

## 2.3 Non-WSQ Training Organisation Profile

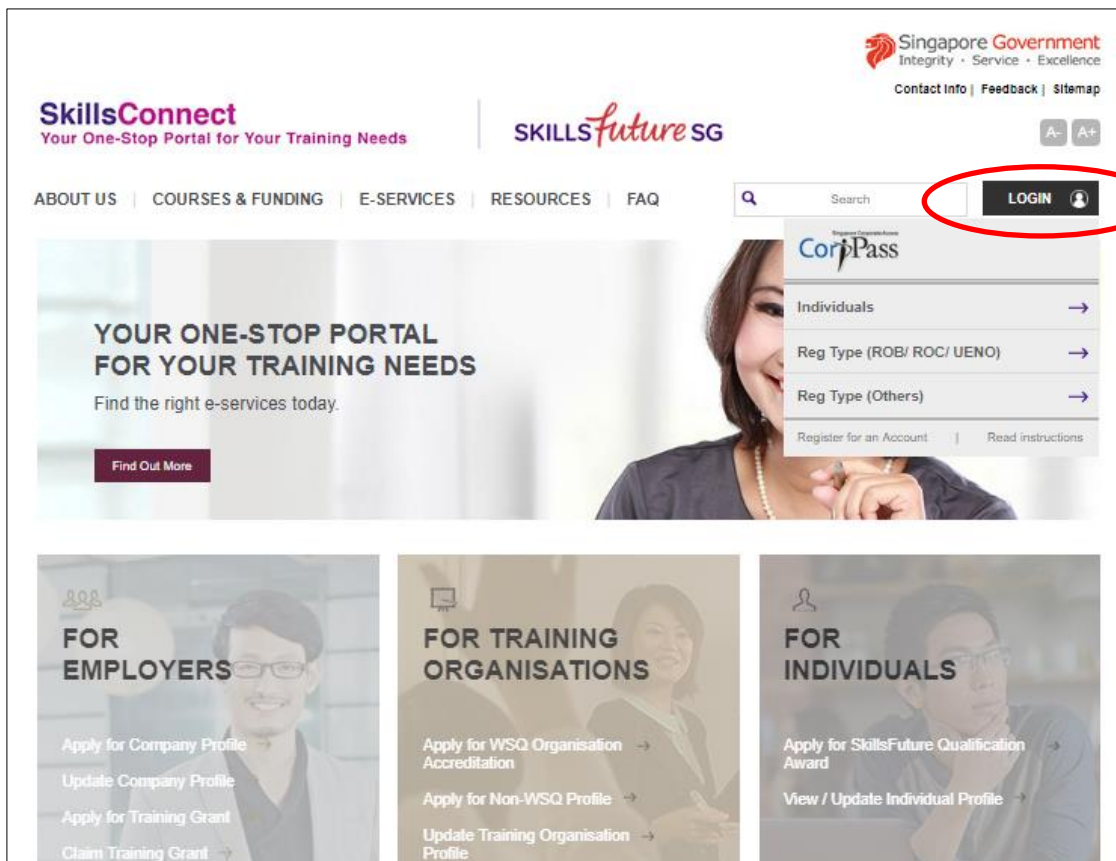
### 2.3.2 Add Branch in Profile

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.

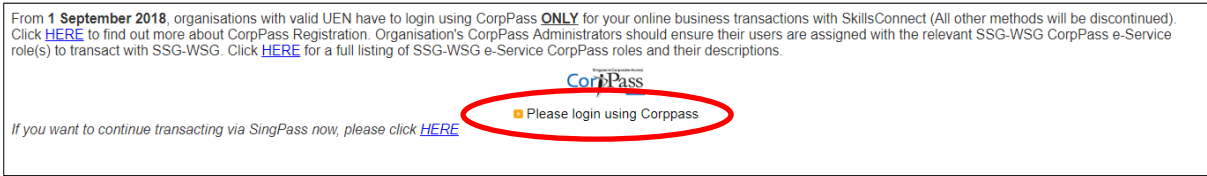
However, subsidiaries or sister companies with different UEN should not register as branch offices under the main company. They should apply a separate Non-WSQ training organisation profile in SkillsConnect.

