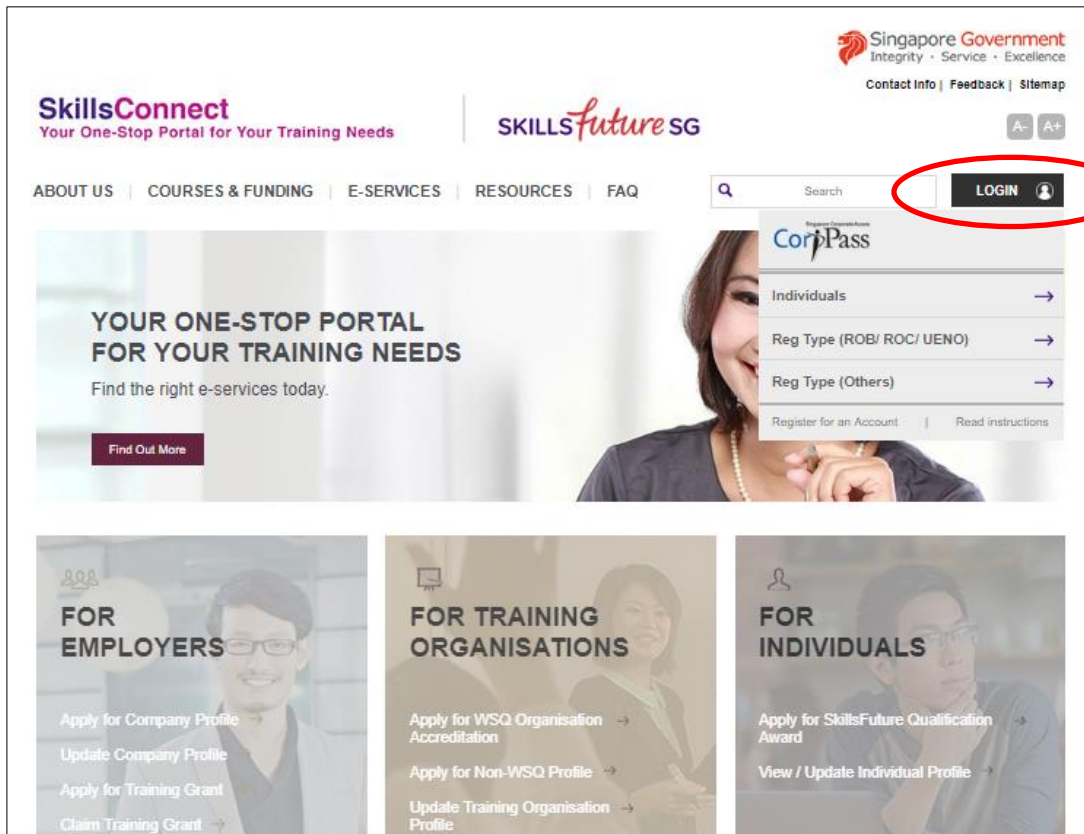


### 6.3 Enquire About Claim

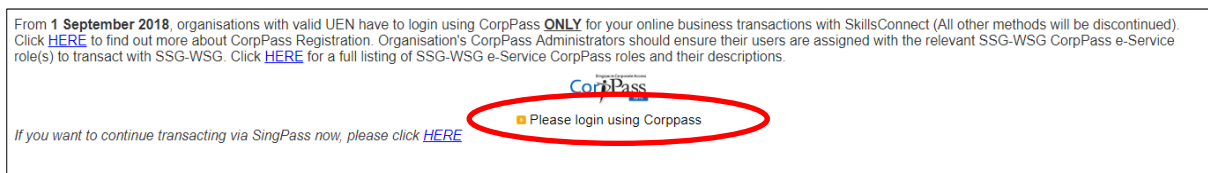
Claims for an approved training grant application may be submitted to SSG for disbursement of training grants (course fee and/or absentee payroll).

To perform an enquiry on claim, please follow the following steps:

1. For an overview of submitting claim for training grant applied, click [here](#).
2. Go to the SkillsConnect system website at <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.

Is your business CorpPass-ready?  
From 1 Sep 2018, business entities can ONLY use CorpPass to log in to government digital services. Set up your access now to transact with agencies such as CPF, IRAS and MOM, to prevent disruption to your business flow.

