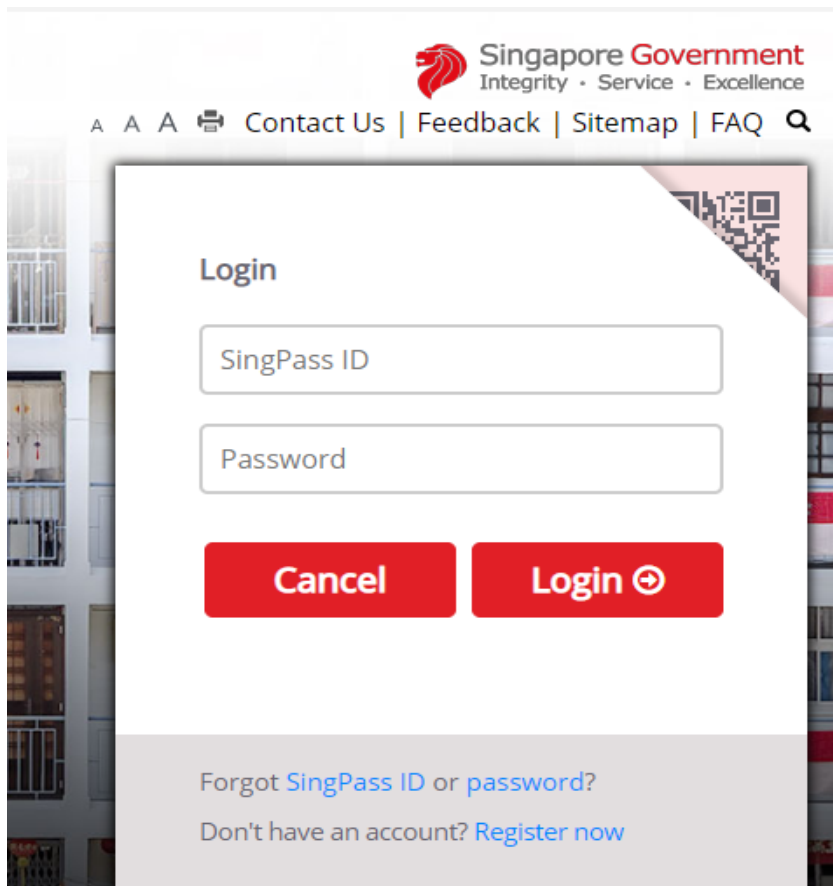


[A](#) [A](#) [☰](#) [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

The image is a screenshot of the CorpPass login page. At the top, it says 'Log in with CorpPass'. Below this are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. Each field has a red information icon to its right. Below the input fields is a checkbox labeled 'Remember Entity ID' with a red information icon to its right. Below the checkbox is a link that says 'Forgot Entity / CorpPass ID or Password'. At the bottom of the form are two buttons: 'Cancel' and 'Login ▶'.

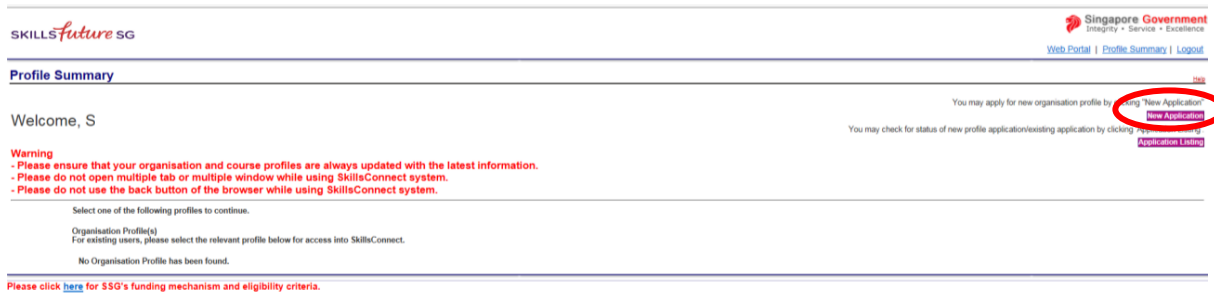
Don't have a CorpPass Account?
[Get Started](#)

