

ICMS User Orientation Training

Infocomm Competency Management System (ICMS)

SECTION B: ICMS USER ACCOUNT ADMINISTRATION [ORGANISATION ACCOUNT]

July 2017



All representatives of the Certification Owners (aka Certification Awarding Bodies), Course Providers and Sponsoring Organisations are required to obtain an approved account prior to accessing the available functions in ICMS.

The System also allows registered users to edit and update their particulars.

Course Providers and Sponsoring Organisations are able to:

- Register for a New Organisation Account
- Update Organisation Details
- Process/Approve Organisation Account
- Search/View Organisation Account

Each legally registered business entity is allowed to apply for 1 X Organisation Account

Course Providers and Sponsoring Organisations are required to appoint at least:

- > 1 X Administrative Officer (AO)
- 1 X Approving Authority (AA)

AA must be a Management Appointment Holder, eg. GM, MD, VP, Director, etc

Note:

- Registered user will be able to view information based on the authorised user role/roles, eg. SO AO, SO AA, CP AO, CP AA.
- AA/ AO are able to login to ICMS only when they have a CorpPass Account. They can either be a Registered Officer, CorpPass Admin or CorpPass User depends on the entity. For more information on CorpPass user roles, please visit https://www.corppass.gov.sg/corppass/common/findoutmore

User role of Administrative Officer (AO)

•Update details (make change requests for i.e. email address, address, telephone number)

•Submit new online applications (claims/course mapping and endorsement) & upload supporting document in ICMS

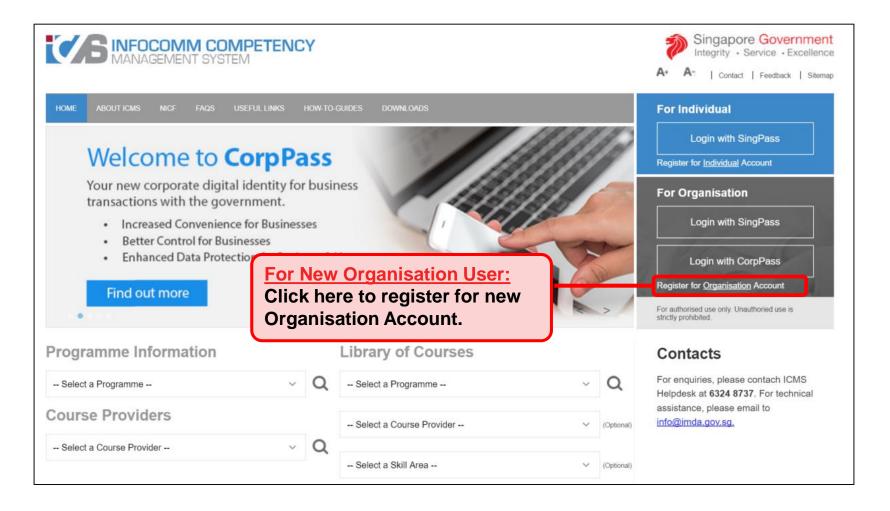
User role of Approving Authority (AA)

•Approve change requests submitted by AO

•Approve new online applications (claims/course mapping and endorsement) submitted in ICMS System

•Creation/ de-activation/ amendment of AO or AA user roles

Register for New Organisation Account



Register for New Organisation Account

Press fill in the following information. Fields marked * must be completed. Organisation Account Type *: Certification Owner Sponsoring Organisation Sponsoring Organisation Incorporated in Singapore *: • Yes O No Name of Organisation 0: Computer Science Organisation (please state in full) Computer Science Organisation Type of Organisation 0: Multi-National Corporation (MNC) ROC/B/S or UEN No. 0: 12345678 Main Contact No. 0: 12345678 Main Email Address 0: Integration Website Address 1: Mon Organisation 1: 12345678 Bank Could 0: 12345678 Bank Branch Code 0: 001 Contact Person (SkillsFuture 0: Ves O No Contact Person (SkillsFuture 0: Ves O No Contact Person (SkillsFuture 0: Organisation Main Email Address 0: Index Available Main Email Address 0: Index Available Decomposition 1: Ves O No Contact Person (SkillsFuture 0: Ves O No Scondary State 1: Index Available Scondary State 1: Add New Main State				ORGANISATION DETAILS
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				DECLARATION
	and	nd the accompanying documents are accurate, true and complete and		-
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Please key in CAPTCHA value from the picture above: Cancel Submit for Approval				Please key in CAPICHA value fro

Please note:

User must select at least one Organisation Account Type

Certification Owner

- Provider letter of Authorisation to authorised partners
- □ Course Provider
 - Provider of training to trainees, claim supporting documents such as invoice, receipt, class attendance list etc
- Sponsoring Organisation
 - Send their staffs for training
- For a Singapore-based organisation, System will validate if the ROC/B/S or UEN No has been used by an existing Organisation Account.