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.

1. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>
2. Click **LOGIN**, and select the login type.

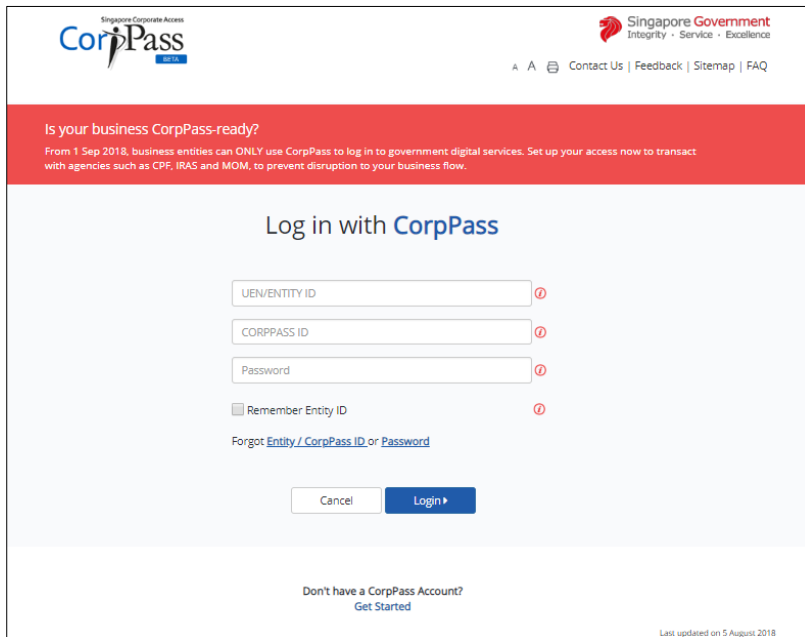


- 3. If **Reg Type (ROB/ROC/UEN)** has been selected as login, the system will display the CorpPass login page. Click at **“Please login using CorpPass”**.

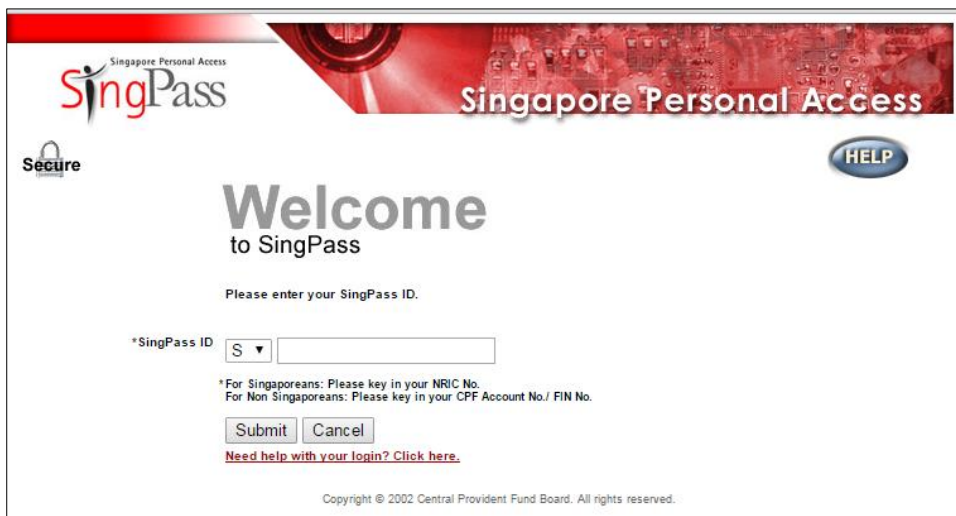


From 1 September 2018, organisations with valid UEN have to login using CorpPass only for your online business transactions with SkillsConnect (all other methods will be discontinued).

