2.1 Company Profile
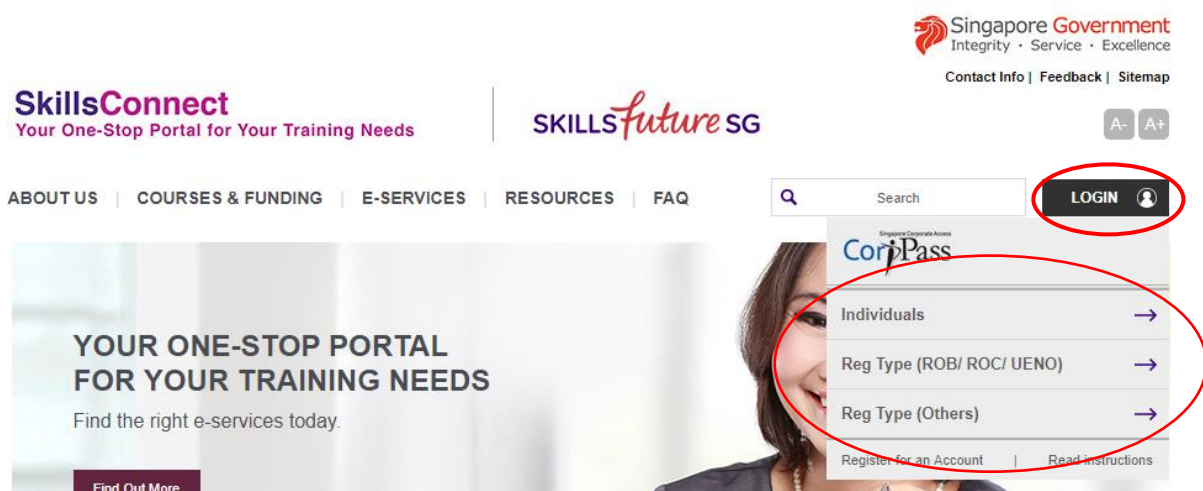
2.1.1 Apply for New Company Profile

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.

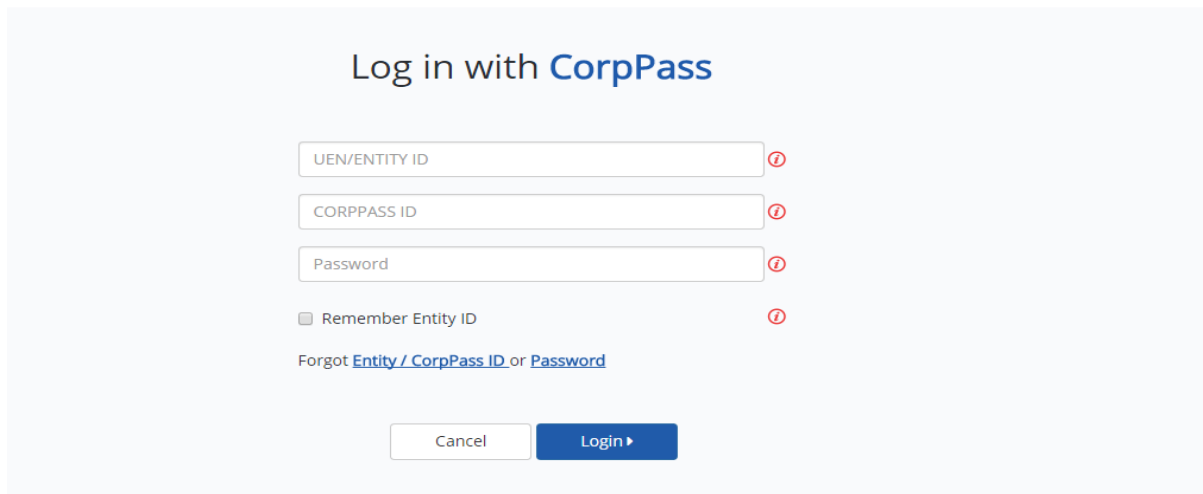CorpPass
☐ Please login using Corppass

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).