Register for New Organisation Account

ORGANISATION DETAILS	
Please fill in the following information	Fields marked * must be completed.
Organisation Account Type * :	 □ Certification Owner ☑ Course Provider ☑ Sponsoring Organisation
Incorporated in Singapore st :	● Yes ○ No
Name of Organisation * : (please state in full)	Computer Science Organisation
Type of Organisation * :	Multi-National Corporation (MNC)
ROC/B/S or UEN No. * :	T08RP0001L Check Availability
Nature of Business * :	Administrative and Support Service Activities
Main Contact No. * :	12345678
Fax No. * :	12345678
Main Email Address * :	test@gmail.com
Website Address :	http://
Participating in SkillsFuture Credit :	
Bank Code * :	7171
Bank Account Number * :	12345678
Bank Branch Code * :	001
Contact Person (SkillsFuture Credit) * :	
ADDRESS Main Site *	* : Add New Main Site Click to add New Site.
Secondary Site	
CONTACT INFORMATION * :	ew User Account
DECLARATION	
☑ We hereby declare that the we shall abide by the terms and	information stated in this application and the accompanying documents are accurate, true and comp conditions of the application.
Please key in CAPTCHA value fro	Reload CAPTCHA om the picture above:
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Register for New Organisation Account – Main Site

Home About ICMS NICF FAQs Useful Links How	"ten un an anti-a anti-a ten anti-a	
MAIN SITE		
Please fill in the following information. Fields marked * must	and a second	
Block/House No. * :	221	
Street Name * :	Henderson industrial Park	Enter the Main Site Details
Level - Unit No. :	# 07 - 01	
Building Name :	Henderson Building	
Country :	Singapore	
Postal Code * :	159557	Click Save Button
		Cancel Save

Register for New Organisation Account

ORGANISATION DETAILS	
Please fill in the following information.	Fields marked * must be completed.
Organisation Account Type * :	 □ Certification Owner ☑ Course Provider ☑ Sponsoring Organisation
Incorporated in Singapore st :	● Yes ○ No
Name of Organisation * : (please state in full)	Computer Science Organisation
Type of Organisation * :	Multi-National Corporation (MNC)
ROC/B/S or UEN No. * :	T08RP0001L Check Availability
Nature of Business * :	Administrative and Support Service Activities
Main Contact No. * :	12345678
Fax No. * :	12345678
Main Email Address * :	test@gmail.com
Website Address :	http://
Participating in SkillsFuture Credit :	• Yes O No
Bank Code * :	7171
Bank Account Number * :	12345678
Bank Branch Code * :	001
Contact Person (SkillsFuture Credit) * :	
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Main Site *	
Secondary Sites	
CONTACT INFORMATION * : N	ew User Account
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☑ We hereby declare that the we shall abide by the terms and	information stated in this application and the accompanying documents are accurate, true and complete and conditions of the application.
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Register for New Organisation Account – Secondary Site

Home About ICM5 NICF FAQs Useful Links How	the set of an and a set of an and a set of a set
SECONDARY SITE	
Please fill in the following information. Fields marked * must	be completed.
Site Address Description * :	CSC Cecille
Organisation Account Type * :	Course Provider Sponsoring Organisation
Block/House No. * :	43
Street Name * :	Cecil Street Enter the Secondary Site Details
Level - Unit No. :	# 12 - 01
Building Name :	Cecil House
Country :	Singapore
Postal Code * :	Cecil Street Enter the Secondary Site Details # 12 - 01 Cecil House Singapore 312332 99898966
Contact No. * :	99898966
Fax No. * :	45552122
	Cancel Save

