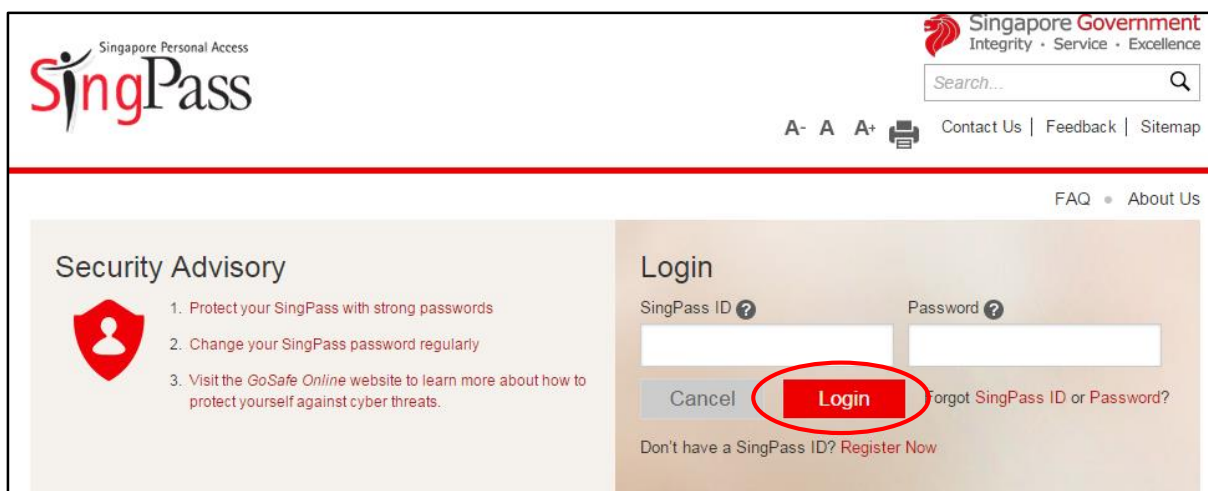


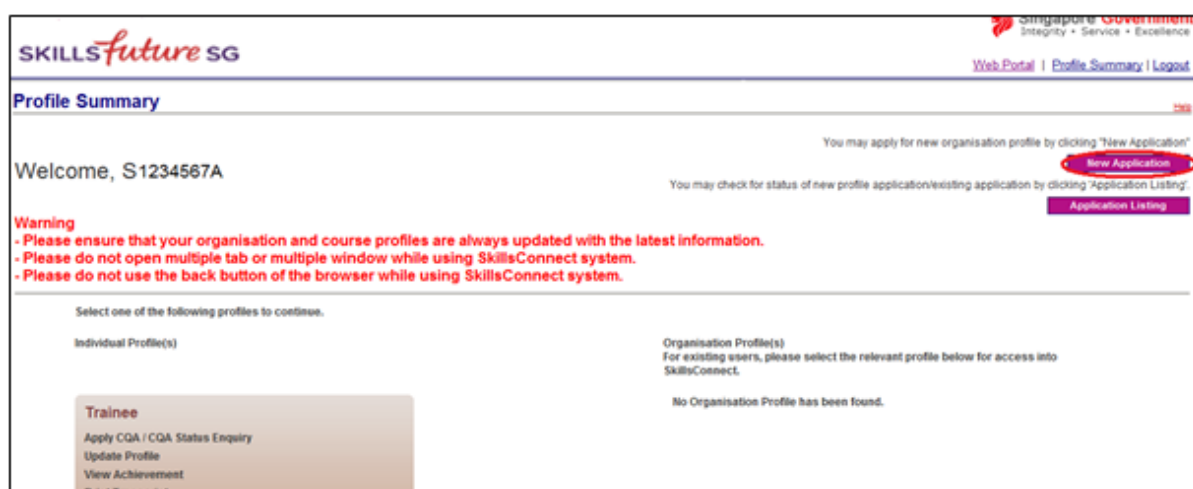
2.4 Non-WSQ Training Organisation Profile

2.4.1 Apply for Non-WSQ Training Organisation Profile

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 the SingPass icon to login via **SingPass**.
4. The system will display the SingPass login page.



