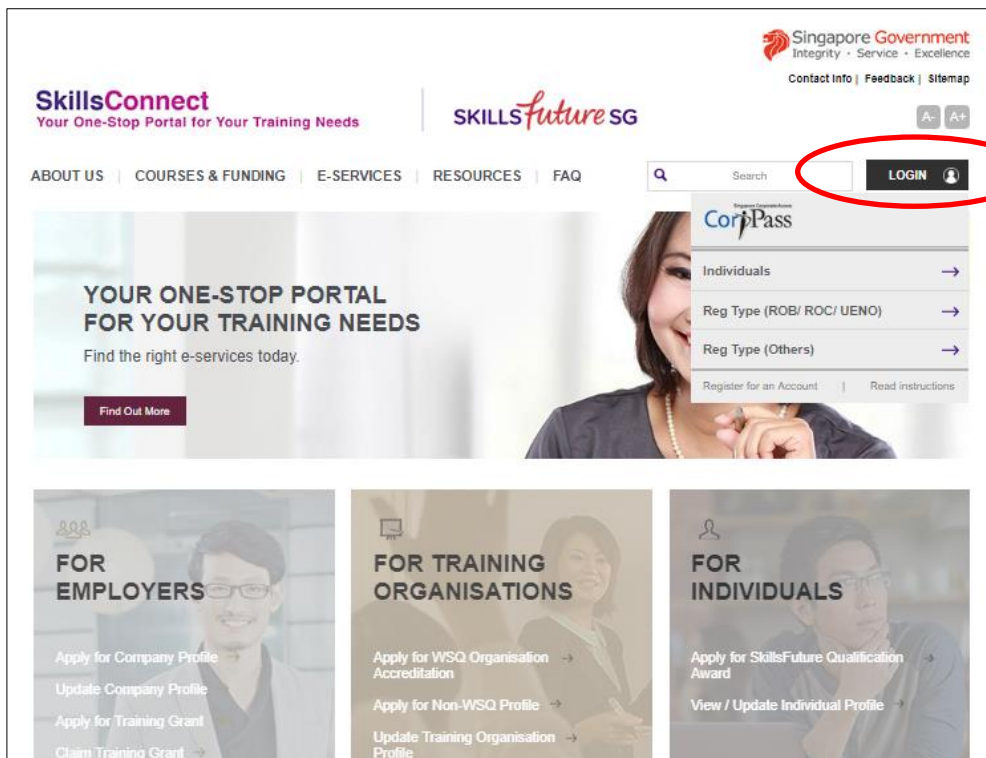


## 2.3 Non-WSQ Training Organisation Profile

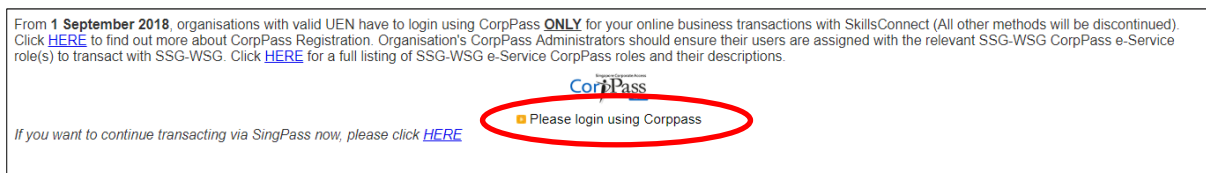
### 2.3.3 Edit Returned Application

A profile edit submission may be returned by a SSG officer for further clarifications or to request for additional information. To edit a draft or returned non-WSQ Training Organisation profile, please follow the following steps:

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

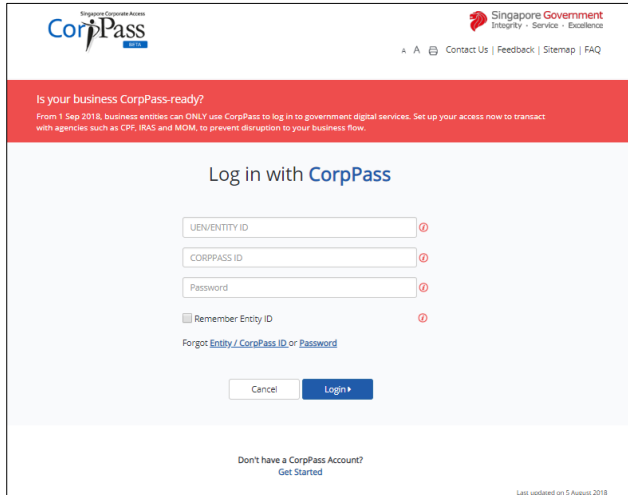


4. If **Reg Type (ROB/ROC/UEN)** has been selected as login, the system will display the CorpPass login page. Click **Please login using CorpPass**.