Register for New Organisation Account

ORGANISATION DETAILS	
Please fill in the following information.	Fields marked * must be completed.
Organisation Account Type * :	 □ Certification Owner ☑ Course Provider ☑ Sponsoring Organisation
Incorporated in Singapore * :	● Yes ○ No
Name of Organisation * : (please state in full)	Computer Science Organisation
Type of Organisation * :	Multi-National Corporation (MNC)
ROC/B/S or UEN No. * :	T08RP0001L Check Availability
Nature of Business * :	Administrative and Support Service Activities
Main Contact No. * :	12345678
Fax No. * :	12345678
Main Email Address * :	test@gmail.com
Website Address :	http://
Participating in SkillsFuture Credit :	• Yes O No
Bank Code * :	7171
Bank Account Number * :	12345678
Bank Branch Code * :	001
Contact Person (SkillsFuture Credit) * :	
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CSC

Register for New Organisation Account – New User Account

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Home About ICMS NICF FAQs Useful Lin	nks How-To-Guides Downloads		
CONTACT PERSONAL PARTICULARS			
Please fill in the following information. Fields mar	ked * must be completed.	1	
Name (as in N	NRIC) * : Lulay Ong		
NRIC No	D./FIN * : S000004C	Ententhe	Operation of Development of the second second
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Course Provider	Course Provider Administrative Officer		Course Provider Approving Authority
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Last updated: 16 July 2008			Best viewed using IE 6.0+
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Register for New Organisation Account

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Register for New Organisation Account



System will generate the acknowledgement confirmation when an application is submitted successfully to IMDA.

Please note:

If all validations are passed, a reference number will be issued:
<YYYYMM>/ORG/<999999> for the Organisation Account

- Organisation AOs and AAs will be able to login to the system via their SingPass and password (for all CO, CP and SO)
- Organisation Account will be routed to IMDA for processing. The new AA/AO will receive a system generated email notification on the approval/rejection.

Update Organisation Account – Update details

EXAMPLE TO A COMPETENC	Y				Singapore Government Integrity · Service · Excellence A+ A- Contact Feedback Sitemap
HOME ABOUT ICMS NICF FAQS USEFUL LINKS	HOW-TO-	GUIDES DOWNLOADS			For Individual
Welcome to CorpPa	ass			P	Login with SingPass Register for Individual Account
Your new corporate digital identity fo transactions with the government.	r busii	ness		-	For Organisation
 Increased Convenience for Business Better Control for Businesses Enhanced Data Protection for Busin 	ne U	O: Click here to login sing your SingPass or		~	Login with SingPass
Find out more		orpPass Account		>	Register for Organisation Account For authorised use only. Unauthoried use is strictly prohibited.
Programme Information		Library of Courses			Contacts
Select a Programme V	Q	Select a Programme	~	Q	For enquiries, please contach ICMS Helpdesk at 6324 8737 . For technical
Course Providers		Select a Course Provider	~	(Optional)	assistance, please email to info@imda.gov.sg.
Select a Course Provider V	Q	Select a Skill Area	~	(Optional)	

Note:

CSC

For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

Update Organisation Account – Update details

		Singapore Government Integrity • Service • Excellence
in.	Competency management	Contact Feedback Sitemap
Computer	r Science Organisation , Course Provider Administrative Officer	Welcome, Aida
YOUR USE	IR ROLES	
	Name of Organisation : Computer Science Organisation	
S/N	ROLE	
1.	Course Provider Administrative Officer(CP AO)	
2.	Course Provider Approving Authority(CP AA) Select CP AO or SO AO Role (whichever is applicable)	1
3.	Sponsoring Organisation Administrative Officer(SO AO)	
4.	Sponsoring Organisation Approving Authority(SO AA)	
	Back Logout	

This screen is skipped if the registered user has only 1 role in ICMS

Update Organisation Account – Update details

infocomme	tency management		Contact Feedback Sitemap
Computer Science Organi	sation , Course Provider Administrative C	fficer	Welcome, Aida
INBOX MENU		ITEMS PENDING FOR YOUR ACTION	
Course/Certification Endorsement Trainee Enrolment	S/N	Description No pending Items to be displayed.	Pending Items
Claim Application User Account Administratic Organisation Account SWITCH USER ROLE LOG OUT		organisation Account hyperlink	

Singapore Government

ICMS User Account Administration – Organisation Account Update Organisation Account –Update details