5. For Singaporeans or Permanent Residents, enter your NRIC number as your SingPass ID. Note that all Employment Pass holders can apply for SingPass. For more information, please visit <https://www.singpass.gov.sg/singpass/register/registerinstructions>
6. Enter your Password.
7. Click the “**Login**” button.
8. The system will display the Profile Summary page.



9. Click the “**New Application**” button.
10. The system will display the e-Services Authorisation System (EASY) Checkpoint page.

11. Select the registration type from the “**Type of Registration**” dropdown list.

Type of Registration	Classification
Registration of Company	If your company is a business entity registered under the Companies Act, Chapter 50.
Registration of Business	If your business is defined as a sole-proprietorship or partnership registered under the Business Registration Act, Chapter 32.
Other Unique Establishments (UENO)	If your entity is <u>not</u> a registered business or company. Examples include foreign companies, societies and government bodies.
Others – None of the Above	This applies to non-EASY registered users such as insurance agencies, real estate agencies, licensees of Board of Architects Singapore or Professional Engineers Board Singapore.

12. Enter the “**Registration Number**”.
13. Click the “**Next**” button.
14. The system will then verify your Registration Number and organisation particulars against the information in EASY. For non-Easy registered users, there will be no authorisation against EASY.

15. If the verification is successful, the system will display the Choose Application Type page.

Choose Application Type Help

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 grants

[Back](#) [New Application](#)

16. Select the “Application for Non-WSQ Training Organisation Profile” button and click the “New Application” button.

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

Apply for Non-WSQ Training Organisation profile Help

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>), the Privacy Statement (<http://www.skillsconnect.gov.sg/web/guest/privacystatement>), any applicable Specific Terms and Conditions (<http://www.skillsconnect.gov.sg/web/guest/termsandconditions>), 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-wsq.gov.sg>.

Yes, we accept the above Terms and Conditions.

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

[Proceed](#) [Cancel](#)

18. Read the Terms and Conditions carefully and if you accept them, check the box “Yes, we accept the above Terms and Conditions”, and click the “Proceed” button.

19. The system will display the following form:

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 and 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 6883 5885.

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	
<input checked="" type="radio"/>	[select]	No	Del
	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345 Add

Registration Type	Registration No.	Name of company
Other Unique Establishments (UENO) ▼		Add

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

BUSINESS INFORMATION

Type of Organisation *	Government/Statutory Board ▼		
Main Business Activity *			
SSIC Code *			
Please click here to search for your code.	Main		
	Secondary		
Year of Establishment (YYYY) *			
Fee Type * (Click here to find out about the 2 different fee types - Full Fee vs. Nett Fee. SSG has the discretion to reject a training organisation's request for Nett Fee mode and approve it under the Full Fee mode.)	Full Fee Only ▼		
Past Two Years Business Performance *	Latest Year	2015 ▼	
	Net Profit Before Tax	0.00	
	Year Before Last	2014 ▼	
	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 ▼		NRIC ▼				<input type="checkbox"/> Yes	
Finance Officer * (i)							<input checked="" type="checkbox"/> Yes	
This officer will receive all finance-related notifications to the training organisation 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) * (i)							<input type="checkbox"/> Yes	
This officer will have the access right to update the training organisation profile in SkillsConnect on behalf of the training organisation.								
Management Rep. 1 * (i)							<input type="checkbox"/> Yes	
This officer will have the access right to endorse training grant applications and submit Nett Fee claims in SkillsConnect on behalf of the training organisation.								
Add 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](#)

REMARKS

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

SUPPORTING DOCUMENTS

[Upload / Download Documents](#)

[Save](#) [Back](#) [Next](#) [Cancel](#)

20. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).

21. 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.

22. Click the **"Add"** button 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, unless otherwise stated.

23. **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.**

24. For **Fee Type**, select 'Full Fee Only' if you are unable to provide the **Past Two Years Business Performance** or if the Net Profit Before Tax is negative.

25. 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

26. To add a branch to your Company click the "**Add Branch**" button. Otherwise, please proceed to step 32. 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.