6. If **Reg Type (Others)** has been selected as login, the SingPass login page will be displayed.



7. After login, the Profile Summary page will be displayed.

8. Click “New Application”.



9. The Choose Application Type page will be displayed.

SKILLSfuture SG

Singapore Government
Integrity • Service • Excellence

Web Portal | Profile Summary | Logout

Choose Application Type

Please choose the type of application

Note: For organisation accreditation, you are not allowed to choose those statuses that have been acquired.

Application for WSQ Training Organisation Accreditation
 WSQ Training Organisation - Refers to WSQ Approved Training Organisation to deliver nationally recognised WSQ training

Application for Non-WSQ Training Organisation Profile
 Non-WSQ Training Organisation - Refers to training organisation (public and corporate training) conducting non-WSQ courses and/or company conducting in-house training for non-WSQ courses

Application for Participating Company Profile
 Participating Company - Refers to company applying for training approval

Back New Application

10. Select “**Application for Participating Company Profile**” and click “**New Application**”.

11. The Terms and Conditions page will be displayed.

12. Read the Terms and Conditions carefully.

13. If you agree to and accept the SkillsConnect Terms and Conditions, select “**Yes, we accept the above Terms and Conditions**” and “**Proceed**”.

1 Terms & Conditions 2 Online Form 3 Confirmation

SkillsConnect General Terms and Conditions

1. **Contract**

1.1. Your use of SkillsConnect, any transactions you conduct with SSG via SkillsConnect, and your acceptance and use of any right or benefit granted by SSG (including without limitation any accreditation or other recognition conferred by SSG and/or funding from SSG) shall be governed by these General Terms and Conditions, the Terms of Use (https://www.skillsconnect.gov.sg/sop/portal/under/Terms_of_Service/terms_of_service.jsp), the Privacy Statement (https://www.skillsconnect.gov.sg/sop/portal/under/Privacy_Statement/privacystatement.jsp), any applicable Specific Terms and Conditions (https://www.skillsconnect.gov.sg/sop/portal/under/Terms_And_Conditions/termsandconditions.jsp), and the applicable Guidelines.

1.2. These General Terms and Conditions, the Terms of Use, the Privacy Statement, the applicable Specific Terms and Conditions, and the applicable Guidelines constitute a contract between you and SSG (the “**Contract**”). Any conflict among the provisions of these documents shall be resolved in the following order of priority: (a) these General Terms and Conditions; (b) the applicable Specific Terms and Conditions; (c) the applicable Guidelines; and (d) the Terms of Use and the Privacy Statement.

1.3. SSG may amend the Contract from time to time. You are bound by the latest version of the Contract found on SkillsConnect or on the web pages of the SSG web site (<http://www.ssg-wsg.gov.sg/>).

2. **Definitions**

2.1. In the Contract, the following words and expressions shall have the following meanings:

Yes, we accept the above Terms and Conditions.
 No, we do not accept the above Terms and Conditions.

Proceed Cancel

14. The system will display the online form. Enter all necessary fields. Mandatory fields are indicated by the red asterisk (*).



It will take you about **15 minutes** to complete this online form. You may wish to avoid peak periods on weekdays, between 9:00am to 11:00am and 3:00pm to 5:00pm, during which you may experience slower responses. For queries, please call 6883 5885 or click [here](#) to provide your feedback. Thank you.

Please note that fields with * are compulsory.

