

2.2 Company Profile

2.2.3 Edit Returned Application

A new profile submitted may be returned by a SSG officer for further clarifications or to request for additional information. To edit a draft or returned company profile, please follow the following steps:

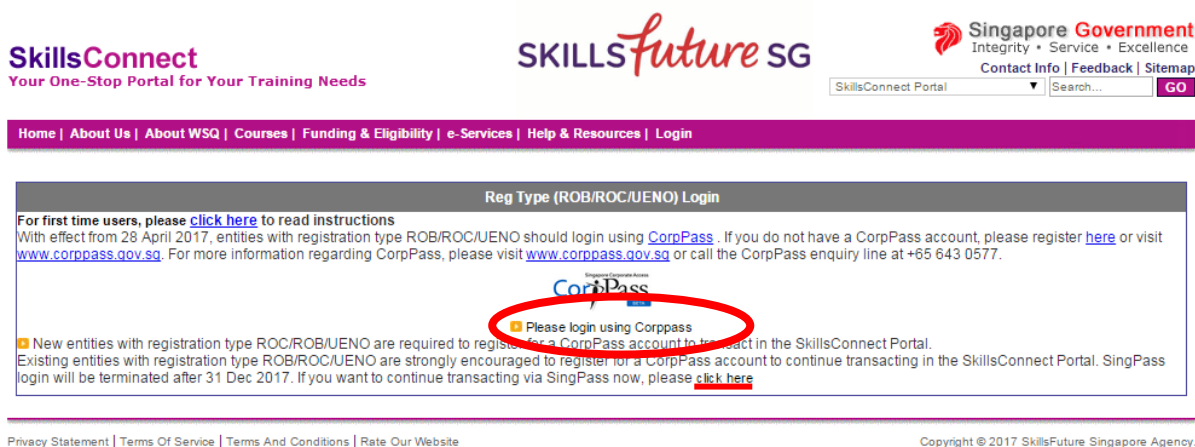
1. For an overview of updating your company profile, click [here](#).
2. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>

The screenshot shows the SkillsConnect website interface. The main navigation bar includes links for Home, About Us, About WSQ, Courses, Funding & Eligibility, e-Services, Help & Resources, and Login. The page is divided into three main sections: Employers, Individuals, and Training Organisations. The Employers section lists services such as 'Apply for Company Profile', 'Update Company Profile', 'Apply for Training Grant', 'Claim Training Grant', and 'Guide on Verifying the Authenticity of e-Cert'. The Individuals section lists 'Funding for Individuals', 'Apply for SkillsFuture Qualification Award', 'View / Update Individual Profile', and 'Guide on e-Cert Download and Print Result Slip'. The Training Organisations section lists 'Apply for WSQ Organisation Accreditation', 'Apply for Non-WSQ Profile', 'Update Profile', 'Apply for WSQ Course Accreditation and Funding', and 'Guide on Assessment Result Submission and e-Cert download'. On the right side, there is a 'Login' section with a 'CorPass' logo and a dropdown menu labeled '--Login As--' which is circled in red. Below the login section is a 'Course Search' box with a keyword input field and a 'Search' button. At the bottom right, there is a promotional banner for 'Workfare Training Support scheme' with the phone number 1800-5368-333.

3. Click at Login As, select the login type from the dropdown list and click at **proceed**.




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





If your organisations not ready for CorpPass, please go to **click here** to login using SingPass. The option of login using SingPass will not be available after end of 2017. If login using SingPass, organisations will be subjected to the EASY check where EASY will check whether the user registering the organisation is authorised to access SkillsConnect system.


5. Fill in the required information to login in using CorpPass.

Log in with CorpPass

UEN/ENTITY ID 

CORPPASS ID 

Password 

Remember Entity ID 

Forgot [Entity / CorpPass ID](#) or [Password](#)

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

If **Reg Type (Others)** has been selected as login, the system will display the SingPass login page.



Singapore Personal Access
SingPass
Singapore Personal Access

Welcome to SingPass

Please enter your SingPass ID.

*SingPass ID

*For Singaporeans: Please key in your NRIC No.
For Non Singaporeans: Please key in your CPF Account No./ FIN No.

[Need help with your login? Click here.](#)

Copyright © 2002 Central Provident Fund Board. All rights reserved.

- After login, the system will display the Profile Summary page.
- If the new Company profile registration was returned to your Company, there will not be a registered profile to access SkillsConnect. To access this returned application, click the **“Application Listing”** button. System will display the list of profiles submitted by your company.

SKILLSfuture SG Singapore Government Integrity • Service • Excellence

Web Portal | Profile Summary | Logout

Profile Summary

Welcome, F9990352W

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

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

Warning

- Please ensure that your organisation and course profiles are always updated with the latest information.
- Please do not open multiple tab or multiple window while using SkillsConnect system.
- Please do not use the back button of the browser while using SkillsConnect system.

Select one of the following profiles to continue.

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

No Organisation Profile has been found.

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

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

SKILLSfuture SG Singapore Government Integrity • Service • Excellence

Web Portal | Profile Summary | Logout

Applications

First Previous 1 Next Last

Please Click on the Application Reference Number Hyperlink to proceed.

