ICMS User Orientation Training

Infocomm Competency Management System (ICMS)
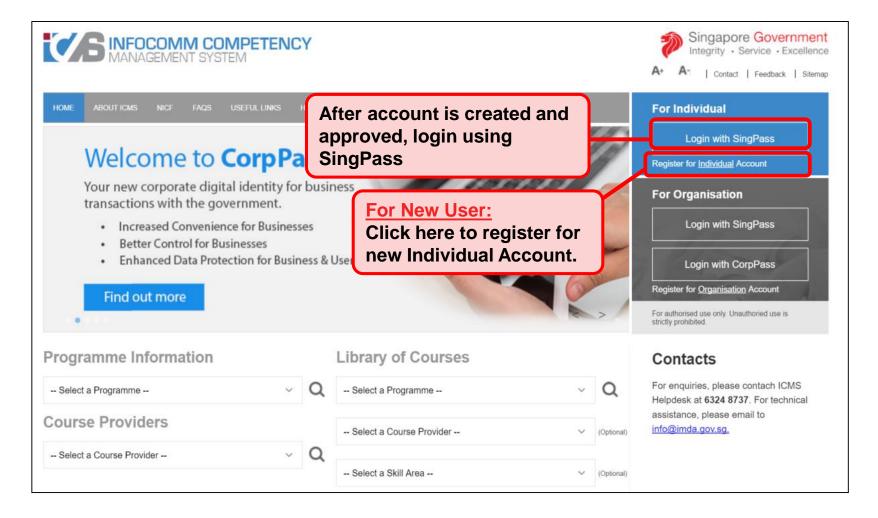
SECTION E: CLAIM APPLICATION

[For Individuals]

Jan 2018

ICMS Claim Application : Individual

- Log In to ICMS Website: https://eservice.imda.gov.sg/icms

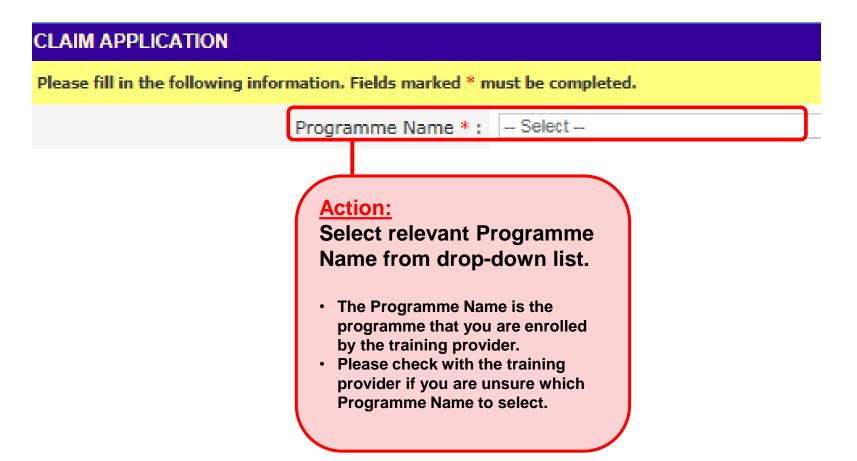# ICMS Claim Application : Individual

- Claim Application Home Page

Note:
With effect from <u>1 Aug 2017</u>, please ensure that the bank account details are provided in the <u>Individual Account</u> before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.
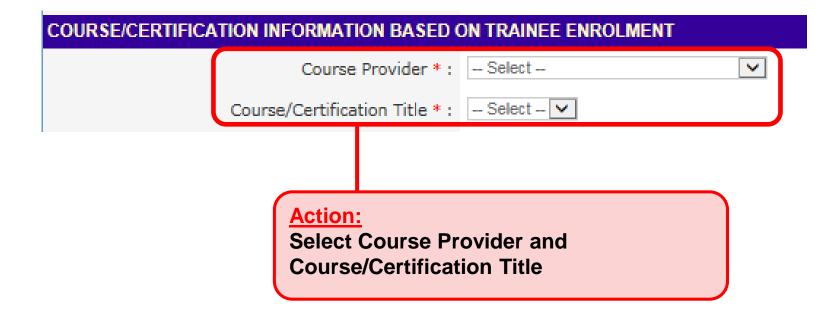

Action:
Click 'New Application'

ICMS Claim Application : Individual

- Fill up Necessary Details

CLAIM APPLICATION

Please fill in the following information. Fields marked * must be completed.