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).

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

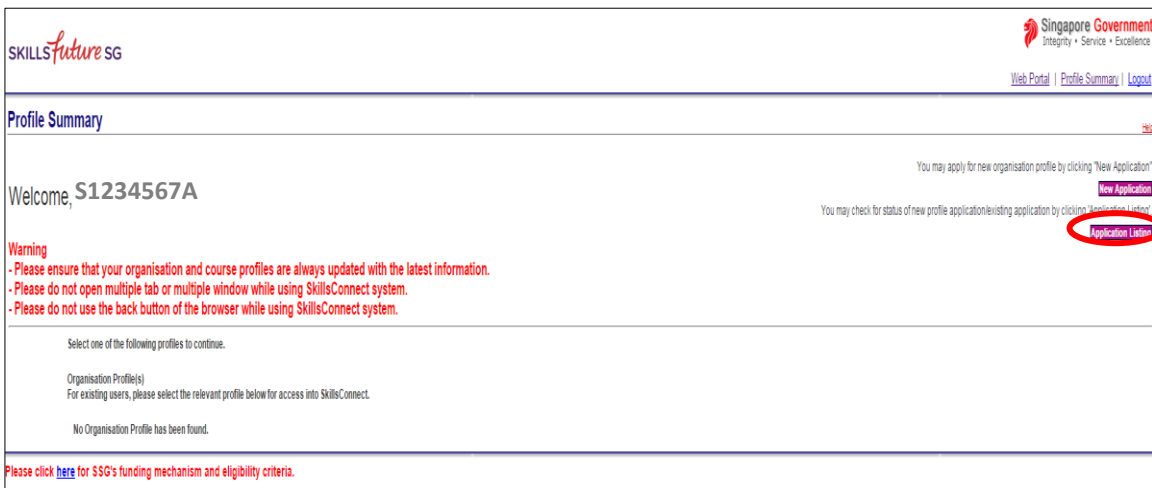


6. If Reg Type (Others) has been selected as login, the SingPass login page will be displayed.

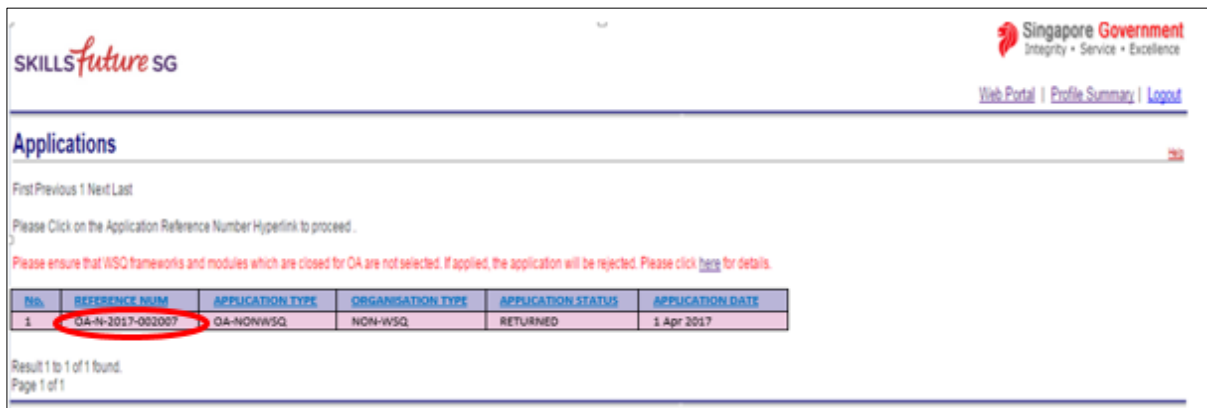


7. The Profile Summary page will be displayed.

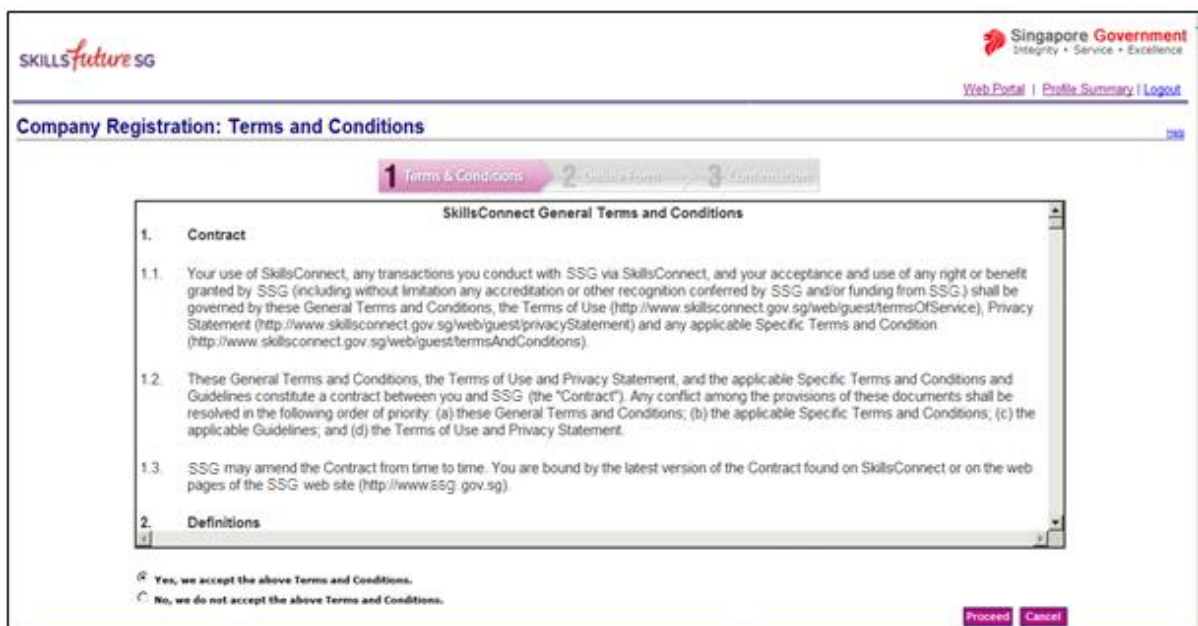
8. If the new non-WSQ Training Organisation profile registration was not approved before and was returned to your organisation, there will not be a registered profile to display. To access the returned application, click "**Application Listing**".



- Click on the hyperlinked reference number of the application for profile that with is marked the status as returned.



- The Terms and Conditions page will be displayed.
- Read the Terms and Conditions carefully.
- If you agree to and accept the SkillsConnect Terms and Conditions, select **“Yes, we accept the above Terms and Conditions”** and **“Proceed”**.



- System will display the Apply for Non WSQ Training Organisation Profile page. Please provide the requested information by editing the online form and resubmit the application.
- For organisation profile which has already been approved before, there will be a registered profile to display at the Profile Summary page.

SKILLSfuture SG

---

Profile Summary

You may apply for new organisation profile by clicking "New Application".

[New Application](#)

Welcome, S1234567A

You may check for status of new profile application/existing application by clicking "Application Listing".

[Application Listing](#)

**Please note**

- New entities with registration type ROB/ROC/UENO are required to register a **CompPass** account to transact in the **SkillsConnect Portal**.
- You are strongly encouraged to register for a **CompPass** account to continue transacting in the **SkillsConnect Portal**.
- **SingPass** login will be terminated after 31 Dec 2017.

Select one of the following profiles to continue.

Organisation Profile(s)  
For existing users, please select the relevant profile below for Access into **SkillsConnect**.

**Non-Accredited Training Organisation**

**ABC TRAINING SCHOOL**

Headquarter

WSQ Approved Training Organisation & Accredited Courses

**ABC TRAINING SCHOOL**

Headquarter

Participating Company

**ABC TRAINING SCHOOL**

Headquarter

Please click [here](#) for SSG's funding mechanism and eligibility criteria.

15. If the edit was returned by SSG officer, after you click “**Non-Accredited Training Organisation**”, the returned item will be listed in the profile inbox. The authorised user can pick up the transaction records with the status as “Returned”. Click the hyperlinked reference number to retrieve the record.