- 1		-				
UPDATE V History			1			
Click on	Update butt	on				
Organisation Accou	nt ID : 201707/	ORG/001129	-			
Organisation Account	Cours	fication Owner se Provider soring Organisatio	on			
Incorporated in Singa	apore : Yes					
Name of Organis	ation : Compute	r Science Organis	ation			
Type of Organis	ation : Multi-Nat	ional Corporation	(MNC)			
ROC/B/S or UE	No. : TO8RPOO	01L				
Nature of Bus	iness : Administ	rative and Suppor	t Service Activiti	es		
Main Conta	act No. 1234567	8				
Fa	K No. : 1234567	8				
Main Email Ad	dress : test@gma	ail.com				
Website Ad	dress : http://ex	cample.com				
Participating in SkillsFuture C	credit : 💿 Yes (
Bank	Code : 7171					
Bank Account Nu	mber : 1234567	8				
Bank Branch	Code : 001					
Contact Person (SkillsFuture C	edit): Lulay One	g (Finance Officer)			
lease provide bank account details. The approved claim am	ount would be made dire	ctly into the payee's desig	nated bank account state	ed below.		
Bank Name :						
Account Number :						
DDRESS						
Main Site						
					COUNTRY	
BLOCK/HOUSE NO. STREET NAME 221 Henderson Industri	al Park	LEVEL NO UNIT NO #07-01		ING NAME rsen Building		POSTAL CODE 159557
			hendel	Set Sulding	Singupore 1	
SECONDARY SITES :						
DESCRIPTION ACC. TYPE BLOCK/HOUSE NO. CSC Cecille CP SO 43		EVEL NO UNIT NO. 12-01		COUNTRY POSTAL C	ODE CONTACT NO 99999999	D. FAX NO. SHOW
	Cecir Street #	12-01	Cecil nouse	Singapore 123456	22222222	22222222
CONTACT INFORMATION						
ASSIGNMENT OF ROLE	NAM			EMAIL	CONTACT NO.	STATUS SHOW
Course Provider Approving Authority (CP AA)		y Ong S000004C	Systems Analyst	test@yahoo.com	98890400	Approved
Course Provider Administrative Officer (CP AO)		y Ong S000004C	Systems Analyst		98890400	Approved
Sponsoring Organisation Approving Authority (SO AA		y Ong S000004C	Systems Analyst		98890400	Approved
Sponsoring Organisation Administrative Officer (SO A	Lula	y Ong S000004C	Systems Analyst	test@yahoo.com	98890400	Approved

Update Organisation Account – Update details

Main Contact No. * : Fax No. * : Main Email Address * : Website Address : GIRO PAYMENT	63259855 63254700				date Organi	sation's D	etails	
Bank Name * :	United Overseas Bank Ltd 87789090999			the a	ure bank acc approved cla ctly into the	im amoun	nt would be	
Main Site BLOCK/HOUSE NO. STREET NAM 112 Robinson Roa Secondary Sites : Add New Secondary Site CONTACT INFORMATION New User Account				Click to view	and update details	Main Site	ACTION	
ASSIGNMENT OF ROLE Sponsoring Organisation Administrative Officer (Sponsoring Organisation Approving Authority (SO DECLARATION	. ,	NRIC NO./FIN S8140760F S7061160J	DESIGNATION Network Adminis CFO	EMAIL		CONTACT NO.	STATUSACTIONApprovedUPDATApprovedUPDAT	E
 ✓ We hereby declare that the information state application. CHANGE REQUESTED BY SO AO 	ed in this application and th	e accompanying	documents are ac	curate, true and comp	lete and we shall abi	de by the terms a	and conditions of the	
Reason for Change * :		Indicate r	easons for	changes Click	to submit for	approval		

Submit for Approval

Cancel

Update Organisation Account – Amendment to AA/ AO user roles

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO	D UNIT NO.	BUILDING		COUNTR	Y POSTAL	CODE	ACTION
221	Henderson Industrial Park	07-01			t d	Singapor	e 159557		Update
Secondary Sites : Add New	v Secondary Site		, Ne	er Accour					
DESCRIPTION ACC.	BLOCK/HOUSE STREET NO. NAME	k to a	dd New Us NA Ce	UILDING AME	COUNTRY	POSTAL CODE	CONTACT NO.	ACTION	
CSC Cecille CP SO	43	Clich 12-01	Ce	ecil House	Singapore	123456	99999999	UPDATE	REMO\
CONTACT INFORMATION									
ASSIGNMENT OF ROLE		NAME	NRIC NO./FIN	DESIGNATIO	N EMA	IL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation /	Approving Authority (SO AA)	Lulay Ong	S000004C	Systems Ana	lyst test@	yahoo.com	98890400	App ed	UPDAT
Sponsoring Organisation	Administrative Officer (SO AO)	Lulay Ong	S0000004C	Systems Ana	lyst test@	yahoo.com	98890400	int /	UPDATI
Course Provider Administi	rative Officer (CP AO)	Lulay Ong	S0000004C	Systems Ana	lyst test@)yabo	98890400 User Accor 9990400	mppr ed	UPDAT
						1.40			