ORGANISATION INFORMATION	
Type of Registration	Registration of Company
Registration Number	123456789R
GENERAL INFORMATION	
Registered Name of Organisation *	ABCDEFG COMPANY PTE. LTD
Registered Business Address *	Block/Building Number 100
	Building Name
	Street Name * JALAN ROAD
	Floor Number-United Number
	Postal Code * 000123
Mailing Address *	Copy Registered Address Over
	Block/Building Number <input type="text"/>
	Building Name <input type="text"/>
	Street Name * <input type="text"/>
	Floor Number-United Number <input type="text"/> - <input type="text"/>
Postal Code * <input type="text"/>	
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

GIRO Account Number *
[Download GIRO Form](#)
 Please complete the original GIRO form and obtain your Bank's endorsement before submitting it to SSG. Meanwhile, you can still proceed to submit this online company profile application to SSG.

However, please note that you can only submit training grant applications after your company profile has been approved and your GIRO account has been verified.

Important Notes on GIRO Account Information

For GIRO account information under the HSBC (bank code 7232) or OCBC (bank code 7339) banks, please indicate the branch code before the account number. An example is as follows:

Bank Code: 7232
 Branch Code: 538
 Account Number: 538123456789 (the branch code 538 is indicated in front of the account number)

For GIRO account information under the Malayan Banking Berhad (bank code 7302) bank, please insert a hyphen in between the account number based on the format x-xxx-xxxxxxx. An example is as follows:

Bank Code: 7302
 Branch Code: 010
 Account Number: 0-123-4567890 (to insert hyphens in the format x-xxx-xxxxxxx)

Once your request for GIRO application has been approved, you will receive a system generated e-mail notification.

If you require further assistance, please call our helpdesk at 6785 5785.

Thank you.

Default GIRO Account

Please enter the details (Bank code, Branch code and Account Number) of the GIRO account that you wish to use and click "Add". If you have more than 1 GIRO account with us, please ensure that you select the correct GIRO account that you want to use for grant disbursement under this company profile.

Default	GIRO Account	Verified by SSG	
<input type="checkbox"/>	[select]	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345

List of Related Companies

Registration Type	Registration No.	Name of company
<input type="checkbox"/> Other Unique Establishments (UENO)	<input type="text"/>	<input type="text"/>

15. For login with registration type ROC/ROB/UENO, information such as **Registered Name of Organisation** or **Registered Business Address** are auto-populated from ACRA's records. Please ensure that you have updated your records with ACRA. Otherwise, for non-ACRA Registered Organisations, please proceed to enter your organisation's information.

16. Click "**Add**" after you have entered the **GIRO** Information. Click on the radio button to select the GIRO account as default. Please note that the first GIRO account entered will be the default GIRO account for your Company, unless otherwise stated.

17. **List of Related Companies** refers to companies which have mutual partners or shareholders. **All related companies must be declared to ensure that correct funding is accorded.**

BUSINESS INFORMATION	
To ensure that your organisation is awarded the correct funding for SMEs, please ensure that the Ownership, Employment Size and Annual Sales Turnover are accurate and up to date.	
Type of Organisation *	Company
Nature of Business	Service
Main Business Activity *	
Year of Establishment (YYYY) *	
Ownership *	Local/Foreign Joint Ventures
If not wholly local, please specify % of foreign ownership. *	Percentage Foreign <input type="text"/> %
Fixed Asset Investment (at net book value) *	S\$ <input type="text"/>
Employment Size *	Group Level <input type="text"/>
	Company Level <input type="text"/>
Annual Sales Turnover *	Group Level <input type="text"/>
	Company Level <input type="text"/>
Annual Training Budget as a % of Annual Payroll	<input type="text"/> %
Annual Skills Development Levy (SDL) Contribution	S\$ <input type="text"/>

18. To ensure that your organisation is awarded the correct funding based on the SME definition, please ensure that the Ownership, Employment Size and Annual Sales Turnover under the “**Business Information**” section of your company profile are accurate and up to date.

19. For Group Level Employment Size and Annual Sales Turnover, please include all corporate shareholders holding more than 50% of total shareholding of the applicant company, and any subsequent corporate parents, and subsidiaries of the applicant company. If your company is not part of a group, please input 0 in the fields.

