

## 2.2 Company Profile

### 2.2.1 Apply for New Company Profile

1. For an overview of applying for company profile, click [here](#).
2. Go to the SkillsConnect system website at <http://www.skillsconnect.gov.sg>



3. Click at **Login As**, select the login type from the dropdown list and click at **proceed**.



Type of Registration	Classification
Reg (ROC/ROB/UENO)	If your company is a business entity registered under the Companies Act, Chapter 50.
	If your business is defined as a sole-proprietorship or partnership registered under the Business Registration Act, Chapter 32.
	If your entity is <u>not</u> a registered business or company. Examples include foreign companies, limited liability partnerships, limited partnerships, societies, and government bodies
Reg Type (Others)	This applies to non-registered users such as insurance agencies, real estate agencies, licensees of Board of Architects Singapore or Professional Engineers Board Singapore.

4. 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**.

The screenshot shows the SkillsConnect website interface. At the top, there are logos for SkillsConnect, SKILLSfuture SG, and Singapore Government. Below the logos is a navigation bar with links: Home | About Us | About WSQ | Courses | Funding & Eligibility | e-Services | Help & Resources | Login. The main content area is titled 'Reg Type (ROB/ROC/UENO) Login'. It contains the following text: 'For first time users, please [click here](#) to read instructions. With effect from 28 April 2017, entities with registration type ROB/ROC/UENO should login using CorpPass. If you do not have a CorpPass account, please register [here](#) or visit [www.corppass.gov.sg](http://www.corppass.gov.sg). For more information regarding CorpPass, please visit [www.corppass.gov.sg](http://www.corppass.gov.sg) or call the CorpPass enquiry line at +65 643 0577.' Below this text is a 'CorpPass' logo and a button labeled 'Please login using Corppass' which is circled in red. At the bottom of the page, there are links for Privacy Statement, Terms Of Service, Terms And Conditions, and Rate Our Website, along with a copyright notice for 2017 SkillsFuture Singapore Agency.

For organisation not ready for CorpPass, please go to **click here** to login using SingPass. The option of login using SingPass will not be available after end of 2017. If login using SingPass, organisations will be subjected to the EASY check where EASY will check whether the user registering the organisation is authorised to access SkillsConnect system.

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



**Log in with CorpPass**

UEN/ENTITY ID  ⓘ

CORPPASS ID  ⓘ

Password  ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Don't have a CorpPass Account?  
[Get Started](#)

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

**Welcome to SingPass**

Please enter your SingPass ID.

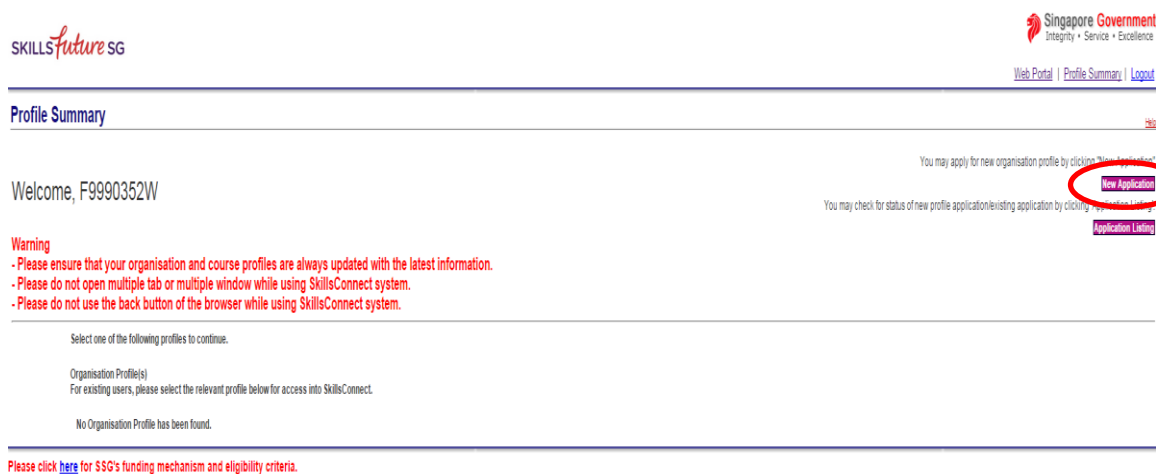
\*SingPass ID

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

[Need help with your login? Click here.](#)