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.

CHANGE REQUESTED BY CP AO		
Reason for Change * :		
	Cancel Submit for Approval	

Update Organisation Account – Amendment to AA/ AO user roles

CONTACT PERSONAL PARTICULARS	
Please fill in the following information. Fields marked × must be comp	leted.
Name (as in NRIC) * :	Tracy Koh
NRIC No./FIN * :	S4758172C
Designation * :	Asst HR Manager
	65587412 (Work)
(complete at least one)	Amend changes
	(Mobile)
Email Address * :	tracykoh.com.sg ×
Correspondence Address * :	Main Site 🗸
Account Status * :	Approved 🗸
ASSIGNMENT OF ROLE	
The Approving Authority (AA) must be a senior manager	nent appointment holder, eg. CEO, MD, GM, Director or relevant rank.
ACCOUNT TYPE	
Sponsoring Organisation Sponso	ring Organisation Administrative Officer
Course Provider 🗹 Course	Provider Administrative Officer
	Cancel Save

Update Organisation Account – Amendment to AA / AO user roles

ADDRESS											
Main Site											
BLOCK/HOUSE NO.	STREET NAME	STREET NAME		LEVEL NO UNIT NO.		BUILDING NAME		COUNT	RY POSTAL	CODE	ACTION
221	Henderson Industr	al Park	07-01			Henderse	n Building	Singapo	re 159557		Update
Secondary Sites : Add New Secondary Site											
	BLOCK/HOUSE NO.	STREET NAME	LEVEL I NO.		BUILD NAME		COUNTR	Y POSTAL CODE	CONTACT NO.	ACTION	
CSC Cecille CP SO	43	Cecil Street	#12-01		Cecil H	louse	Singapor	e 123456	99999999	UPDATE	
CONTACT INFORMATIC	New User Account										
ASSIGNMENT OF ROL	E		NAME	NRIC NO./FI	IN DE	ESIGNATIO	N EM	AIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisatio	n Approving Authority (SO AA)	Lulay Ong	S000004C	Sy	stems Ana	lyst tes	@yahoo.com	98890400	Approved	UPDATE
Sponsoring Organisatio	n Administrative Officer	(SO AO)	Lulay Ong	S0000004C	Sy	stems Ana	lyst test	@yahoo.com	98890400	Approved	UPDATE
Course Provider Admini	strative Officer (CP AO)		Lulay Ong	S000004C	Sy	stems Ana	lyst test	@yahoo.com	98890400	Approved	UPDATE
Course Provider Approv	ing Authority (CP AA)		Lulay Ong	S000004C	Sy	stems Ana	lyst test	@yahoo.com	98890400	Approved	UPDATE
	ing Autionity (CF AA)		Luiuy Olig	500000040	39	Stems And	1,51 105	yunoo.com	50050-00	Approved	GFD

DECLARATION

We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application.



