

2.1 Company Profile

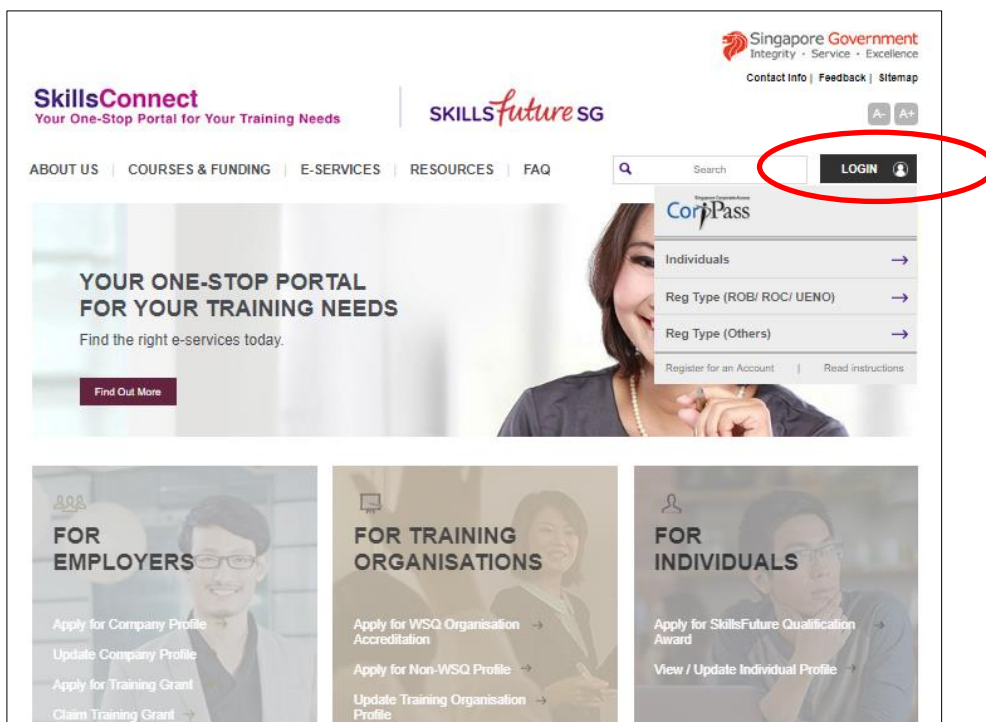
2.1.2 Add Branch in Profile

Organisations made up of different divisions which are independent in their administration and finance may request to register each independent division as branch offices. These branch offices share the same Unique Entity Number (UEN) as the main company.

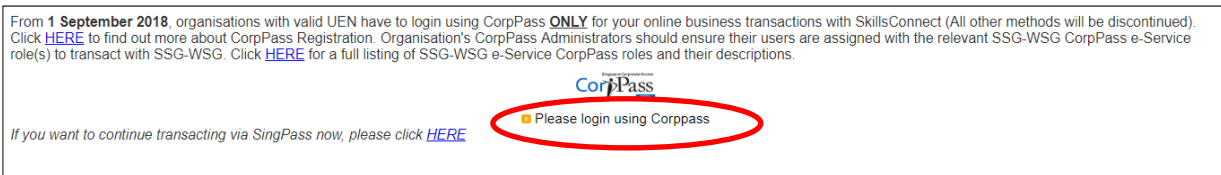
However, subsidiaries or sister companies with different UEN should not register as branch offices under the main company. They should apply a separate Company profile in SkillsConnect.

If an authorised user of the main organisation headquarters logs in as the organisation's personnel, he/she is able to edit the Company and branch profiles. However, if the authorised user logs in as the branch personnel, he/she is only able to edit his/her own branch information.