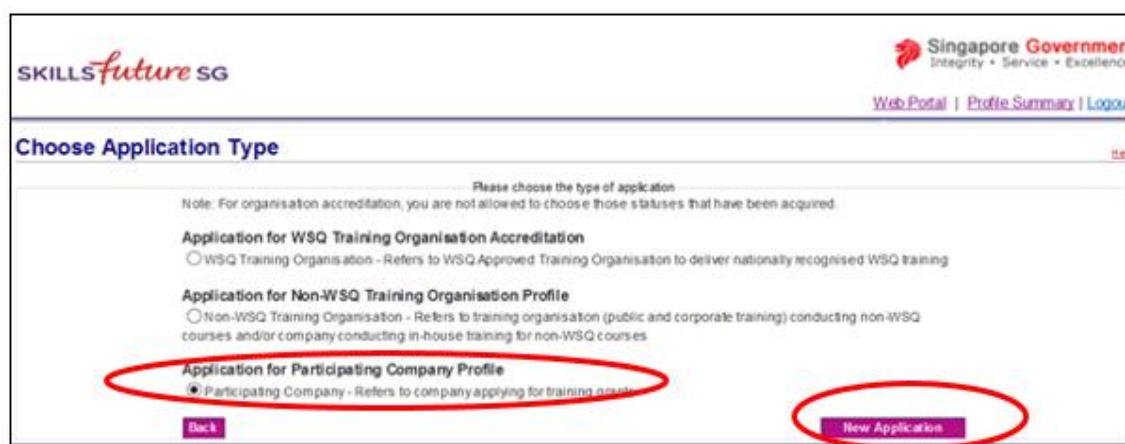
Copyright © 2002 Central Provident Fund Board. All rights reserved.

7. After login, the system will display the Profile Summary page.



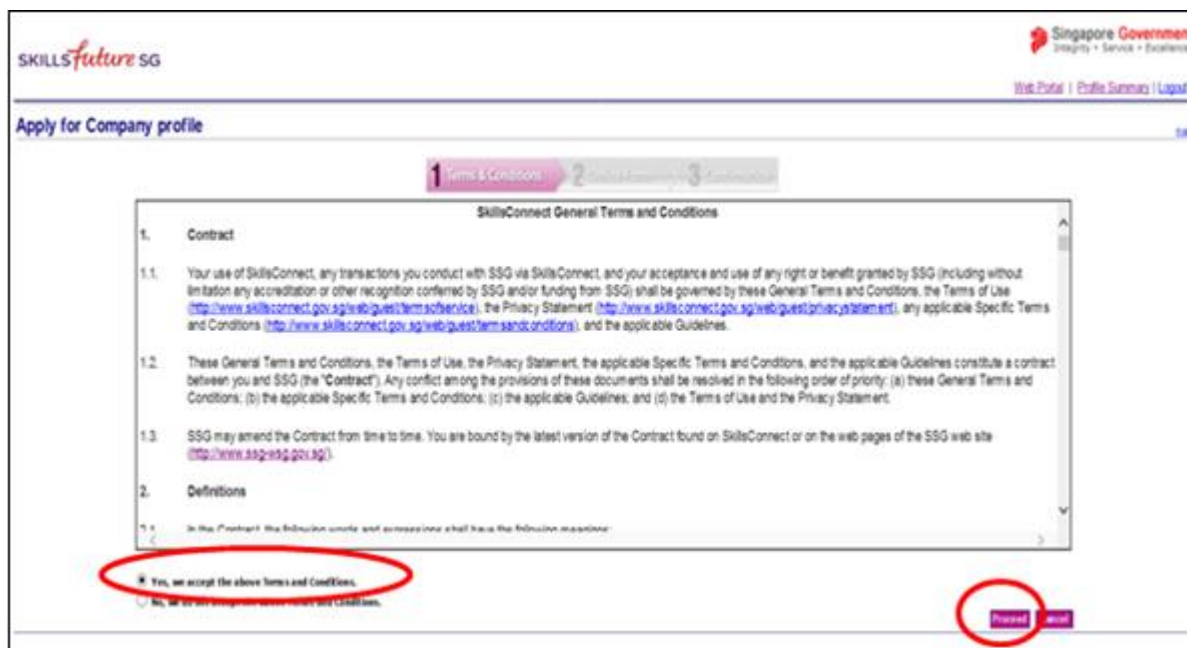
8. Click the “**New Application**” button.