Result 1 to 9 of 9

	Submission Date	Ref No	Title	Status	Last Modified Person	Draft	Last Active Date
1	08 Mar 2016 1	<a href="#">OA-N-2017-002007</a>	ABC Company Headquarter Non-WSQ Organisation Application NON-WSQ Organisation Application-Edit	Returned	SXXXX099C		23 Mar 2016 17:32

16. The system will display the online form. Edit the necessary fields. Mandatory fields are indicated by the red asterisk (\*).

## Apply for Non-WSQ Training Organisation profile

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 Others - None of the Above  
 Registration Number Company1

### GENERAL INFORMATION

Registered Name of Organisation *	ABC Training School		
Mailing Address *	Block/Building Number		
	Building Name		
	Street Name *	10 Marina View	
	Floor Number-Unit Number	10	-123
	Postal Code *	460010	
Telephone *	61234567		
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 non-WSQ Training Organisation profile application to SSG.  
  
 However, please note that you can only submit course for funding approval after your Non-WSQ Training Organisation profile has been approved and claim for nett fee course can only be submitted after 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 non-WSQ Training Organisation profile.

Default	GIRO Account	Verified by SSG	
[select]	[select]	[select]	<b>Add</b>
(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	

List of Related Companies (Related companies must be declared to ensure correct funding is accorded and to view your in-house courses)\*

Registration Type	Registration No.	Name of company
Other Unique Establishments (UENO) ▼		<b>Add</b>

BUSINESS INFORMATION									
Type of Organisation *	Government/Statutory Board								
Main Business Activity *									
SSIC Code *	Main <input type="text"/> Secondary <input type="text"/>								
Please click <a href="#">here</a> to search for your code.									
Year of Establishment (YYYY) *	<input type="text"/>								
Obligations for providing SSG-approved course(s) on Nett Fee payment mode	If your entity is / will be providing a SSG-approved course on Nett Fee payment mode, please ensure that your entity has: 1. A business operation address; 2. Conducted training for more than 2 runs; 3. In place a system to track trainee's attendance; 4. A system to notify employers' of trainees' absenteeism; 5. A permanent training location; and 6. Adequate training facilities.								
Past Two Years Business Performance *	<table border="1"> <tr> <td>Latest Year</td> <td>2017</td> </tr> <tr> <td>Net Profit Before Tax</td> <td>0.00</td> </tr> <tr> <td>Year Before Last</td> <td>2016</td> </tr> <tr> <td>Net Profit Before Tax</td> <td>0.00</td> </tr> </table>	Latest Year	2017	Net Profit Before Tax	0.00	Year Before Last	2016	Net Profit Before Tax	0.00
Latest Year	2017								
Net Profit Before Tax	0.00								
Year Before Last	2016								
Net Profit Before Tax	0.00								

PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Officer/Sole Proprietor *	Dr	<input type="text"/>	NRIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>
Finance Officer * <i>i</i>	Dr	<input type="text"/>	NRIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>

[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) * <i>i</i>	Dr	<input type="text"/>	NRIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>
Management Rep. 1 * <i>i</i>	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](#)

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.
<a href="#">Add Branch</a>

**Note for CorpPass Administrator - Batch Create User Account**  
 To create multiple CorpPass User accounts, CorpPass Administrators can log into the CorpPass account and download an excel file template from the "Batch Create Users" function. This alternative method is recommended for creating 10 or more CorpPass User accounts at the same time. When filling up the template, please select the following:

Agency Name	SkillsFuture Singapore (SSG)
E-Service Name	SSG-WSG-EVC-CP
CorpPass Entity ID	i.e. UEN The standard identification number of organization when it was registered in Singapore
CorpPass ID	Staff unique ID tied to the CorpPass account, which must be different from staff own NRIC/FIN.
NRIC	Staff NRIC for the CorpPass ID
Role Name(Either one of the role is assigned)	<b>SCN APPROVER</b> Assigned users will be given all rights of preparer, and must have the authority to submit new organisation profile registration on behalf of the company. This role should be assigned to the Company's MD, CEO or equivalent..
	<b>SCN PREPARER</b> Assigned users will be given rights to prepare new organization profile registration except submission. They can only save the application as draft for Approver to submit. Besides that they will be given right to view, edit and submit other applications (e.g. Course registration, assessment result upload, Training Grant, Claims etc) on behalf of the company.
<a href="#">Go To CorpPass Web Site</a>	

REMARKS	
Submission Remarks (remarks entered here will only be viewable by SSG)	<input type="text"/>

SUPPORTING DOCUMENTS	
<a href="#">Upload / Download Documents</a>	<a href="#">Save</a> <a href="#">Back</a> <a href="#">Next</a> <a href="#">Cancel</a>

17. **List of Related Companies** refers to companies which have mutual partners or shareholders. Please declare your related companies to ensure that correct funding is accorded.
18. If the information is valid, then click “**Next**”.
19. The Confirmation page will be displayed.