Update an Organisation Account – Update details

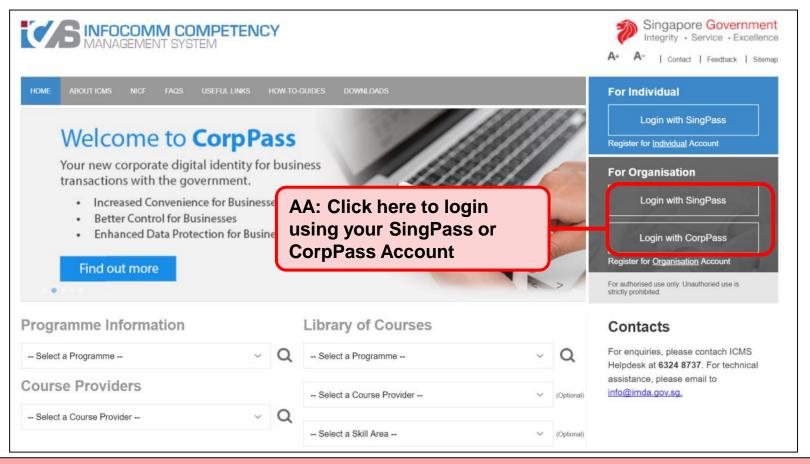
		Singapore Government Integrity - Service - Excellence
infocommete	Cy monogement	Contact Feedback Sitemap
Computer Science Organisati	on , Course Provider Administrative Officer	Welcome, Aida
INBOX	UPDATE ORGANISATION ACCOUNT DETAILS	
MENU	Organisation Account update is successfully submitted.	
Course/Certification Endorsement	OK C	
Trainee Enrolment		
Claim Application		
User Account Administration		
Organisation Account		
SWITCH USER ROLE		
LOG OUT		

System will generate the acknowledgement confirmation when the Update Change Request is submitted successfully by AO to AA.

Please note

➢AA needs to login to approve the change request. After which, it will be submitted to IMDA for approval.

Process/Approve an Organisation Account



Note:

CSC

For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

Process/Approve an Organisation Account

			Singapore Government Integrity · Service · Excellence Contact Feedback Sitemap
info	competency against a second system		
Computer S	cience Organisation ,		
YOUR USER	ROLES		
	Name of Organisation : Computer Science Or	anisation	
S/N	ROLE		
1.	Course Provider Administrative Officer(CP AO)		
2.	Course Provider Approving Authority(CP AA)	Select CP AA or SO AA Role (whichever is applicable	
3.	Sponsoring Organisation Administrative Officer(SO AO)		
4.	Sponsoring Organisation Approving Authority(SO AA)		
		Back Logout	