ACRA INFORMATION						
Name of Company	ABCDEFG COMPANY PTE. LTD.					
Status of Company	LIVE COMPANY					
Date of Registration	16 Aug 2005					
Registered Business Address	Block/House Number	6				
	Building Name	THE CENTRAL				
	Street Name	EU TONG SEN STREET				
	Level Number - Unit Number	08-18				
	Postal code	059817				
First Principal Activity Code	85509 EDUCATIONAL SUPPORT SERVICES N.E.C. (EG TUITION MATCHING SERVICES)					
Second Principal Activity Code						
Additional Description 1	ENRICHMENT COURSES TO DEVELOP ANALYTICAL AND CRITICAL THINKING SKILLS					
Additional Description 2						
Date ACRA information was last extracted	04 Apr 2017					Download Data from ACRA
Officer Info						
Id Type	Id Number	Name	Designation	Alternate Director Id Type	Alternate Director Id Number	Alternate Director Name
ShareHolder Info						
Shareholder information may not be available if ACRA information is huge.						
Id Type	Id Number	Category	Business Person Name	Company Name	Shareholder Company Name	

PERSONNEL INFORMATION									
Role	Salutation Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.		
Chief Executive Officer/Sole Proprietor *	Dr	NRIC				<input type="checkbox"/> Yes			
Finance Officer	This officer will receive all finance-related notifications to the training organization e.g. grant amount disbursed by SSG								
Add Director/Partner		Delete Director Partner							
STAFF INFORMATION									
Role	Salutation Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.		
System Admin (EASY Admin User)									
Management Rep. 1	This officer will have the access right to endorse training grant applications and submit Nett Fee claims in SkillsConnect on behalf of the training organization.								
Add Authorised Staff		Delete							
BRANCH INFORMATION									
If your branch has a different UEN number, please register a separate non-WSQ Training Organisation profile for that branch. Please note that Management Representative(s) indicated for the Branch will only have access to the profile of the branch and not to that of the Head Office nor other branches.									
Add Branch									
REMARKS									
Submission Remarks (remarks entered here will only be viewable by SSG)									
SUPPORTING DOCUMENTS									
Upload / Download Documents									
						Save	Back	Next	Cancel

20. Table below describes the rights of different roles for the sections under “**Personnel Information**” and “**Staff Information**”.

Role	Description/Rights
Chief Executive Officer (CEO)	This role has the same rights and privileges as the Management Representative for the profiles they represent.
Finance Officer (FO)	This role will receive finance-related notifications.
System Administrator (SA)	This role has the same rights and privileges as the Management Representative for the profiles they represent.
Management Representative (MR)	This role has the rights and privileges to perform the following: <ol style="list-style-type: none"> 1. Submit and maintain organisational profile 2. Endorse, create and submit nett fee type training grant applications 3. Create nett fee type claims 4. Edit nett fee type training grant applications 5. Enquire on application status 6. Retrieve email notifications 7. Manage non-WSQ assessment results
Admin Support (AS)	This role has the rights and privileges to perform the following: <ol style="list-style-type: none"> 1. Create and save training grant applications

21. To add a branch to your Company click “**Add Branch**”. Otherwise, please proceed to step 27. Please note that if a branch has its own valid UEN, it should register for another account in the SkillsConnect system rather than adding it as a branch of the Company.