### Apply for Non-WSQ Training Organisation profile: Confirmation

Type of Registration	Others - None of the Above							
Registration Number								
Registered Name of Organisation	Tasty ABC Pte. Ltd.							
Mailing Address	Block/Building Number							
	Building Name	Pioneer						
	Street Name	Pioneer Road						
	Floor Number-Unit Number							
	Postal Code							
Telephone								
Fax								
Email								
GIRO account number	Default	GIRO Account	Verified by SSG					
	Yes		No					
Issued Identifiers	Registration Type	Registration No.						
List of Related Companies (companies listed here will be able to view your private library of courses)	Registration Type	Registration No.	Name of company					
<b>BUSINESS INFORMATION</b>								
Type of Organisation	Commercial Training Provider							
Main Business Activity	1							
SSIC Code	Main	85304	Commercial schools offering higher education programmes					
	Secondary	85304	Commercial schools offering higher education programmes					
Year of Establishment (YYYY)	1							
Obligations for providing SSG-approved course(s) on Nett Fee payment mode	If your entity is / will be providing a SSG-approved course on Nett Fee payment mode, please ensure that your entity has:							
	<ol style="list-style-type: none"> <li>1. A business operation address;</li> <li>2. Conducted training for more than 2 runs;</li> <li>3. In place a system to track trainee's attendance;</li> <li>4. A system to notify employers' of trainees' absenteeism;</li> <li>5. A permanent training location; and</li> <li>6. Adequate training facilities.</li> </ol>							
Past Two Years Business Performance	Latest Year	2017						
	Net Profit Before Tax	1.00						
	Year Before Last	2016						
	Net Profit Before Tax	1.00						
<b>PERSONNEL INFORMATION</b>								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Office/Sole Proprietor	Dr	ddd	NRIC		mgr	sss@sss.com	No	1234567
Finance Officer	Dr	ddd	NRIC		mgr	sss@sss.com	No	1234567
<b>STAFF INFORMATION</b>								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
System Admin(EASY Admin User)	Dr	ddd	NRIC		mgr	sss@sss.com	No	1234567
Management Representative 1	Dr	ddd	NRIC		mgr	sss@sss.com	Yes	1234567

<b>BRANCH INFORMATION</b>	
<b>REMARKS</b>	
Submission Remarks (remarks entered here will only be viewed by SSG)	
<b>SUPPORTING DOCUMENTS</b>	
<b>DECLARATION</b>	
<p>We hereby declare:                  We have read and accept the Terms and Conditions for Registration of Training Organisations.                  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:</p> <p>(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 Training Organisations under the following statutes, SkillsFuture Singapore Act, Skills Development Levy Act and Lifelong Learning Endowment Fund Act, as applicable and as it deems fit.</p> <p><input checked="" type="radio"/> <b>Yes, we confirm and accept the above declarations.</b>  <input type="radio"/> <b>No, we do not agree or accept the above declarations.</b></p>	
<a href="#">Print</a>	<a href="#">Save</a> <a href="#">Back</a> <a href="#">Submit</a> <a href="#">Cancel</a>

Note: Organisation cannot delete a branch’s information after it has been approved. The branch can however be deactivated through an edit to the profile.

20. Read the Declaration carefully.

21. 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”**.

Note: Organisations are not able to withdraw their own profile after it has been approved. An example of a request where an organisation wants to withdraw their profile is when the organisation is deregistered in ACRA. For withdrawal of an approved profile, Organisations can notify SSG for assistance.

Note: Organisation cannot delete a branch’s information after it has been approved. The branch can however be deactivated through an edit to the profile.

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

<p><b>Acknowledgement Page</b></p> <p>Your application with reference number <b>OA-N-2015-007950</b> has been submitted successfully.</p> <p>An email notification on the outcome of the submission will be sent to your Organisation.</p> <p>Transaction Date: 21 Dec 2015 15:25</p> <p>Please click <a href="#">here</a> to view and print your submitted details.</p> <p>You may click this <a href="#">link</a> to share your user experience with us.</p> <p style="text-align: right;"><a href="#">Print</a> <a href="#">Close</a></p>
--