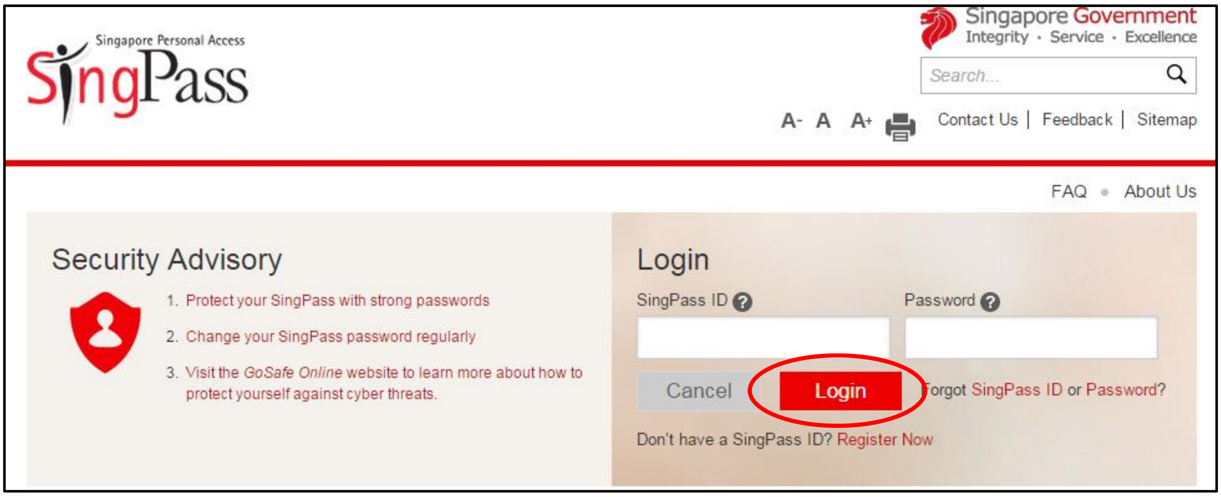
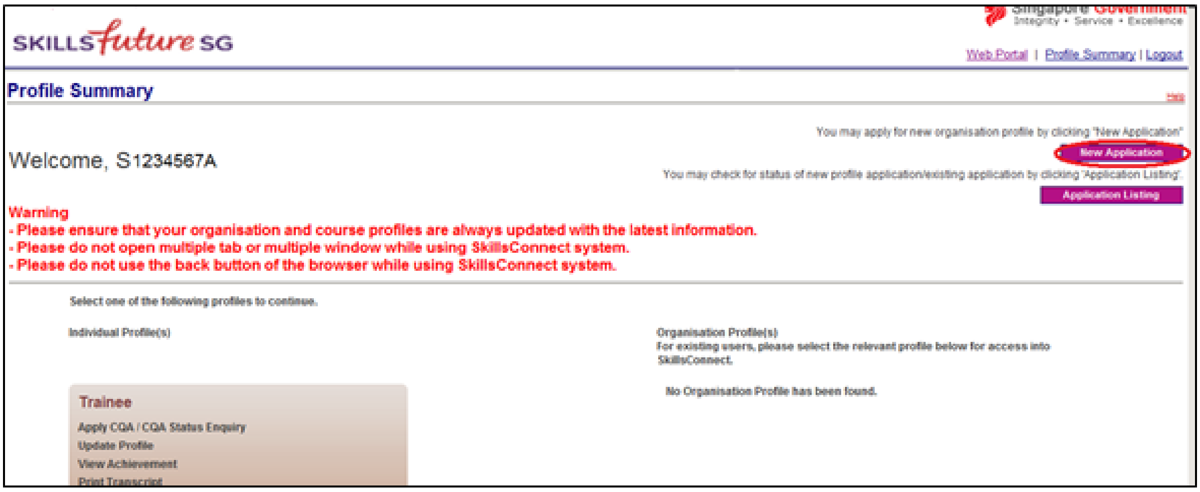
## 2.4 Non-WSQ Training Organisation Profile

