2.1 Company Profile

2.1.4 Edit Approved Company Profile

1. For an overview of updating your company profile, click [here](http://www.skillsconnect.gov.sg).


3. Click LOGIN, and select the login type.

4. If Reg Type (ROB/ROC/UEN) has been selected as login, the system will display the CorpPass login page. Click “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).
5. Fill in the required information to log in with CorpPass.

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

7. After login, the Profile Summary page will be displayed.
8. Click “Participating Company”.

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

10. The system will display the online form.

11. Edit the necessary fields. Mandatory fields are indicated by the red asterisk (*).
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.

Account Number: 5381234567898 (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-xxxxxx)

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 company profile.

<table>
<thead>
<tr>
<th>Default GIRO Account</th>
<th>Verified by SSG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
<td><strong>Verified</strong></td>
</tr>
<tr>
<td>(Bank Code) epoxy: 711</td>
<td>(Branch Code) epoxy: 011</td>
</tr>
</tbody>
</table>

<table>
<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>

**BUSINESS INFORMATION**

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.

<table>
<thead>
<tr>
<th>Type of Organisation</th>
<th>Government/Statutory Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Business</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Main Business Activity</td>
<td></td>
</tr>
<tr>
<td>SSC Code</td>
<td>Main</td>
</tr>
<tr>
<td>Please click here to search for your code</td>
<td>Secondary</td>
</tr>
<tr>
<td>Year of Establishment (YYYY)</td>
<td></td>
</tr>
<tr>
<td>Ownership</td>
<td>Local/Foreign Joint Ventures</td>
</tr>
<tr>
<td>If not wholly local, please specify % of foreign ownership</td>
<td>Percentage Foreign</td>
</tr>
<tr>
<td>Fixed Asset Investment (at book value)</td>
<td></td>
</tr>
<tr>
<td>Employment Size</td>
<td></td>
</tr>
<tr>
<td>Annual Sales Turnover</td>
<td></td>
</tr>
<tr>
<td>Annual Retirement Budget as a % of Annual Payroll</td>
<td></td>
</tr>
<tr>
<td>Annual Skills Development Levy (SDL) Contribution</td>
<td></td>
</tr>
</tbody>
</table>

**List of Related Companies**

<table>
<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>
12. For login with registration type as ROC/ROB/UENO, 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 edit your organisation’s information.

13. 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.

14. 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.

15. 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.

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

17. The Confirmation page will be displayed.
### GENERAL INFORMATION

- **Type of Registration:** Others - None of the Above
- **Registration Number:** 123
- **Registered Name of Organisation:** ABC Company
- **Mailing Address:** Block Building Number 1 ABC Street Name 1 Marine Floor Number-Unit Number 22-11 Postal Code 400123
- **Telephone:** 61234567
- **Fax:**
- **Email:**
- **Giro Account number:**
- **List of Related Companies:**

### BUSINESS INFORMATION

- **Type of Organisation:** Company
- **Nature of Business:** Manufacturing
- **Main Business Activity:** Business
- **SSIC Code:** Main 06994 Home healthcare services Secondary 06994 Home healthcare services
- **Year of Establishment (YYYY):** 2001
- **Ownership:** Whole Local
- **Fixed Asset Investment (at net book value):** 0
- **Employment Size:** Group Level 1 Company Level 1
- **Annual Sales Turnover:** Group Level 100.00 Company Level 100.00

### PERSONNEL INFORMATION

- **Role:** Chief Executive Officer/ Sole Proprietor
- **Salutation:** Ms
- **Name:** Jane
- **Identification Type:** NRIC
- **Identification Number:**
- **Designation:** Manager
- **Email:** jane@abc.com
- **Receive Notification?:** Yes
- **Contact No.:** 61234567

- **Role:** Finance Officer
- **Salutation:** Ms
- **Name:** Jane
- **Identification Type:** NRIC
- **Identification Number:**
- **Designation:** Manager
- **Email:** jane@abc.com
- **Receive Notification?:** Yes
- **Contact No.:** 61234567

### STAFF INFORMATION

- **Role:** System Admin/EASY Admin User
- **Salutation:** Ms
- **Name:** Jane
- **Identification Type:** NRIC
- **Identification Number:**
- **Designation:** Manager
- **Email:** jane@abc.com
- **Receive Notification?:** Yes
- **Contact No.:** 61234567

- **Role:** Management Representative 1
- **Salutation:** Ms
- **Name:** Jane
- **Identification Type:** NRIC
- **Identification Number:**
- **Designation:** Manager
- **Email:** jane@abc.com
- **Receive Notification?:** Yes
- **Contact No.:** 61234567

### BRANCH INFORMATION

- **Branch Name:** ABCD Company
- **Mailing Address:** Block Building Number 1 ABC Street Name 1 Marine Floor Number-Unit Number 22-11 Postal Code 400123
- **Telephone:** 61234567
- **Fax:**
- **Email:**
- **Giro Account number:**

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**Last updated on 31 Aug 2018**

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18. Read the Declaration carefully.

19. 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.

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