9. System will display the Choose Application Type page.



10. Select the “**Application for Participating Company Profile**” button and click the “**New Application**” button.

11. The system will display the Terms and Conditions page.



12. 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.

13. The system will display the online form:



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	Registration of Company	
Registration Number	123456789R	
GENERAL INFORMATION		
Registered Name of Organisation *	ABCDEFGH COMPANY PTE. LTD	
Registered Business Address *	Block/Building Number	100
	Building Name	
	Street Name *	JALAN ROAD
	Floor Number-United Number	
	Postal Code *	000123
Mailing Address *	<b>Copy Registered Address Over</b>	
	Block/Building Number	<input type="text"/>
	Building Name	<input type="text"/>
	Street Name *	<input type="text"/>
	Floor Number-United Number	<input type="text"/> - <input type="text"/>
Postal Code *	<input type="text"/>	
Telephone	<input type="text"/>	
Fax	<input type="text"/>	
Email	<input type="text"/>	

<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 company profile application to SSG.</p> <p>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.</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                  Branch Code: 538                  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-xxxxxxx. An example is as follows:</p> <p>Bank Code: 7302                  Branch Code: 010                  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 company profile.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Default</th> <th style="width: 30%;">GIRO Account</th> <th style="width: 20%;">Verified by SSG</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>[select]</td> <td><input type="text"/></td> <td><input type="text"/></td> <td style="text-align: right;"><b>Add</b></td> </tr> <tr> <td><b>(Bank Code)</b> Eg: 7171</td> <td><b>(Branch Code)</b> Eg: 001</td> <td><b>(Account Number)</b> Eg: 123456789012345</td> <td></td> </tr> </tbody> </table>	Default	GIRO Account	Verified by SSG		[select]	<input type="text"/>	<input type="text"/>	<b>Add</b>	<b>(Bank Code)</b> Eg: 7171	<b>(Branch Code)</b> Eg: 001	<b>(Account Number)</b> Eg: 123456789012345	
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<p><b>List of Related Companies</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Registration Type</th> <th style="width: 30%;">Registration No.</th> <th style="width: 40%;">Name of company</th> </tr> </thead> <tbody> <tr> <td>Other Unique Establishments (UENO) <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Registration Type	Registration No.	Name of company	Other Unique Establishments (UENO) <input type="text"/>	<input type="text"/>	<input type="text"/>						
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Other Unique Establishments (UENO) <input type="text"/>	<input type="text"/>	<input type="text"/>											
<p><b>BUSINESS INFORMATION</b></p>													
<p>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.</p>													
<p><b>Type of Organisation *</b></p>	<p>Company <input type="text"/></p>												
<p><b>Nature of Business</b></p>	<p>Service <input type="text"/></p>												
<p><b>Main Business Activity *</b></p>	<p><input type="text"/></p>												
<p><b>Year of Establishment (YYYY) *</b></p>	<p><input type="text"/></p>												
<p><b>Ownership *</b></p>	<p>Local/Foreign Joint Ventures <input type="text"/></p>												
<p>If not wholly local, please specify % of foreign ownership. *</p>	<p>Percentage Foreign <input type="text"/> %</p>												
<p><b>Fixed Asset Investment (at net book value) *</b></p>	<p>S\$ <input type="text"/></p>												
<p><b>Employment Size *</b></p>	<p>Group Level <input type="text"/></p> <p>Company Level <input type="text"/></p>												
<p><b>Annual Sales Turnover *</b></p>	<p>Group Level <input type="text"/></p> <p>Company Level <input type="text"/></p>												
<p><b>Annual Training Budget as a % of Annual Payroll</b></p>	<p><input type="text"/> %</p>												
<p><b>Annual Skills Development Levy (SDL) Contribution</b></p>	<p>S\$ <input type="text"/></p>												