22. A “**Delete Branch**” button is also provided to remove the branch.

BRANCH 1		Delete Branch													
Branch Name *	<input type="text"/>														
Registered Business Address *	Block/Building Number	<input type="text"/>													
	Building Name	<input type="text"/>													
	Street Name *	<input type="text"/>													
	Floor Number-Unit Number	<input type="text"/>	<input type="text"/>												
	Postal Code *	<input type="text"/>													
Telephone *	<input type="text"/>														
Fax	<input type="text"/>														
Email	<input type="text"/>														
GIRO Account Number * Download GIRO Form	<p>For edits made to GIRO account information under the HSBC (bank code 7232) or OCBC (bank code 7339) banks, please indicate the branch code before the account number. An example is as follows: Bank Code: 7232/ 7339 Branch Code: 538 Account Number: <u>538123456789</u> (to repeat the branch code in front of the account number)</p> <p>For edits made to GIRO account information under the Malayan Banking Berhad (bank code 7302) bank, please insert a hyphen in between the Account Number based on the form at x-xxx-xxxxxx. An example is as follows: Bank Code: 7302 Branch Code: 010 Account Number: 0-123-4567890 (to insert hyphens in the format x-xxx-xxxxxxx)</p> <p>Once your request has been approved, you will receive a system generated e-mail notification. Please call our hotline at 6785-5785 if you require further assistance. Thank you.</p> <table border="1"> <thead> <tr> <th>Default</th> <th>GIRO Account</th> <th>Verified</th> <th></th> </tr> </thead> <tbody> <tr> <td>[select]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Add</td> </tr> <tr> <td>(Bank Code) Eg: 7171</td> <td>(Branch Code) Eg: 001</td> <td>(Account Number) Eg: 123456789012345</td> <td></td> </tr> </tbody> </table>			Default	GIRO Account	Verified		[select]	<input type="text"/>	<input type="text"/>	Add	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	
Default	GIRO Account	Verified													
[select]	<input type="text"/>	<input type="text"/>	Add												
(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345													
BRANCH PERSONNEL INFORMATION															
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.							
Management Rep. 1 *	Dr	<input type="text"/>	NRIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>							
Add Authorised Staff		Delete Authorised Staff													
Add Branch															

23. In the branch information section, the user has to enter the branch name and branch address. They are allowed to add GIRO accounts to the branch.

24. The main organisation headquarters will be able to view all the details of the branches but the branch can only view their own details.

25. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.

26. In the Branch Personnel information section, the user can assign roles to authorised staff to perform functions for the branch within the system. Additional staff can be added by clicking “Add Authorised Staff”.

27. Click “Upload / Download Documents”.

28. The Upload Supporting Document page will be displayed.

Upload Supporting Documents

Please be advised that you should only upload pdf or zip files for your supporting documents. Kindly [click here](#) for instructions on converting into pdf file format.

Each file to be uploaded should not exceed 5 MB
 If the file exceeds the recommended size of 5 MB, you could follow the below recommendations to reduce the file size:
 - split the file into separate documents.
 - For example if your document has 20 pages, you could save it into 2 separate documents, the first document containing the first 10 pages while the second document contains the next 10 pages.
 - zip the document up.

Please note that if you select a **confidential document type**, the uploaded document will be **viewable by SSG only**. The information may be sensitive and not shared among Management Representatives from the same organisation.

If you wish to continue viewing the documents, you may select "General Correspondence" instead.

Please be advised that you will experience slowness when uploading non-pdf files as it will take substantial time for conversion. Hence, please upload only pdf files.

For applicants to be in-house providers, please download [this document](#) to be uploaded as "Audited Financial Documents, if applicable.

File Name * **Browse...**

Title *

Type * [select]

Classification * [select]

Description

Version *

Upload **Back**

29. Please upload the following mandatory supporting documents in PDF format during the application :

- a. Proof of revenue earned or cost incurred (i.e. at least one receipt/invoice from revenue-incurring business transaction or purchase of office equipment at any time within past 1 month);
- b. A Copy of the CPF Record of Payment Statement/CPF 90 Form (i.e. for any of the last 3 months);
- c. ACRA approval document

30. To upload supporting documents, click "**Browse...**". Select the desired document and click "**Open**". Only PDF or Zip files are acceptable.

31. Enter all necessary fields and click "**Upload**". Mandatory fields are indicated by the red asterisk (*).

32. When you are done uploading, click "**Back**".

33. If you want to save the draft for submission later, click "**Save**". Please note that saving as draft does not equate to a submission. Otherwise, click "**Next**" to proceed.

34. The system will display the Acknowledgement Page for saved application. All information entered can be retrieved later by clicking '**Application Listing**' found in the profile summary page.