Programme Name * : – Select –

Action:
Select relevant Programme Name from drop-down list.

- **The Programme Name is the programme that you are enrolled by the training provider.**
- **Please check with the training provider if you are unsure which Programme Name to select.**

CSC

ICMS Claim Application

- Select Relevant Details

COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider * : — Select —

Course/Certification Title * : — Select —

Action:
Select Course Provider and
Course/Certification Title

ICMS Claim Application: Individual

- Verification of Trainee Information
  - ➢ You may update in Individual Account if it's incorrect

INBOX
MENU
Trainee Enrolment
Grant Application
Claim Application
User Account Administration
Individual Account
LOG OUT

TRAINEE INFORMATION

Please ensure correct bank account details are provided. For update of bank account details, please go to the Individual Account to update the information. As the approved claim amount will be made via interbank GIRO transfer, please upload the completed Direct Credit Authorisation (DCA) form available at https://eservice.imda.gov.sg/icms.

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) : **I am a Student**

Trainee's NRIC No. :

Telephone No. : **12345678**

Email Address : **student@icms.com**

Address :

Block/ House No.	Street Name
30	Cecil Street

Date of Birth: **01/01/2002**

Profession: **Student**

Bank Name: **Citibank NA**

Account Number: **21424422f**

Citizenship : **Singapore Citizen**

Country of Origin : **Singapore**

Gender : **Female**

Highest Education Qualification : **Diploma**

Employment Status : **Full-time Student**

Current Salary Range (Monthly) : **$2,001-$3,000**

Occupation Group : **Business Analytics**

Occupation Title : **Manager- Statistics and Min**

Type of Organisation : **Multi-National Corporation (MNC)**

Nature of Business : **Administrative and Support Service Activities**

Action:
- ➢ **Please ensure correct bank account details are provided. For update of bank account details, go to Individual Account.**
- ➢ **As the approved claim amount will be made via interbank GIRO transfer, please upload the completed Direct Credit Authorisation (DCA) form available at https://eservice.imda.gov.sg/icms**

ICMS Claim Application: Individual

- Review Trainee Enrolment Details

COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider * :	Sun Microsystems Pte Ltd
Course/Certification Title * :	Sun Certified Security Administrator
Start Date :	**20/04/2017** (dd/mm/yyyy)
End Date :	**26/04/2017** (dd/mm/yyyy)
Funding Support Type :	**Course and Exam Fees**
Course Fees :	**S$ 1,500.00**
Exam Fees :	**S$ 1,500.00**
Course and Exam Fees :	**S$ 3,000.00**
SkillsFuture Credit Claim Amount :	**S$ 100.00**
Mode of Delivery :	**Instructor-Led Training (ILT)**

INSTRUCTOR-LED TRAINING (ILT)

Mode of

Total

Action:
Verify if details are correct, especially the SkillsFuture Credit Claim Amount

ICMS Claim Application: Individual

- Fill in Claim Application Details

COURSE/CERTIFICATION INFORMATION FOR CLAIM APPLICATION

Actual Start Date * : 20/04/2017 📅 (dd/mm/yyyy)

Actual End Date * : 26/04/2017 📅 (dd/mm/yyyy)

Actual Funding Support Type : **Course and Exam Fees**

Total Actual Course Fees * : S$ 1,500.00

Total Actual Exam Fees * : S$ 1,500.00

Total Actual Course and Exam Fees * : S$ 3,000.00

Total Claim Amount for Course and Exam Fees : S$ 300.00

Actual SkillsFuture Credit Claim Amount * : S$ 100

Mode of Delivery : **Instructor-Led Training (ILT)**

INSTRUCTOR-LED TRAINING (ILT)

Mode of Training : Full-time

Total Duration : 5.0

Total Claim Amount for Absentee Payroll : S$ 0.00

Total Claim Amount : S$ 300.00

Action:
Fill in the relevant Details, and ensure SkillsFuture Credit Claim Amount is correct
➢ **Amend the amount if it is wrongly reflected before submitting the claim for approval.**

ICMS Claim Application: Individual

- Uploading of Supporting Documents

APPLICATION ATTACHMENTS

Checklist for Claim Supporting documents
- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 5MB or less. For files exceeding 5MB, please zip up the files or send the documents directly to IMDA or via email (CITREP@IMDA.GOV.SG).
- Max 10 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