ACRA INFORMATION								
Name of Company	ABCDEFG COMPANY PTE. LTD.							
Status of Company	LIVE COMPANY							
Date of Registration	16 Aug 2005							
Registered Business Address	Block/House Number	6						
	Building Name	THE CENTRAL						
	Street Name	EU TONG SEN STREET						
	Level Number - Unit Number	08-18						
	Postal code	059817						
First Principal Activity Code	85509 EDUCATIONAL SUPPORT SERVICES N.E.C. (EG TUITION MATCHING SERVICES)							
Second Principal Activity Code								
Additional Description 1	ENRICHMENT COURSES TO DEVELOP ANALYTICAL AND CRITICAL THINKING SKILLS							
Additional Description 2								
Date ACRA information was last extracted	04 Apr 2017					<a href="#">Download Data from ACRA</a>		
Officer Info								
Id Type	Id Number	Name	Designation	Alternate Director Id Type	Alternate Director Id Number	Alternate Director Name		
ShareHolder Info								
Shareholder information may not be available if ACRA information is huge.								
Id Type	Id Number	Category	Business Person Name	Company Name	Shareholder Company Name			
PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Officer/Sole Proprietor *	Mr	John	NRIC	S1234567A	Director	john@abc.com	<input checked="" type="checkbox"/> Yes	12345678
Finance Officer *	Mr	John	NRIC	S1234567A	Finance Officer	john@abc.com	<input type="checkbox"/> Yes	12345678
<a href="#">Add Director/Partner</a>		<a href="#">Delete Director Partner</a>						
STAFF INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
System Admin (EASY Admin User) *	Mr	John	NRIC	S1234567A	System Admin	john@abc.com	<input type="checkbox"/> Yes	12345678
Management Rep. 1 *	Mr	John	NRIC	S1234567A	HR Director	john@abc.com	<input checked="" type="checkbox"/> Yes	12345678
<a href="#">Add Authorised Staff</a>		<a href="#">Delete Authorised Staff</a>						
BRANCH INFORMATION								
If your branch has a different UEN number, please register a separate company 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 Officer or other branches.								
<a href="#">Add Branch</a>								
REMARKS								
Submission Remarks (remarks entered here will only be viewable by SSG)								
SUPPORTING DOCUMENTS								
<a href="#">Upload / Download Documents</a>								
<a href="#">Save</a> <a href="#">Back</a> <a href="#">Next</a> <a href="#">Cancel</a>								

Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (\*).

14. For login with registration type 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 enter your organisation's information.
15. 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 for your Company, unless otherwise stated.
16. **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.**
17. 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.
18. 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.
19. 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: <ol style="list-style-type: none"> <li>1. Submit and maintain organisational profile</li> <li>2. Create and submit training grant applications and claims</li> <li>3. Edit training grant applications</li> <li>4. Enquire on application status</li> <li>5. Retrieve email notifications</li> </ol>
Admin Support (AS)	This role has the rights and privileges to perform the following: <ol style="list-style-type: none"> <li>1. Create and save training grant applications</li> </ol>



20. 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.