Please ensure that WSQ frameworks and modules which are closed for OA are not selected. If applied, the application will be rejected. Please click [here](#) for details.

No.	REFERENCE NUM	APPLICATION TYPE	ORGANISATION TYPE	APPLICATION STATUS	APPLICATION DATE
1	OA-COY-2017-015039	OA-COY	COMPANY	RETURNED	01 Apr 2018

Result 1 to 1 of 1 found.
Page 1 of 1

9. The system will display the Terms and Conditions page.

SKILLSfuture SG Singapore Government Integrity • Service • Excellence

Web Portal | Profile Summary | Logout

Company Registration: Terms and Conditions

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 (<http://www.skillsconnect.gov.sg/web/guest/termsOfService>), Privacy Statement (<http://www.skillsconnect.gov.sg/web/guest/privacyStatement>) and any applicable Specific Terms and Condition (<http://www.skillsconnect.gov.sg/web/guest/termsAndConditions>).

1.2. These General Terms and Conditions, the Terms of Use and Privacy Statement, and the applicable Specific Terms and Conditions and 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 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.gov.sg>).

2. **Definitions**

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

Proceed Cancel

10. Read the Terms and conditions carefully and if you accept them, click the box **“Yes, we accept the above Terms and Conditions”**, and click the **“Proceed”** button.
11. System will display the Apply for Company page. User can provide the requested information by editing the form and resubmit the application. Refer to steps 15 to 19.
12. For Company profile which has already been approved before but the edit was returned by SSG officer, after you click the **“Participating Company”** button. The returned application will be listed in the profile inbox. The authorised user of Company can pick up the transaction record with the status as **“Returned”** type and click the hyperlinked reference number.

Result 1 to 9 of 9							
	Submission Date	Ref No	Title	Status	Last Modified Person	Draft	Last Active Date
1	08 Mar 2016 11:59	QA-COY-2016-002434	ABC Company Headquarter Company Profile Company Registration-Edit	Returned	SXXXX099C	No	23 Mar 2016 17:32

13. The system will display the online form:

ORGANISATION INFORMATION		
Type of Registration	Registration of Company	
Registration Number	123456789R	
GENERAL INFORMATION		
Registered Name of Organisation *	ABCDEFGH 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"/>	

<p>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.</p> <p>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.</p>	<p>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:</p> <p>Bank Code: 7232 Branch Code: 538 Account Number: <u>538123456789</u> (the branch code 538 is indicated in front of the account number)</p>												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Default</th> <th style="width: 30%;">GIRO Account</th> <th style="width: 30%;">Verified by SSG</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>[select]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;">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 by SSG		[select]	<input type="text"/>	<input type="text"/>	Add	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	
Default	GIRO Account	Verified by SSG											
[select]	<input type="text"/>	<input type="text"/>	Add										
(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345											
<p>List of Related Companies</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Registration Type</th> <th style="width: 30%;">Registration No.</th> <th style="width: 30%;">Name of company</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Other Unique Establishments (UENO) ▼</td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: center;">Add</td> </tr> </tbody> </table>	Registration Type	Registration No.	Name of company		Other Unique Establishments (UENO) ▼	<input type="text"/>	<input type="text"/>	Add				
Registration Type	Registration No.	Name of company											
Other Unique Establishments (UENO) ▼	<input type="text"/>	<input type="text"/>	Add										
BUSINESS INFORMATION													
<p>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.</p>													
Type of Organisation *	Company ▼												
Nature of Business	Service ▼												
Main Business Activity *	<input type="text"/>												
Year of Establishment (YYYY) *	<input type="text"/>												
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"/>												

SkillsConnect System Training Guide

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 *	Dr		NRIC				<input type="checkbox"/> Yes			
Add Director/Partner		Delete Director Partner								
STAFF INFORMATION										
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.		
SystemAdmin (EASY Admin User) *	Dr		NRIC				<input type="checkbox"/> Yes			
Management Rep. 1 *	Dr		NRIC				<input type="checkbox"/> Yes			
Add Authorised Staff		Delete Authorised Staff								
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.										
Add Branch										
REMARKS										
Submission Remarks (remarks entered here will only be viewable by SSG)										
SUPPORTING DOCUMENTS										
Upload / Download Documents										
							Save	Back	Next	Cancel

14. Edit all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).
15. For ACRA-Registered Organisations, 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. **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.
17. 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.
18. 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.

19. If the information is valid, then click the “Next” button.

20. 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 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	
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.	
<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

21. 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. In this case, the Delete Branch button will be replaced with the Disabled Branch button.
22. 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.
23. Read the Declaration carefully. To confirm, check the box "Yes, we confirm the above declaration", and click the "Submit" button.
24. The system will display the Acknowledgement Page. Please take note of the reference number.

<h2>Acknowledgement Page</h2> <p>Your application with reference number OA-COY-2016-000033 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 Mar 2016 17:50</p> <p>Please click here to view and print your submitted details.</p> <p>You may click this link to share your user experience with us.</p> <p>Print Close</p>