### 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.

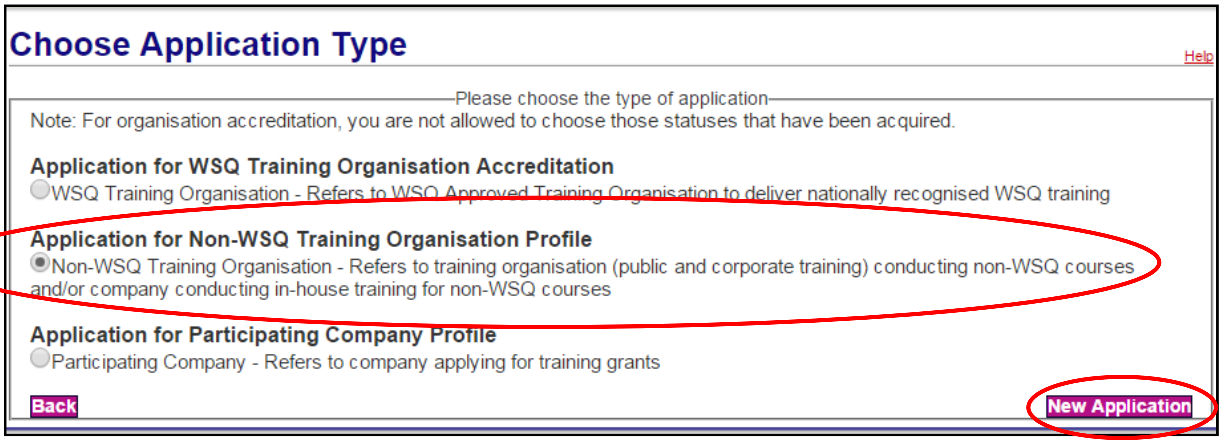
| Type of Registration | Classification |
|---|---|
| Registration of Company | If your company is a business entity registered under the Companies Act, Chapter 50. |
| Registration of Business | If your business is defined as a sole-proprietorship or partnership registered under the Business Registration Act, Chapter 32. |
| Other Unique Establishments (UENO) | If your entity is not 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.




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.


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 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 6883 5885.

Thank you.