This screen is skipped if the registered user has only 1 role in ICMS

Process/Approve an Organisation Account



Process/Approve an Organisation Account

	tory								
ORGANISATION DETA	AILS								
	Organisation Account II	: 201707/OR	G/001129						
	Organisation Account Type	Course							
	Incorporated in Singapor	e: Yes						l'arla (a al	
	Name of Organisation	n : Computer S	cience Organisation		Cha	anges a	re high	lighted	in y
	Type of Organisation	n : Multi-Nation	nal Corporation (MNC	.)					
	ROC/B/S or UEN No	.: T08RP0001	L						
	Nature of Busines	s : Administrat	ive and Support Serv	vice Activities					
	Main Contact No	. : 99999999							
	Fax No	. : 12345678							
	Main Email Addres	s : test@gmail.	com						
	Website Addres	s: http://exam	nple.com						
Partic	ipating in SkillsFuture Credi	t: 🖲 Yes 🔿	No						
	Bank Code	e: 7171							
	Bank Account Numbe	r: 12345678							
	Bank Branch Code	e: 001							
	Bank Branch Code Person (SkillsFuture Credit		Finance Officer)						
	Person (SkillsFuture Credit): Lulay Ong (Finance Officer)						
	Person (SkillsFuture Credit Bank Name : D): Lulay Ong (BS Bank Ltd	Finance Officer)						
IRO PAYMENT	Person (SkillsFuture Credit Bank Name : D): Lulay Ong (Finance Officer)						
IRO PAYMENT	Person (SkillsFuture Credit Bank Name : D): Lulay Ong (BS Bank Ltd	Finance Officer)						
GIRO PAYMENT	Person (SkillsFuture Credit Bank Name : D Account Number : 1): Lulay Ong (BS Bank Ltd		, BUIL	DING NAME	c	DUNTRY	POSTAL CODE	
DRO PAYMENT	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site) : Lulay Ong (BS Bank Ltd 2345678	Finance Officer)		DING NAME lersen Buildin			POSTAL CODE 159557	=
BIRO PAYMENT	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME) : Lulay Ong (BS Bank Ltd 2345678	LEVEL NO UNIT NO						=
DDRESS BLOCK/HOUSE NO. 221 ECONDARY SITES :	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria) : Lulay Ong (BS Bank Ltd 2345678	LEVEL NO UNIT NO				ngapore	159557	E
DDRESS BLOCK/HOUSE NO. 221 ECONDARY SITES : DESCRIPTION ACC. 1	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria) : Lulay Ong (BS Bank Ltd 2345678	LEVEL NO UNIT NO #07-01	Hend	COUNTRY	g Si	ngapore	159557	SHOW
BLOCK/HOUSE NO. 221 SECONDARY SITES : DESCRIPTION ACC. 1 CSC Cecille CP SO	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria) : Lulay Ong (BS Bank Ltd 2345678 I Park STREET NAME	LEVEL NO UNIT NO #07-01 LEVEL NO UNIT NO.	Hend BUILDING NAME	COUNTRY	POSTAL CODI	ngapore	159557	SHOW
BLOCK/HOUSE NO. 221 BECONDARY SITES : DESCRIPTION ACC. T CSC Cecille CP SO CONTACT INFORMATION	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria TYPE BLOCK/HOUSE NO. 43) : Lulay Ong (BS Bank Ltd 2345678 I Park STREET NAME	LEVEL NO UNIT NO #07-01 LEVEL NO UNIT NO. #12-01	Hend BUILDING NAME	COUNTRY	POSTAL CODI	ngapore	159557	SHOW
BLOCK/HOUSE NO. 221 BECONDARY SITES : DESCRIPTION ACC. T CSC Cecille CP SO CONTACT INFORMATION ASSIGNMENT OF ROLE Course Provider Adminis	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria CTYPE BLOCK/HOUSE NO. 43 N Henderson Industria) : Lulay Ong (BS Bank Ltd 2345678 I Park Cecil Street	LEVEL NO UNIT NO #07-01 LEVEL NO UNIT NO. #12-01 ME NRIC NO./FIN y Ong S0000004C	BUILDING NAME Cecil House DESIGNATION Systems Analyst	COUNTRY Singapore EMAIL testing@y	POSTAL CODI 123456	ngapore CONTACT N 99999999 CONTACT NO. 18890400	159557 FAX NO. 999999999 STATUS Approved	SHOW
BLOCK/HOUSE NO. 221 BECONDARY SITES : DESCRIPTION ACC. 1 CSC Cecille CP SO CONTACT INFORMATION ASSIGNMENT OF ROLE Course Provider Adminis Course Provider Approvi	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria TYPE BLOCK/HOUSE NO. 43 N strative Officer (CP AO) ng Authority (CP AA)) : Lulay Ong (BS Bank Ltd 2345678 I Park Cecil Street Lula Lula	LEVEL NO UNIT NO #07-01 LEVEL NO UNIT NO. #12-01 ME NRIC NO./FIN y Ong \$0000004C y Ong \$0000004C	BUILDING NAME Cecil House DESIGNATION Systems Analyst Systems Analyst	COUNTRY Singapore EMAIL testing@y testing@y	POSTAL CODI 123456 rahoo.com rahoo.com	ngapore CONTACT N 99999999 CONTACT NO. 18890400 18890400	159557 FAX NO. 999999999 STATUS Approved Approved	SHOW
ADDRESS BLOCK/HOUSE NO. 221 SECONDARY SITES : DESCRIPTION ACC. T CSC Cecille CP SO CONTACT INFORMATION ASSIGNMENT OF ROLE Course Provider Adminis Course Provider Approvil Sponsoring Organisation	Person (SkillsFuture Credit Bank Name : D Account Number : 1 Main Site STREET NAME Henderson Industria CTYPE BLOCK/HOUSE NO. 43 N Henderson Industria) : Lulay Ong (BS Bank Ltd 2345678	LEVEL NO UNIT NO #07-01 LEVEL NO UNIT NO. #12-01 ME NRIC NO./FIN y Ong S0000004C	BUILDING NAME Cecil House DESIGNATION Systems Analyst	COUNTRY Singapore EMAIL testing@y testing@y	POSTAL CODI 123456	ngapore CONTACT N 99999999 CONTACT NO. 18890400	159557 FAX NO. 999999999 STATUS Approved	SHOW

CSC Infocomm Competency Management System (ICMS)