Acknowledgement Page

Your draft application with reference number **OA-COY-2016-000033** has been saved as a draft.

Transaction Date: 21 Mar 2016 17:42

Please click [here](#) to view and print the saved draft.

This saved draft does not constitute an actual application submission. You will need to retrieve this saved draft application for actual submission to SSG when you are ready to submit the application.

You may click this [link](#) to share your user experience with us.

Close

35. If you click “Next”, the Confirmation page will be displayed.

Apply for Company profile: Confirmation B2

1 Terms & Conditions
2 Online Form
3 Confirmation

GENERAL INFORMATION			
Type of Registration	Others - None of the Above		
Registration Number	Company 1		
Registered Name of Organisation	ABC Company		
Mailing Address	Block/Building Number	123	
	Building Name	ABC	
	Street Name	1 Marina	
	Floor Number-Unit Number	02-11	
	Postal Code	460123	
Telephone	61234567		
Fax			
Email			
GIRO account number	Default	GIRO Account	Verified by SSG
	Yes		No
List of Related Companies	Registration Type	Registration No.	Name of company

BUSINESS INFORMATION	
Type of Organisation	Company
Nature of Business	Service
Main Business Activity	Training and education
Year of Establishment (YYYY)	2010
Ownership	Local/Foreign Joint Ventures
If not wholly local, please specify % of foreign ownership	Percentage Foreign 40%
Fixed Asset Investment (at net book value)	1,500.00
Employment Size	Group Level 50
	Company Level 2
Annual Sales Turnover	Group Level 20,000.00
	Company Level 10,000.00
Annual Training Budget as a % of Annual Payroll	0.0%
Annual Skills Development Levy (SDL) contribution	0.0

PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Officer/Sole Proprietor	Ms	Jane	NRIC	SS-██████	Manager	Jane@abc.com	Yes	61234567
Finance Officer	Ms	Jane	NRIC	SS-██████	Manager	Jane@abc.com	Yes	61234567

STAFF INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
System Admin(EASY Admin User)	Ms	Jane	NRIC	SS-██████	Manager	Jane@abc.com	Yes	61234567
Management Representative 1	Ms	Jane	NRIC	SS-██████	Manager	Jane@abc.com	Yes	61234567

REMARKS	
Submission Remarks (remarks entered here will only be viewed by SSG)	
SUPPORTING DOCUMENTS	
DECLARATION	
<p>We hereby declare: We have read and accept the Terms and Conditions for Registration of Companies. All information and particulars provided in this Registration Form are true, complete and accurate. We have not withheld or distorted any information or particulars required under this Registration Form. We understand that if any information or particulars provided by us is false, inaccurate, distorted or misleading in any way: (a) We will be guilty of an offence under Singapore law and may therefore be subject to prosecution under that law; (b) SSG may, at its discretion, terminate the Services and/or our access to the System; (c) SSG may forthwith recover from us all amounts disbursed by The Agency to us or to any other party; (d) SSG may take such other action as it shall be entitled under the Terms and Conditions For Registration of Companies under the following statutes, SkillsFuture Singapore Agency Act, Skills Development Levy Act and Lifelong Learning Endowment Fund Act, as applicable and as it deems fit.</p>	
<input checked="" type="radio"/> Yes, we confirm and accept the above declarations. <input type="radio"/> No, we do not agree or accept the above declarations.	
Print	Back Submit

36. Read the Declaration carefully.

37. If you confirm that all information and particulars provided in the online form are true, complete and accurate and accept the declaration, select “**Yes, we confirm and accept the above declarations**” and “**Submit**”.

38. The Acknowledgement Page will be displayed. Please take note of the reference number.

Acknowledgement Page

[Help](#)

Your application with reference number **OA-COY-2016-000033** has been submitted successfully.

An email notification on the outcome of the submission will be sent to your Organisation.

Transaction Date: 21 Mar 2016 17:50

Please click [here](#) to view and print your submitted details.

You may click this [link](#) to share your user experience with us.

[Print](#) [Close](#)