2.3 Non-WSQ Training Organisation Profile

2.3.2 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 Non-WSQ training organisation 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 Non-WSQ training organisation 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.


2. Click LOGIN, and select the login type.
3. If Reg Type (ROB/ROC/UEN) has been selected as login, the system will display the CorpPass login page. Click at “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).

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

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

6. The Profile Summary page will be displayed.
7. Click “Non-Accredited Training Organisation”.

8. The system will display the inbox of your account. At the left menu panel, click “View/Edit Organisation Profile” under the Organisation Menu.
9. The Non WSQ Organisation Application will be displayed.

10. Go to the Branch Information section. To add a branch to your Non-WSQ training organisation, click “Add Branch”.

**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 6765 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.
**BUSINESS INFORMATION**

<table>
<thead>
<tr>
<th>Type of Organisation</th>
<th>Government/Statutory Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Activity</td>
<td></td>
</tr>
<tr>
<td>SIC Code</td>
<td></td>
</tr>
<tr>
<td>Please click here to search for your code.</td>
<td></td>
</tr>
<tr>
<td>Year of Establishment (YYYY)</td>
<td></td>
</tr>
</tbody>
</table>

**Obligations for providing SSG-approved course(s) on Nett Fee payment mode**

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 trainee's absenteeism;
5. A permanent training location; and
6. Adequate training facilities.

<table>
<thead>
<tr>
<th>Past Two Years Business Performance</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit Before Tax</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Year Before Last</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Profit Before Tax</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERSONNEL INFORMATION**

<table>
<thead>
<tr>
<th>Role</th>
<th>Salutation Name</th>
<th>Identification Type</th>
<th>Identification Number</th>
<th>Designation</th>
<th>Email</th>
<th>Receive Notification?</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer/Sole Proprietor</td>
<td>Dr.</td>
<td>NRIC</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Dr.</td>
<td>NRIC</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Add Director/Partner | Delete Director/Partner

**STAFF INFORMATION**

<table>
<thead>
<tr>
<th>Role</th>
<th>Salutation Name</th>
<th>Identification Type</th>
<th>Identification Number</th>
<th>Designation</th>
<th>Email</th>
<th>Receive Notification?</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Admin (EASY Admin User)</td>
<td>Dr.</td>
<td>NRIC</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Management Rep. 1</td>
<td>Dr.</td>
<td>NRIC</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

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 or other branches.

[Add Branch]

**Notice 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-WSCG-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 organisation 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.

**REMARKS**

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

**SUPPORTING DOCUMENTS**

Upload / Download Documents
11. The system will display a Branch Information:

**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 or other branches.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Registered Business Address</td>
<td></td>
</tr>
<tr>
<td>Block/Building Number</td>
<td></td>
</tr>
<tr>
<td>Street Name</td>
<td></td>
</tr>
<tr>
<td>Floor Number-Unit Number</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>GIRO Account Number</td>
<td></td>
</tr>
</tbody>
</table>

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: 536
Account Number: 5361234567890 (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-xxxx-xxxxxx. An example is as follows:

Bank Code: 7302
Branch Code: 010
Account Number: 0-123-4567890 (to insert hyphens in the format x-xxxx-xxxxxx)

Once your request has been approved, you will receive a system generated e-mail notification. Please call our hotline at 6785-5785 if you require further assistance.

Thank you.

**BRANCH PERSONNEL INFORMATION**

<table>
<thead>
<tr>
<th>Role</th>
<th>Salutation Name</th>
<th>Identification Type</th>
<th>Identification Number</th>
<th>Designation</th>
<th>Email</th>
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<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Rep. 1</td>
<td>Dr</td>
<td>NRIC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Authorised Staff  Delete Authorised Staff

Add Branch

**Notes for CorpPass Administrator - Batch Create User Account**

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- **CorpPass ID**: Staff unique ID tied to the CorpPass account, which must be different from staff own NRIC/FIN.

**SCN APPROVER**

Assigned users will be given all rights of preparer, and must have the authority to submit new organization profile registration on behalf of the company. This role should be assigned to the Company’s MD, CEO or equivalent. 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 i.e. Course registration, assessment result upload, Training Grant, Claims etc) on behalf of the company.

**SCN PREPARATOR**

Assigned users will be given all rights of preparer, and must have the authority to submit new organization profile registration on behalf of the company. This role should be assigned to the Company’s MD, CEO or equivalent. 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 i.e. Course registration, assessment result upload, Training Grant, Claims etc) on behalf of the company.

**REMARKS**

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

**SUPPORTING DOCUMENTS**

Upload/Download Documents
12. 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.

13. Enter the necessary branch fields and verify the information. Mandatory fields are indicated by the red asterisk (*).

14. 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.

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

16. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.

17. 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”.

18. To upload documents to support your application, (e.g. Bizfile, invoices / receipts, CPF 90 form), click “Upload / Download Documents”. Please click here for details to Upload Supporting Documents.

19. When you are done uploading, click “Back”.

20. If you want to save the draft for submission later, click “Save”, all information entered can be retrieved later by clicking the ‘Application Listing’ button found in the Profile Summary page. Otherwise click “Next” to proceed. Please note that saving as draft does not equate to a submission.

21. The system will display the Confirmation page.

Apply for Non-WSQ Training Organisation profile: Confirmation

<table>
<thead>
<tr>
<th>Type of Registration</th>
<th>Others - None of the Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number</td>
<td>Tasty ABC Pte. Ltd.</td>
</tr>
<tr>
<td>Registered Name of Organisation</td>
<td>Block/Building Number, Building Name, Street Name, Floor Number/Unit Number, Postal Code</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Block/Building Number, Building Name, Street Name, Floor Number/Unit Number, Postal Code</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>GIRO account number</td>
<td>Default, GIRO ACCOUNT, Verified by ISO</td>
</tr>
<tr>
<td>Issued Identifiers</td>
<td>Registration Type, Registration No.</td>
</tr>
<tr>
<td>List of Related Companies (companies listed here will be able to view your private library of courses)</td>
<td>Registration Type, Registration No., Name of company</td>
</tr>
</tbody>
</table>
22. Read the Declaration carefully.

23. 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.
24. The Acknowledgement Page will be displayed. Please take note of the reference number.

**Acknowledgement Page**

Your application with reference number CA-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 16:25

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

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

Print Close