Log in with CorpPass

UEN/ENTITY ID  
CORPPASS ID  
Password  
Remember Entity ID  
Forgot Entity / CorpPass ID or Password  
Cancel Login

Don't have a CorpPass Account?  
Get Started

Last updated on 5 August 2018

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

Welcome to SingPass

Please enter your SingPass ID.

\*SingPass ID [S] [ ]

For Singaporeans: Please key in your NRIC No.  
For Non-Singaporeans: Please key in your CPF Account No./ FIN No.

Submit Cancel

Need help with your login? Click here.

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7. After login, the Summary Profile page will be displayed. Click the button of the profile that you will be using to perform your enquiry.

SKILLSfuture SG

Profile Summary

You may apply for new organisation profile by clicking "New Application".  
[New Application](#)

Welcome, S1234567A

You may check for status of new profile application/existing application by clicking "Application Listing".  
[Application Listing](#)

Please note

- New entities with registration type ROB/ROC/UENO are required to register a CorpPass account to transact in the SkillsConnect Portal.
- You are strongly encouraged to register for a CorpPass account to continue transacting in the SkillsConnect Portal.
- SingPass login will be terminated after 31 Dec 2017.

Select one of the following profiles to continue.

Organisation Profile(s)  
For existing users, please select the relevant profile below for Access into SkillsConnect.

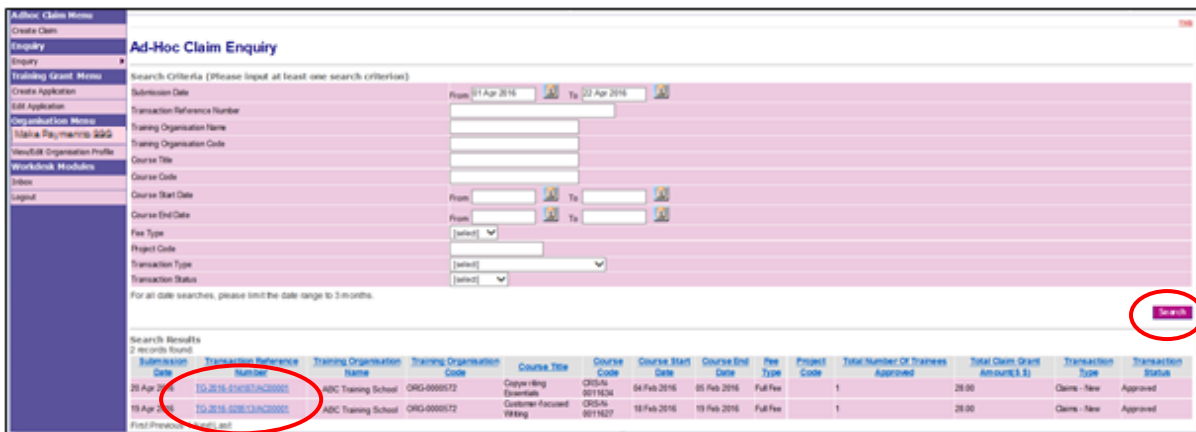
Non-Accredited Training Organisation ABC TRAINING SCHOOL Headquarter
WSQ Approved Training Organisation & Accredited Courses ABC TRAINING SCHOOL Headquarter
Participating Company ABC TRAINING SCHOOL Headquarter

Please click [here](#) for SSG's funding mechanism and eligibility criteria.

8. The system will display the inbox of your account.
9. At the left menu panel, under the Enquiry menu, click the “**Enquiry**” button and then the “**Adhoc Claim Enquiry**” button.



10. The system will display an Adhoc Claim Enquiry search option.



11. Enter at least 1 search criterion. (Search can be performed with a minimum of 3 characters, for most accurate results, please key in the exact transaction reference number as your search criteria.)
12. Click “**Search**”.
13. The system will display results matching your search criteria.
14. The transaction status of the claim is reflected under the Transaction Status column.
15. To view details of the claim, click the transaction reference number of the claim.