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

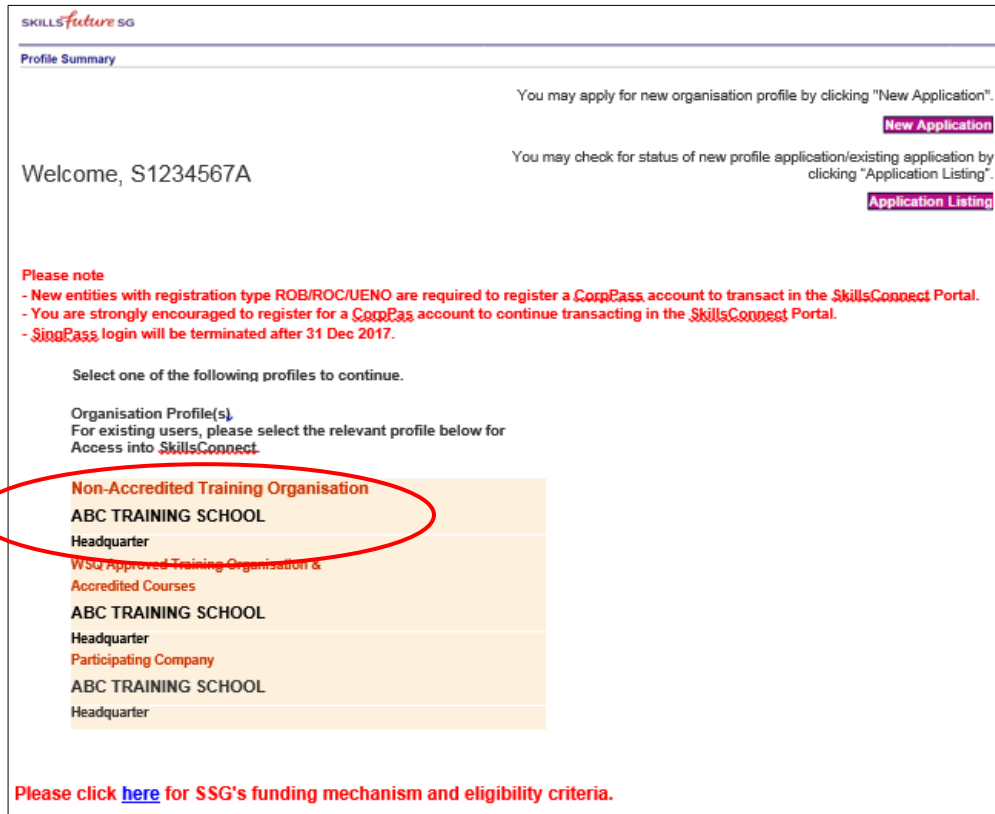


- 5. If **Reg Type (Others)** has been selected as login, the SingPass login page will be displayed.



- 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”.

## Apply for Non-WSQ Training Organisation 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											
<p><b>GIRO account number *</b>  <a href="#">Download GIRO Form</a>                      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>	<p><b>Important Notes on GIRO Account Information</b></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>Bank Code: 7302</p> <p>Branch Code: 010</p> <p>Account Number: 0-123-4567890 (to insert hyphens in the format x-xxx-xxxxxxx)</p> <p>Once your request for GIRO application has been approved, you will receive a system generated e-mail notification.</p> <p>If you require further assistance, please call our helpdesk at 6785 5785.</p> <p>Thank you.</p> <p><b>Default GIRO Account</b></p> <p>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.</p> <table border="1"> <thead> <tr> <th>Default</th> <th>GIRO Account</th> <th>Verified by SSG</th> </tr> </thead> <tbody> <tr> <td>[select]</td> <td>[select]</td> <td>[select]</td> </tr> <tr> <td>(Bank Code) Eg: 7171</td> <td>(Branch Code) Eg: 001</td> <td>(Account Number) Eg: 123456789012345</td> </tr> </tbody> </table>	Default	GIRO Account	Verified by SSG	[select]	[select]	[select]	(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345	
Default	GIRO Account	Verified by SSG									
[select]	[select]	[select]									
(Bank Code) Eg: 7171	(Branch Code) Eg: 001	(Account Number) Eg: 123456789012345									
<p>List of Related Companies (Related companies must be declared to ensure correct funding is accorded and to view your in-house courses)*</p> <table border="1"> <thead> <tr> <th>Registration Type</th> <th>Registration No.</th> <th>Name of company</th> </tr> </thead> <tbody> <tr> <td>Other Unique Establishments (UENO) ▼</td> <td></td> <td></td> </tr> </tbody> </table>	Registration Type	Registration No.	Name of company	Other Unique Establishments (UENO) ▼							
Registration Type	Registration No.	Name of company									
Other Unique Establishments (UENO) ▼											