21. A “**Delete Branch**” button is also provided to remove the branch.

**BRANCH 1** Delete Branch

**Branch Name \***

**Registered Business Address \***

<b>Block/Building Number</b>	<input type="text"/>
<b>Building Name</b>	<input type="text"/>
<b>Street Name *</b>	<input type="text"/>
<b>Floor Number-Unit Number</b>	<input type="text"/> - <input type="text"/>
<b>Postal Code *</b>	<input type="text"/>

**Telephone \***

**Fax**

**Email**

**GIRO Account Number \***  
[Download GIRO Form](#)

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: 538123456789 (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-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 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	
[select]	<input type="text"/>	<input type="text"/>	Add
<b>(Bank Code)</b> Eg: 7171	<b>(Branch Code)</b> Eg: 001	<b>(Account Number)</b> Eg: 123456789012345	

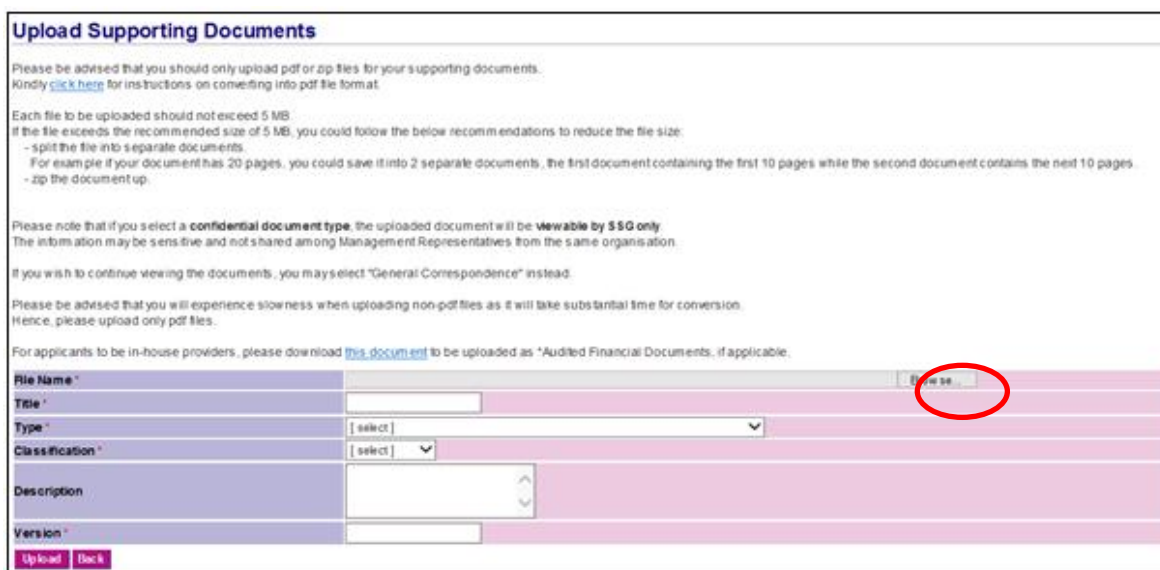
**BRANCH PERSONNEL INFORMATION**

Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Management Rep. 1 *	Dr <input type="text"/>	<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 Authoris ed Staff</a>		<a href="#">Delete Authoris ed Staff</a>						
<a href="#">Add Branch</a>								

22. 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.

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

24. Individual branches will have their own Management Representative (MR) and System Admin (SA) to access the Skillsconnect system.
25. 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”.
26. To upload documents to support your application, (e.g. Latest invoices / receipts, latest CPF Record of Payment), click the “**Upload / Download Documents**” button.
27. The system will display Upload Supporting Document page.



**Upload Supporting Documents**

Please be advised that you should only upload pdf or zip files for your supporting documents. Kindly [click here](#) for instructions on converting into pdf file format.

Each file to be uploaded should not exceed 5 MB. If the file exceeds the recommended size of 5 MB, you could follow the below recommendations to reduce the file size:

- split the file into separate documents.
- For example if your document has 20 pages, you could save it into 2 separate documents, the first document containing the first 10 pages while the second document contains the next 10 pages.
- zip the document up.

Please note that if you select a **confidential document type**, the uploaded document will be **Viewable by SSG only**. The information may be sensitive and not shared among Management Representatives from the same organisation.