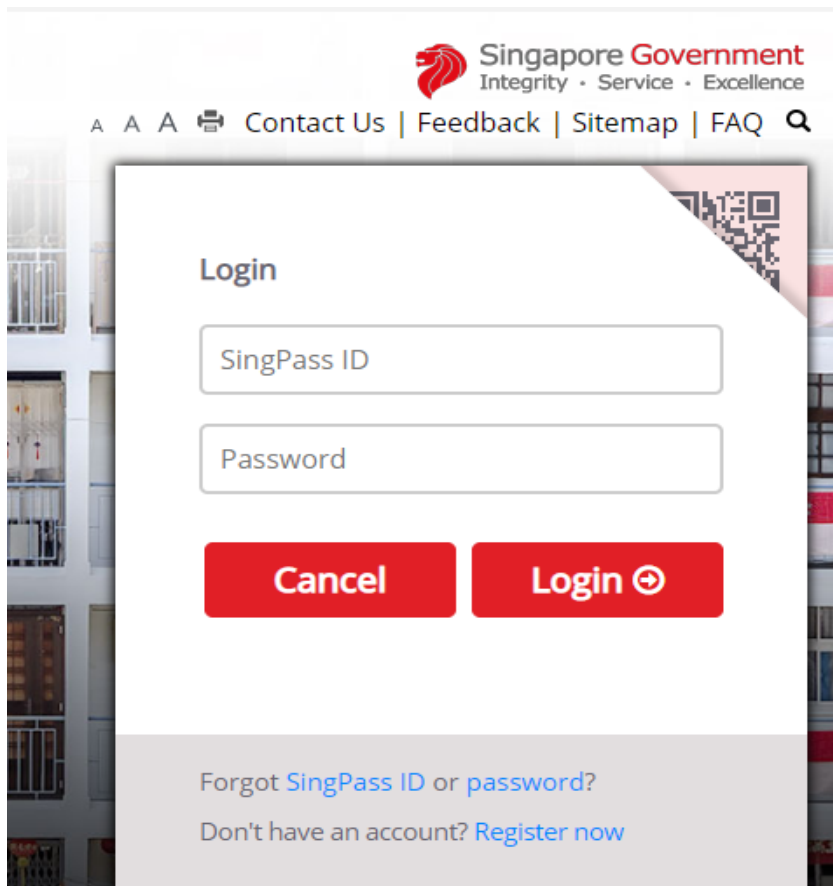5. Fill in the required information to log in with CorpPass.
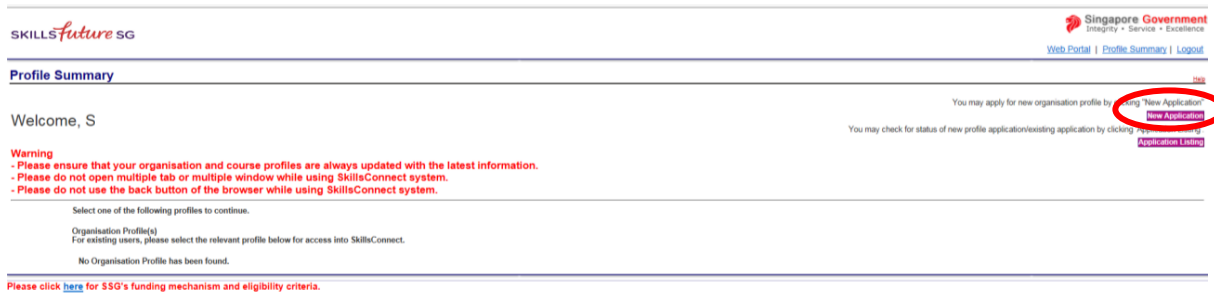

6. If **Reg Type (Others)** has been selected as login, the SingPass login page will be displayed.

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

8. Click "**New Application**".

9. The Choose Application Type page will be displayed.

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**".

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

1 Terms & Conditions	2 Online Form	3 Confirmation

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	
	Building Name	
	Street Name *	
	Floor Number-United Number	-
	Postal Code *	
Telephone		
Fax		
Email		

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-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) 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	
[select]				Add
(Bank Code) Eg: 7171		(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	

List of Related Companies	Registration Type	Registration No.	Name of company	
	Other Unique Establishments (UENO)			Add

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 [ ] %
Fixed Asset Investment (at net book value) *	S$ [ ]
Employment Size *	Group Level [ ] Company Level [ ]
Annual Sales Turnover *	Group Level [ ] Company Level [ ]
Annual Training Budget as a % of Annual Payroll	[ ] %
Annual Skills Development Levy (SDL) Contribution	S$ [ ]

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 ▼				☐ 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) * ⓘ	This officer will have the access right to update the training organization profile in SkillsConnect on behalf of the training organization.							
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 **Dele**

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: 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: 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 *		
Registered Business Address *	**Block/Building Number**	
	Building Name	
	Street Name *	
	Floor Number-Unit Number	-
	Postal Code *	
Telephone *		
Fax		
Email		

GIRO Account Number *
Download GIRO Form

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: 538123456789 (to repeat the branch code in front of the account number)

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 format 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)

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.

Default	GIRO Account		Verified	
[select]				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		NRIC				Yes	

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.

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.

35. If you click "**Next**", the Confirmation page will be displayed.

Apply for Company profile: Confirmation

1 Terms & Conditions	2 Online Form	3 Confirmation

GENERAL INFORMATION

Type of Registration	Others - None of the Above
Registration Number	Company1
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 Office/Sole Proprietor	Ms	Jane	NRIC	S9▓▓▓	Manager	Jane@abc.com	Yes	61234567
Finance Officer	Ms	Jane	NRIC	S9▓▓▓	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	S9▓▓▓	Manager	Jane@abc.com	Yes	61234567
Management Representative 1	Ms	Jane	NRIC	S9▓▓▓	Manager	Jane@abc.com	Yes	61234567

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.