1. For an overview of updating your 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.

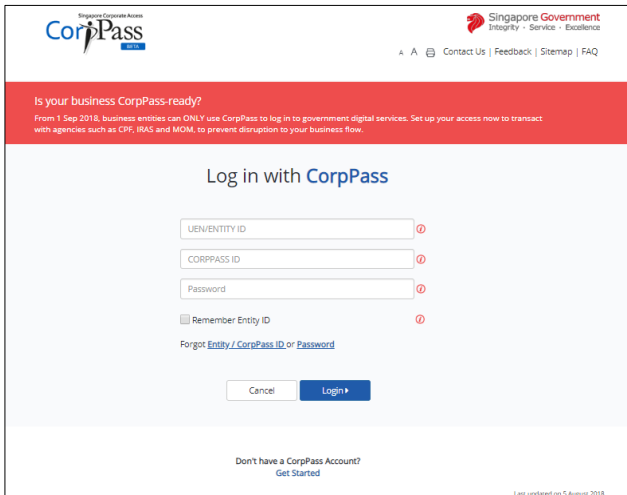


4. If **Reg Type (ROB/ROC/UEN)** has been selected as login, the system will display the CorpPass login page. Click "**Please login using CorpPass**".



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).

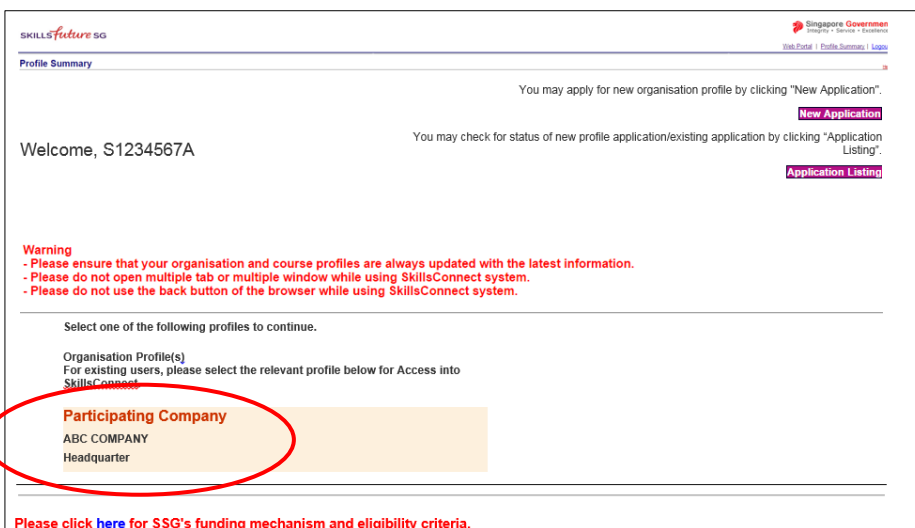
5. Fill in the required information to log in with CorpPass.



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



7. After login, the Profile Summary page will be displayed.
8. Click "Participating Company".



9. The system will display the inbox of your account. At the left menu panel, click "View/Edit Organisation Profile" under the Organisation Menu.



10. The system will display the Company Application.

11. Go to the Branch Information section. To add a branch to your Company, click “**Add Branch**”.

Apply for Company profile



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 *	<table border="1"> <tr> <td>Block/Building Number</td> <td></td> </tr> <tr> <td>Building Name</td> <td></td> </tr> <tr> <td>Street Name *</td> <td>10 Marina View</td> </tr> <tr> <td>Floor Number-Unit Number</td> <td>10 - 123</td> </tr> <tr> <td>Postal Code *</td> <td>460010</td> </tr> </table>	Block/Building Number		Building Name		Street Name *	10 Marina View	Floor Number-Unit Number	10 - 123	Postal Code *	460010
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 *	<p>Important Notes on GIRO Account Information</p> <p>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:</p> <p>Bank Code: 7232</p> <p>Branch Code: 538</p> <p>Account Number: <u>538123456789</u> (the branch code 538 is indicated in front of the account number)</p> <p>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:</p>										
<p>Download GIRO Form</p> <p>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.</p> <p>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.</p>											

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]	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add
(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) <input type="text"/>	<input type="text"/>	<input type="text"/>	Add

BUSINESS INFORMATION

Type of Organisation *

Main Business Activity *

SSIC Code *
Please click [here](#) to search for your code.