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

The screenshot displays the 'BRANCH INFORMATION' section at the top, which includes a 'Delete Branch' button. Below this is a form for entering branch details such as name, address, and telephone. The 'GIRO Account Number' section provides instructions for adding new accounts and includes an 'Add' button. The 'BRANCH PERSONNEL INFORMATION' section contains a table for staff management with 'Add Authorised Staff' and 'Delete Authorised Staff' buttons. At the bottom, there is a 'REMARKS' section and a 'SUPPORTING DOCUMENTS' section with an 'Upload / Download Documents' button. Navigation buttons 'Save', 'Back', 'Next', and 'Cancel' are located at the bottom right.

28. 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. If they choose not to add a GIRO account number, the main organisation GIRO account will be used by default.

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

30. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.
31. 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 on the “**Add Authorised Staff button**”.
32. To upload documents to support your application, (e.g. Latest invoices / receipts, latest CPF Record of Payment), click the “**Upload / Download Documents**” button.
33. The system will display Upload Supporting Document page.

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 *	<input type="button" value="Choose File"/> No file chosen
Title *	<input type="text"/>
Type *	[select]
Classification *	[select]
Description	<input type="text"/>
Version *	<input type="text"/>

34. To upload any supporting documents, click the “**Choose File**” button. Select the desired document and click the “**Open**” button. Only PDF or Zip files are acceptable.
35. Enter all necessary fields and click the “**Upload**” button. Please note that mandatory fields are indicated by the red asterisk (*).
36. When you are done uploading, click the “**Back**” button.
37. If you want to save the draft for submission later, click the “**Save**” button, all information entered can be retrieved later. Otherwise click the “**Next**” button to proceed. Please note that saving as draft does not equate to a submission.
38. The system will display the Acknowledgement Page for saved application. Click the “**Close**” button.

Acknowledgement Page

Your draft application with reference number **OA-N-2015-007950** has been saved as a draft.

Transaction Date: 21 Dec 2015 15:24

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.

39. If you click the “Next” button to proceed, the system will display the Confirmation page.

Apply for Non-WSQ Training Organisation profile: Confirmation

1 Terms & Conditions
2 Online Form
3 Confirmation

GENERAL INFORMATION										
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				
BUSINESS INFORMATION										
Type of Organisation		Others								
Main Business Activity		Manufacturing								
SSIC Code		Main		32909		Other manufacturing industries nec				
		Secondary		32909		Other manufacturing industries nec				
Year of Establishment (YYYY)		1990								
Fee Type		Full Fee Only								
Past Two Years Business Performance		Latest Year		2013						
		Net Profit Before Tax		100,000.00						
		Year Before Last		2012						
		Net Profit Before Tax		80,000.00						
PERSONNEL INFORMATION										
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.		
Chief Executive Officer/Sole Proprietor	Dr	ddd	NRIC		mgr	sss@sss.com	No	1234567		
Finance Officer	Dr	ddd	NRIC		mgr	sss@sss.com	No	1234567		
STAFF INFORMATION										
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		
BRANCH INFORMATION										
REMARKS										
Submission Remarks		(remarks entered here will only be viewed by SSG)								
SUPPORTING DOCUMENTS										
DECLARATION										
<p>We hereby declare:</p> <p>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;</p> <p>(b) SSG may, at its discretion, terminate the Services and/or our access to the System;</p> <p>(c) SSG may forthwith recover from us all amounts disbursed by The Agency to us or to any other party;</p> <p>(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: Agency Act, Skills Development Levy Act and Lifelong Learning Endowment Fund Act, as applicable and as it deems fit.</p>										
<p><input checked="" type="radio"/> Yes, we confirm and accept the above declarations.</p> <p><input type="radio"/> No, we do not agree or accept the above declarations.</p>										
Print		Save Back Submit Cancel								

40. Read the Declaration carefully. To confirm, check the box “**Yes, we confirm and accept the above declarations**”, and click the “**Submit**” button.
41. The system will display the Acknowledgement Page. Please take note of the reference number.

Acknowledgement Page

Your application with reference number **OA-N-2015-007950** has been submitted successfully.

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

Transaction Date: 21 Dec 2015 15:25

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

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

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