Attached Files
- [ ] a. Trainee's NRIC
- [ ] b. Invoice and official receipt
- [ ] c. Daily attendance sheet signed by the trainee (for classroom/hybrid training)
- [ ] d. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training).
- [ ] e. Assessment result slip/certificate for each trainee (for non-certifiable programme)
- [ ] f. Examination result score report and final certificate for each trainee (for certifiable programme)
- [ ] g. Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component).
- [ ] h. SkillsFuture Credit Claim Applications transaction history
- [ ] i. Proof of matriculation
- [ ] j. Recommendation by the PSEI (refer to Form 1)
- [ ] k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- [ ] l. Copy of trainee's SAF 11B card
- [ ] m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.

Action:
Tick the documents that have been uploaded

Upload Files :	UPLOADED FILES	ACTION BY	ACTION

[   ] Browse...

Action:
Upload the necessary documents

NOTE: You may submit the documents to IMDA by mail or email to citrep@imda.gov.sg if you have not uploaded the required supporting documents in ICMS.

ICMS Claim Application: Individual

- SkillsFuture Declaration at the bottom of the page

DECLARATION

Important Note
- Please ensure that the SkillsFuture Credit Claim Amount is correct. You may amend the amount if it is wrongly reflected before submitting the claim for approval.
- Should you require any assistance, you may contact IDA at citrep@imda.gov.sg

☐ I declare that the SkillsFuture Credit Claim Amount is correct.

Cancel | Save as Draft | Submit for Approval

Action:
Complete the declaration section and click 'Submit for Approval'

ICMS Claim Application: Individual

- Terms and Conditions

Home >> Claim Application >> New Claim Application >> Claim Application Terms and Conditions
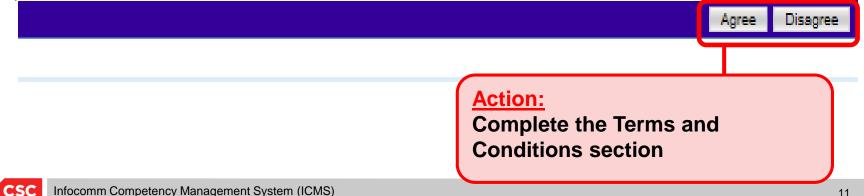
TERMS AND CONDITIONS

CITREP TERMS FOR CLAIM APPLICATION

(a) Interpretation. In the application for a claim under CITREP II,

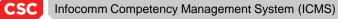(i) the following words and phrases shall have the meanings hereby assigned to

them unless the context otherwise requires:

"Applicant" means the person, party or entity who meets the stipulated

| Agree | Disagree |

Action:
Complete the Terms and Conditions section

ICMS Claim Application: Individual

- Survey Answers and Submission

SURVEY QUESTIONS

SECTION 1 HEADER TEXT

S/N	QUESTIONS	
1.	The course/certification will put me in better position for career advancement.	○ Yes ○ No
2.	The knowledge and competencies gained from the course/certification are applicable and relevant to my job portfolio.	○ Strongly Agree ○ A
3.	I am satisfied with the overall service level rendered by the course/testing provider.	○ Yes ○ No
4.	I am able to apply the knowledge and competencies gained from the course/certification effectively to my work requirements.	○ Strongly Agree ○ A
5.	The course/certification has created a positive impact for me to achieve a higher level of competitiveness and performance.	○ Strongly Agree ○ A
6.	The course/certification has adequate indepth coverage on the subject matter.	○ Yes ○ No

Remarks/Comments:

Cancel Proceed to Submit

Action: Complete Survey Questions and click 'Proceed to submit'

ICMS Claim Application: Individual

- Acknowledgement Page

SUBMISSION CONFIRMATION

Your Application has been submitted.
Your Claim Application ID is: CITREPII/FY15/CL/201512/010696

If you have not uploaded the required supporting documents earlier, please email to citrep@imda.gov.sg or send to:

Info-communications Media Development Authority of Singapore
10 Pasir Panjang Road
#03-01 Mapletree Business City
Singapore 117438

Please print this page for your reference.

OK

System will generate acknowledgement page upon successful submission

NOTE:

You may submit the documents to IMDA by mail or email to citrep@imda.gov.sg if you have not uploaded the required supporting documents in ICMS.