16. The system will display the Adhoc Claim Detail page.

**ADHOC CLAIM DETAIL**

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**TRANSACTION INFORMATION**  
 Claim Transaction Number: TQ-2017-  
 Transaction Type: New  
 Transaction Status: Approved

**Company Information**  
 Registration Type: Others - None of the Above  
 Organisation Registration No.:  
 Organisation: Singapore  
 Organisation code: ORG  
 Branch Name: Singapore  
 Branch code: ORG-000738-00  
 Mailing Address: Block/Building Number: 11, Building Name: Lifelong, Street Name: Eunos, Floor Number-Unit Number: #01, Postal Code: 610011

Telephone: -  
 Fax: -  
 Email: -  
 SME Flag: No  
 Nature of Business: 2  
 Main Business Activity: Training of Retail & Service Workforce  
 Employment Size: Group Level: 0, Company Level: \$S 0.00, Group Level: \$S 0.00, Company Level: \$S 0.00  
 Annual Sales Turnover: -  
 Annual training budget as a percentage of company payroll: -%  
 Fixed Asset Investment (at net book value): \$S 1.00

**Branch Information**  
 Branch Name: Singapore

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**Course Info**  
 Registration Type: Government/Statutory Board  
 Organisation Registration No.: ATO  
 Training Organisation name: Singapore  
 Training Organisation code: ORG  
 Branch Name: Singapore  
 Branch code: ORG  
 Course Title: Provide Advice on Fashion & Apparel  
 Course Code: CRS-Q-0003388-RE  
 Nature of Training: -  
 Nature of Certification: -  
 Location of Training: -  
 Country: -  
 Fee Type: Full Fee  
 Course Start Date: 23 Feb 2017  
 Course End Date: 24 Feb 2017  
 Language Medium Provided: English  
 Support Code: CAT A, WSG, External, Rof (Top-up CF with AP (Bloc Grant <=90%)) Normal Eligible for MCES, SME, WTS  
 Number of Overseas Training Days: 2.00  
 Course Duration Components: Description: Classroom Training Hours: 15.00, Assessment Hours: 1.00  
 Total duration in hours per trainee: 16.00  
 Course Fee Components: Description: Course fee per trainee (excluding GST): 44.00, CECTC Funding: 396.00  
 Total cost of training per trainee: 440.00

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**Trainee Details**

SN	NRIC/UN	Name of Trainee	Citizenship	Age 40 Years & Above?	Educational Qualification	WTS-eligibility declared by applicant	Status	Rejected Reason
1	S1234567A	John	Singapore Citizen	Yes	NITEC/Post Nitec	Yes	Approved	

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**Trainees Declaration**  
 Q1. How many number of training hours the trainee(s) included in this claim has attended the course?  
 Q2. Is training conducted during trainee(s) working hours?  
 Q3. Did the trainee(s) sit for and pass all required examinations/assessments where applicable?  
 Q4. Please note that passing of examinations/assessments is a mandatory requirement to be eligible for funding for Certifiable Skills Training Courses.  
 Q5. How many core modules have been completed by the trainee(s) in this claim?  
 Q6. How many elective modules have been completed by the trainee(s) in this claim?

SN	NRIC/UN	Name	Q1	Q2	Q3	Q4	Q5	Q6
1	S1234567A	John	16	100	Yes	Yes	1	0

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**Trainees Amount Claim**

SN	ID	Name of Trainee	Business Description	Amount Type / Grant Amount(\$)
1	S1234567A	John	Absentee Payroll Cop, Non-SME, WTS, In-house Absentee Payroll - 95% of hourly basic salary	Absentee Payroll \$ 151.52

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**SUPPORTING DOCUMENTS**

**Payment Details**

Training Expenses Incurred and Paid by Company (if Applicable)	Total (\$)
Course Fee (excluding GST & all other fees) Paid for the Eligible Trainee(s)	44.00
Assessment Fee (excluding GST & all other fees) Paid for Eligible Trainee(s)	0.00
Goods & Services Tax (GST) Paid for the Eligible Trainee(s)	0.00
<b>GRAND TOTAL</b>	<b>44.00</b>

Total payment amount of course fees paid by applicant company to training organisation: (\$S) 44.00  
 Payment Remarks:

**Submission Remarks**

**DECLARATION**  
 We declare that the information stated in this claim and the accompanying information are true and correct and the expenses claimed have been paid by us in the implementation of the approved training course and that apart from this claim, no other claims have been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the SkillsFuture Singapore Agency (SSG) anytime. We declare that our organisation has not previously applied for training grants (comprising course fee and/or absentee payroll grants) to SSG.

Print Close

17. After viewing the details, click “Close”.