Main
Secondary

Year of Establishment (YYYY) *

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 *

Latest Year	Net Profit Before Tax
2017 <input type="text"/>	0.00 <input type="text"/>
Year Before Last	Net Profit Before Tax
2016 <input type="text"/>	0.00 <input type="text"/>

PERSONNEL INFORMATION

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

Add Branch

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)	SCN APPROVER 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..
	SCN PREPARER 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.

Go To CorpPass Web Site

REMARKS

Submission Remarks (remarks entered here will only be viewable by SSG)

SUPPORTING DOCUMENTS

Upload / Download Documents

Save Back Next Cancel

12. The system will display a Branch Information online form.

BRANCH INFORMATION

If your branch has a different UEN number, please register a separate company 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.

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 6883-5885 if you require further assistance.
 Thank you

Default	GIRO Account	Verified
[select]	(Bank Code)	(Branch Code) (Account Number)
Eg: 7171		Eg: 001 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

13. A **Delete Branch** button is also provided to remove the branch. Please note that organisations cannot delete a branch's information after it has been approved. The branch will be deactivated through an edit to the profile instead.
14. Enter the necessary branch fields and verify the information. Mandatory fields are indicated by the red asterisk (*).
15. The user has to enter the branch name and branch address. They are allowed to add GIRO accounts to the branch. If they choose not to add a GIRO account number, the main organisation GIRO account will be used by default.
16. The company will be able to view all the details of the branches but the branch can only view its own details.
17. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.
18. 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**.
19. To upload documents to support your application, (e.g. Latest invoices / receipts, latest CPF Record of Payment), click **Upload / Download Documents**.
20. 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 all** 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 *	Choose File No file chosen
Title *	<input type="text"/>
Type *	[select]
Classification *	[select]
Description	<input type="text"/>
Version *	<input type="text"/>

21. To upload any supporting documents, click **Choose File**. Select the desired document and click **Open**. Only PDF or Zip files are acceptable.
22. Enter all necessary fields and click **Upload**. Please note that mandatory fields are indicated by the red asterisk (*).
23. When you are done uploading, click **Back**.
24. If you want to save the draft for submission later, click **Save**, all information entered can be retrieved later by clicking **Application Listing** found in the Profile Summary page. Otherwise click **Next** to proceed. Please note that saving as draft does not equate to a submission.

25. The system will display the Confirmation page.

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	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 WDA					
	Yes		No					
List of Related Companies	Registration Type	Registration No.	Name of company					
BUSINESS INFORMATION								
Type of Organisation	Company							
Nature of Business	Manufacturing							
Main Business Activity	Business							
SSIC Code	Main	86904	Home healthcare services					
	Secondary	86904	Home healthcare services					
Year of Establishment (YYYY)	2001							
Ownership	Wholly Local							
Fixed Asset Investment (at net book value)	0							
Employment Size	Group Level	1						
	Company Level	1						
Annual Sales Turnover	Group Level	100.00						
	Company Level	100.00						
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		Manager	Jane@abc.com	Yes	61234567
Finance Officer	Ms	Jane	NRIC		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		Manager	Jane@abc.com	Yes	61234567
Management Representative 1	Ms	Jane	NRIC		Manager	Jane@abc.com	Yes	61234567
BRANCH INFORMATION								
BRANCH 1								
Branch Name	ABCD Company							
Mailing Address	Block/Building Number							
	Building Name							
	Street Name	1 Marina						
	Floor Number-Unit Number	-						
	Postal Code	460321						
Telephone	61234567							
Fax								
Email								
GIRO account number	Default	GIRO Account	Verified by SSG					
	Yes		No					

BRANCH PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Management Rep.	Ms	Jane	NRIC		Manager	jane@abc.com	No	12345678

REMARKS

Submission Remarks (remarks entered here will only be viewed by SSG)

SUPPORTING DOCUMENTS

DECLARATION

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.

Yes, we confirm and accept the above declarations.
 No, we do not agree or accept the above declarations.

26. Read the Declaration carefully.

27. 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.

28. The system will display the Acknowledgement Page. Please take note of the reference number.

Acknowledgement Page

Your application with reference number **QA-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.