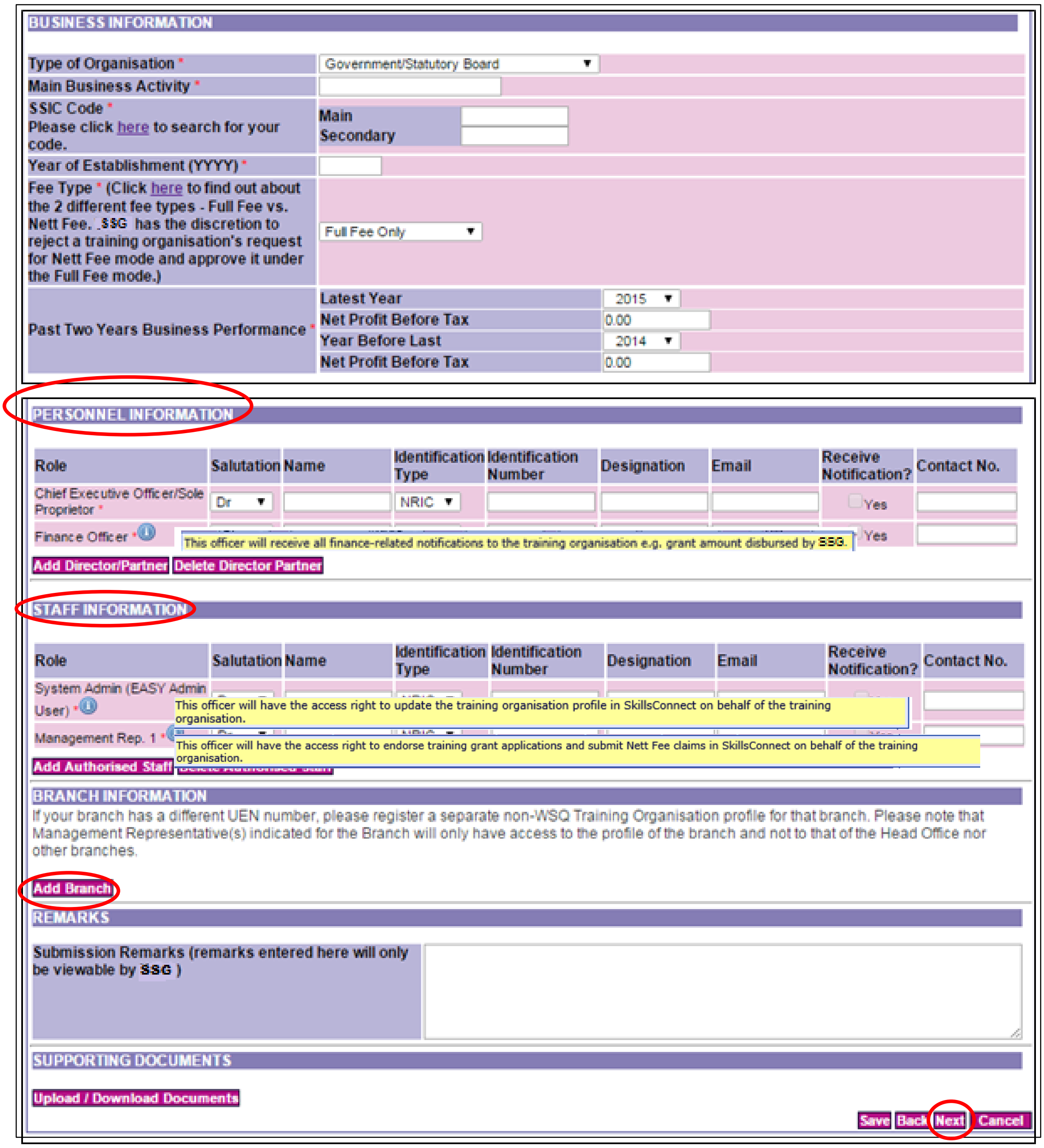
**Default GIRO Account**

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 | |
|---|---|---|---|---|
| ● | | | No | Del |
| [select] ▼ (Bank Code) Eg: 7171 | | (Branch Code) Eg: 001 | (Account Number) Eg: 123456789012345 | Add |

**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) ▼ | | | Add |




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.**

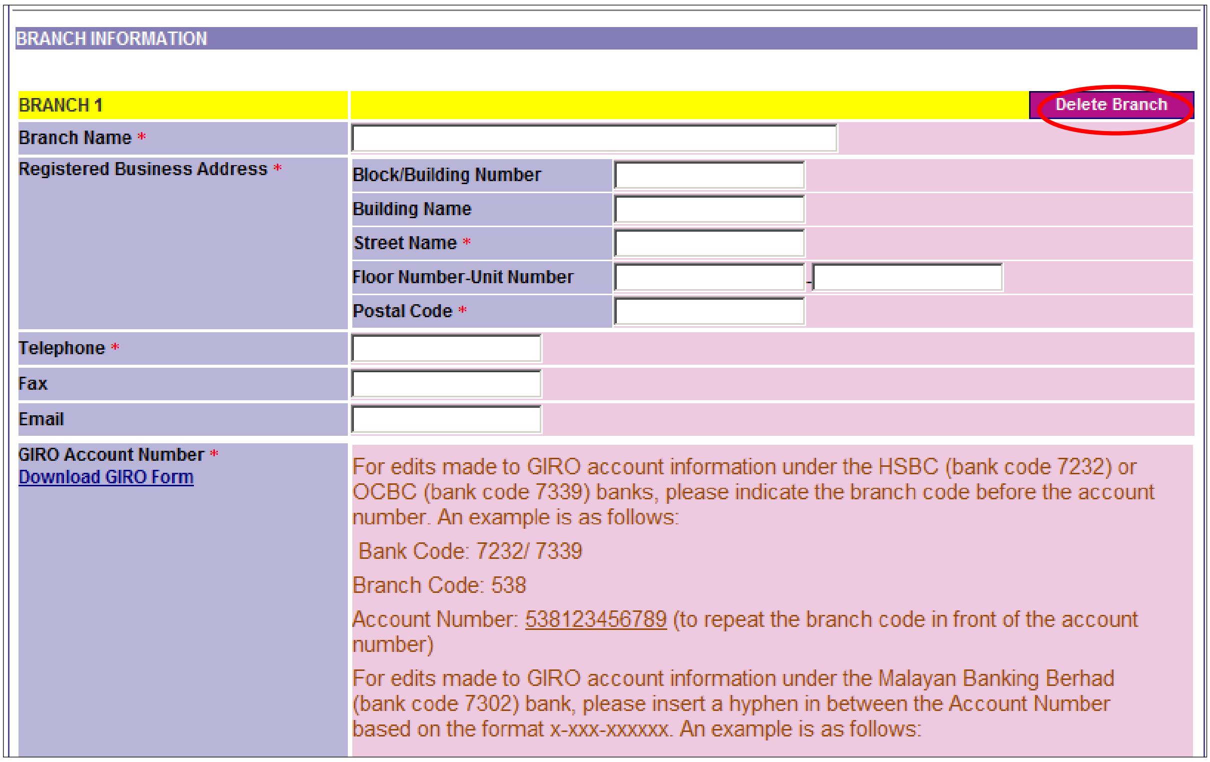
24. For **Fee Type**, select 'Full Fee Only' if you are unable to provide the **Past Two Years Business Performance** or if the Net Profit Before Tax is negative.