If you wish to continue viewing the documents, you may select "General Correspondence" instead.

Please be advised that you will experience slowness when uploading non-pdf files as it will take substantial time for conversion. Hence, please upload only pdf files.

For applicants to be in-house providers, please download [this document](#) to be uploaded as "Audited Financial Documents, if applicable.

**File Name \***

**Title \***

**Type \***

**Classification \***

**Description**

**Version \***

28. To upload any supporting documents, click at “**Browse...**” button. Select the desired document and click the “**Open**” button. Only PDF or Zip files are acceptable.
29. Enter all necessary documents fields and click the “**Upload**” button. Please note that mandatory fields are indicated by the red asterisk (\*).
30. When you are done uploading, click the “**Back**” button.
31. If you want to save the draft for submission later, click the “**Save**” button. Please note that saving as draft does not equate to a submission. Otherwise, click the “**Next**” button to proceed.
32. The system will display the Acknowledgement Page for saved application. All information entered can be retrieved later by clicking the ‘**Application Listing**’ button found in the profile summary page.

### Acknowledgement Page

Your draft application with reference number OA-COY-2016-000033 has been saved as a draft.

Transaction Date: 21 Mar 2016 17:42

Please click [here](#) to view and print the saved draft.

**This saved draft does not constitute an actual application submission.** You will need to retrieve this saved draft application for actual submission to SSG when you are ready to submit the application.

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

**Close**

33. If you click the “Next” button to proceed, the system will display the Confirmation page.

### Apply for Company profile: Confirmation

1 Terms, & Conditions
2 Online Form
3 Confirmation

GENERAL INFORMATION			
Type of Registration	Others - None of the Above		
Registration Number	Company 1		
Registered Name of Organisation	ABC Company		
Mailing Address	Block/Building Number	123	
	Building Name	ABC	
	Street Name	1 Marina	
	Floor Number-Unit Number	02-11	
	Postal Code	460123	
Telephone	61234567		
Fax			
Email			
GIRO account number	Default	GIRO Account	Verified by SSG
	Yes	<input type="checkbox"/>	No
List of Related Companies	Registration Type	Registration No.	Name of company

BUSINESS INFORMATION			
Type of Organisation	Company		
Nature of Business	Service		
Main Business Activity	Training and education		
Year of Establishment (YYYY)	2010		
Ownership	Local/Foreign Joint Ventures		
If not wholly local, please specify % of foreign ownership	Percentage Foreign	40%	
Fixed Asset Investment (at net book value)	1,500.00		
Employment Size	Group Level	50	
	Company Level	2	
Annual Sales Turnover	Group Level	20,000.00	
	Company Level	10,000.00	
Annual Training Budget as a % of Annual Payroll	0.0%		
Annual Skills Development Levy (SDL) contribution	0.0		

PERSONNEL INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
Chief Executive Office/Sole Proprietor	Ms	Jane	NRIC	SG [REDACTED]	Manager	Jane@abc.com	Yes	61234567
Finance Officer	Ms	Jane	NRIC	SG [REDACTED]	Manager	Jane@abc.com	Yes	61234567

STAFF INFORMATION								
Role	Salutation	Name	Identification Type	Identification Number	Designation	Email	Receive Notification?	Contact No.
System Admin(EASY Admin User)	Ms	Jane	NRIC	SG [REDACTED]	Manager	Jane@abc.com	Yes	61234567
Management Representative 1	Ms	Jane	NRIC	SG [REDACTED]	Manager	Jane@abc.com	Yes	61234567

**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 Companies.  
 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 Companies 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.~~

34. Read the Declaration carefully. To confirm, check the box “**Yes, we confirm and accept the above declarations**”, and click the “**Submit**” button.

35. The system will display the Acknowledgement Page. Please take note of the reference number.

**Acknowledgement Page** Hel

Your application with reference number **OA-COY-2016-000033** has been submitted successfully.

An email notification on the outcome of the submission will be sent to your Organisation.

Transaction Date: 21 Mar 2016 17:50

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

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