**BUSINESS INFORMATION**

Type of Organisation \* Government/Statutory Board

Main Business Activity \*

SSIC Code \* **Main**  **Secondary**

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

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

**PERSONNEL INFORMATION**

Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Officer/Sole Proprietor *	<span>Dr</span>	<input type="text"/>	<span>NRIC</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>
Finance Officer *	<span>Dr</span>	<input type="text"/>	<span>NRIC</span>	<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) *	<span>Dr</span>	<input type="text"/>	<span>NRIC</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>
Management Rep. 1 *	<span>Dr</span>	<input type="text"/>	<span>NRIC</span>	<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)	<b>SCN APPROVER</b> 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..
	<b>SCN PREPARER</b> 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](#)

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 nor other branches.								
<b>BRANCH 1</b>							<a href="#">Delete Branch</a>	
Branch Name *	<input type="text"/>							
Registered Business Address *	Block/Building Number	<input type="text"/>						
	Building Name	<input type="text"/>						
	Street Name *	<input type="text"/>						
	Floor Number-Unit Number	<input type="text"/>						
	Postal Code *	<input type="text"/>						
Telephone *	<input type="text"/>							
Fax	<input type="text"/>							
Email	<input type="text"/>							
GIRO Account Number *	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: <u>538123456789</u> (to repeat the branch code in front of the account number)							
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	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.							
	Default	GIRO Account					Verified by SSG	
	[select]	<input type="text"/>					<input type="text"/>	<a href="#">Add</a>
	(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 <input type="text"/>	NRIC <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="text"/>
<a href="#">Add Authorised Staff</a> <a href="#">Delete Authorised Staff</a>								
<a href="#">Add Branch</a>								
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							
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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.						
<a href="#">Go To CorpPass Web Site</a>								
REMARKS								
Submission Remarks (remarks entered here will only be viewable by SSG)	<input type="text"/>							
SUPPORTING DOCUMENTS								
<a href="#">Upload / Download Documents</a>								
<a href="#">Back</a> <a href="#">Next</a>								

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**

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 ESG
	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	Commercial Training Provider							
Main Business Activity	1							
SSIC Code	Main	85304	Commercial schools offering higher education programmes					
	Secondary	85304	Commercial schools offering higher education programmes					
Year of Establishment (YYYY)	1							
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: <ol style="list-style-type: none"> <li>1. A business operation address;</li> <li>2. Conducted training for more than 2 runs;</li> <li>3. In place a system to track trainee's attendance;</li> <li>4. A system to notify employers' of trainees' absenteeism;</li> <li>5. A permanent training location; and</li> <li>6. Adequate training facilities.</li> </ol>							
Past Two Years Business Performance	Latest Year	2017						
	Net Profit Before Tax	1.00						
	Year Before Last	2016						
	Net Profit Before Tax	1.00						
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								
<p>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:</p> <p>(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 Act, Skills Development Levy Act and Lifelong Learning Endowment Fund Act, as applicable and as it deems fit.</p> <p><input checked="" type="radio"/> <b>Yes, we confirm and accept the above declarations.</b>  <input type="radio"/> <b>No, we do not agree or accept the above declarations.</b></p>								
<a href="#">Print</a>		<a href="#">Save</a> <a href="#">Back</a> <a href="#">Submit</a> <a href="#">Cancel</a>						

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 **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](#)