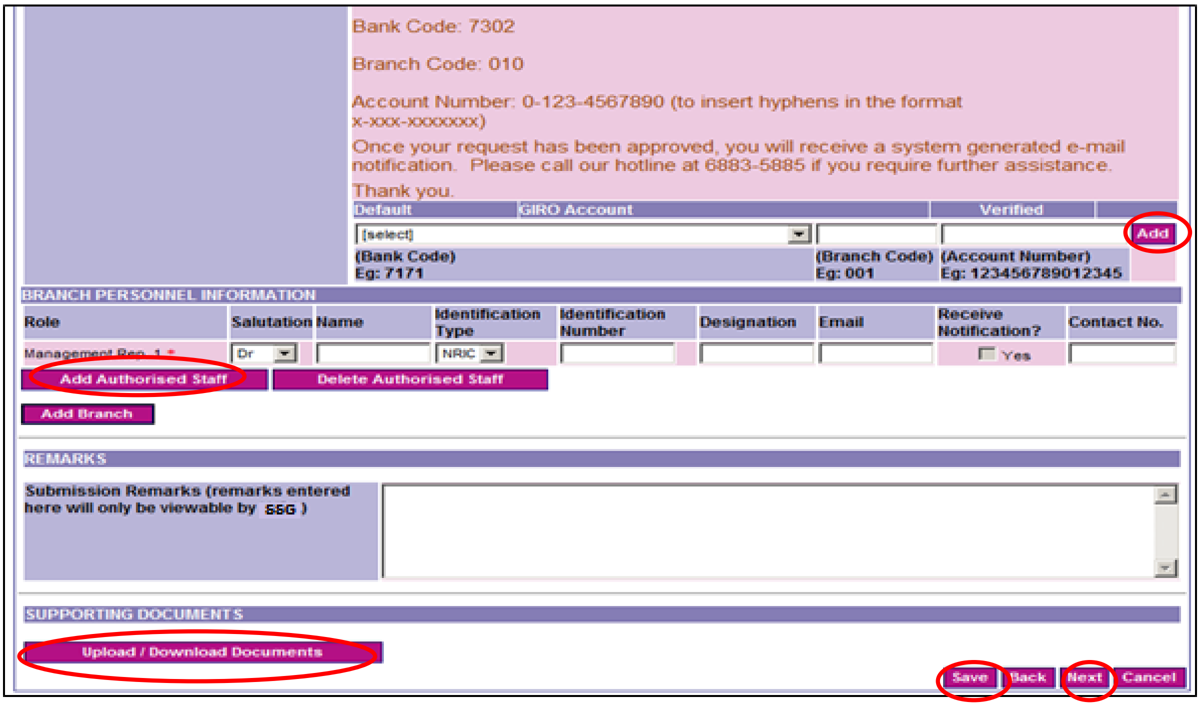
25. Table below describes the rights of different roles for the sections under "**Personnel Information**" and "**Staff Information**".

| 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:<br>1. Submit and maintain organisational profile<br>2. Endorse, create and submit nett fee type training grant applications<br>3. Create nett fee type claims<br>4. Edit nett fee type training grant applications<br>5. Enquire on application status<br>6. Retrieve email notifications<br>7. Manage non-WSQ assessment results |
| Admin Support (AS) | This role has the rights and privileges to perform the following:<br>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.




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.

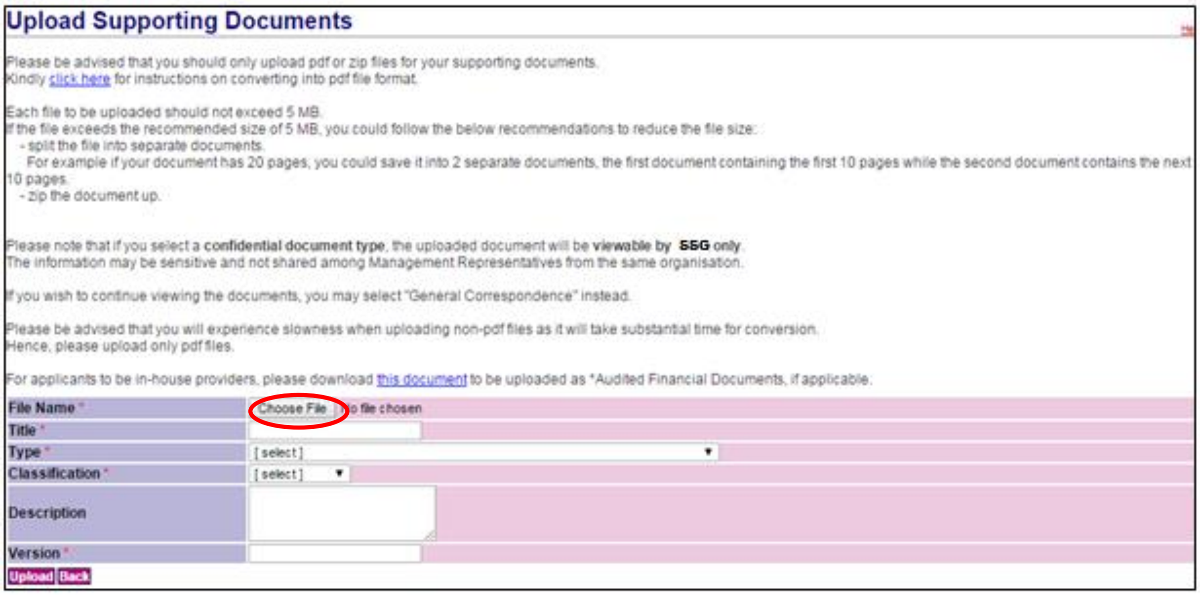
29. The main organisation headquarters will be able to view all the details of the branches but the branch can only view their own details.

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.



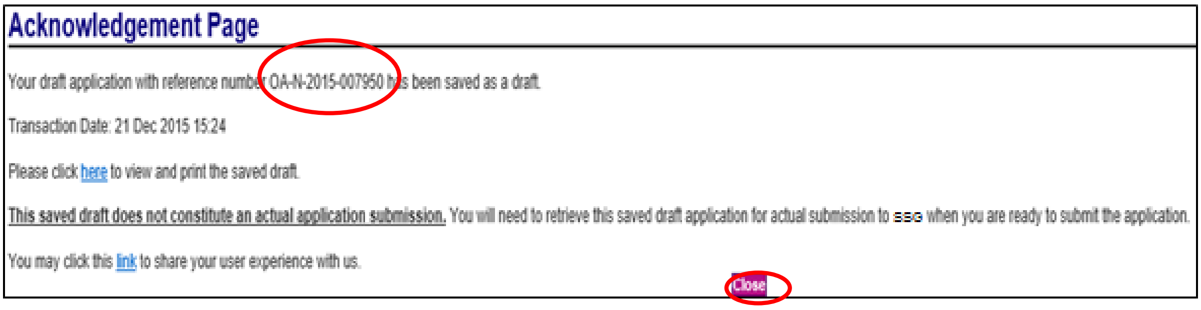

34. To upload any supporting documents, click the "**Choose File**" button. Select the desired document and click the "**Open**" button. Only PDF or Zip files are acceptable.

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.



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 Office/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**

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:
(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 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.

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.