Process/Approve an Organisation Account

APPROVE Click on	n Approve button
	D: 201707/ORG/001129
	e : □ Certification Owner
Incorporated in Singapore	
	n : Computer Science Organisation
	n : Multi-National Corporation (MNC)
ROC/B/S or UEN No.	
	s : Administrative and Support Service Activities
Main Contact No.	
	.: 12345678
	s : test@gmail.com
	s: http://example.com
Participating in SkillsFuture Credit	
Bank Code	e: 7171
Bank Account Number	
Bank Branch Code	e: 001
DDRESS Main Site	
BLOCK/HOUSE NO. STREET NAME	LEVEL NO UNIT NO. BUILDING NAME COUNTRY POSTAL CODE
221 Henderson Industrial Park	407-01 Hendersen Building Singapore 159557
ECONDARY SITES :	
	EET NAME LEVEL NO UNIT NO. BUILDING NAME COUNTRY POSTAL CODE CONTACT NO. FAX NO. SHOW
	I Street #12-01 Cecil House Singapore 123456 999999999 99999999
ASSIGNMENT OF ROLE Course Provider Administrative Officer (CP AO)	NAME NRIC NO./FIN DESIGNATION EMAIL CONTACT NO. STATUS SHOW Lulay Ong \$0000004C \$ystems Analyst testing@yahoo.com 98890400 Approved
Course Provider Approving Authority (CP AA)	Lulay Ong S000004C Systems Analyst testing@yahoo.com 98890400 Approved
Sponsoring Organisation Administrative Officer (SO AO)	Lulay Ong S000004C Systems Analyst testing@yahoo.com 98890400 Approved
Sponsoring Organisation Approving Authority (SO AA) CHANGE REQUESTED BY CP AO - 28/07/2017	Lulay Ong S000004C Systems Analyst testing@yahoo.com 98890400 Approved
Reason for Change : Amend	contact details.
Remarks :	Click:
	1. <u>Approve</u> to approve the change request.
	2. <u>Send back to send back to the AO to make char</u>
	Cancel Approve Reject Send Back

Process/Approve an Organisation Account

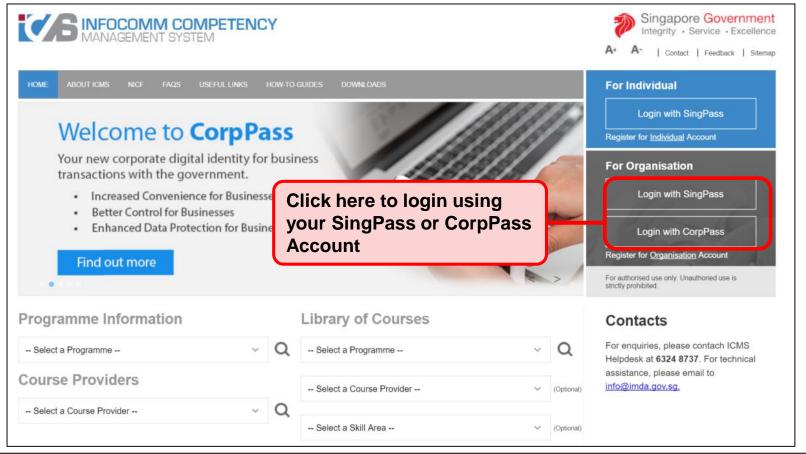
	Singapore Governme Integrity • Service • Excellen
infocommete	Contact Feedback Siten
Computer Science Organisation	ion , Course Provider Approving Authority Welcome, A
INBOX	ORGANISATION ACCOUNT
MENU	Organisation Account is successfully approved.
Course/Certification Endorsement	OK .
Trainee Enrolment	
User Account Administration	
Organisation Account	
SWITCH USER ROLE	
LOG OUT	
Last updated: 02 Nov 2015	Best viewed with IE 8.0 and above
Privacy Statement Terms of us	se Rate this site Copyright © 2015 Info-communication Development Authority of Singapore

System will generate the acknowledge confirmation when the Update Change Request is submitted successfully to IMDA.

Please note:

- Approve System will route the change request approved by AA to IMDA for review.
- Reject System will ignore any changes and retain the status as per original approval.
- Send Back System will update the status to Sent Back by AA for AO's review and to resubmit to AA.

Search/View Organisation Account



Note:

CSC

For Organisation, co-existence of SingPass or CorpPass login is available till end of Dec 2017. After which, CorpPass login is required.

Search/View Organisation Account

UPDATE View History	ick here to view the history details
ORGANISATION DETAILS	
Organisation unt ID :	201707/ORG/001129
Organisation Account Type :	Certification Owner Course Provider Sponsoring Organisation
Incorporated in Singapore :	Yes
Name of Organisation :	Computer Science Organisation
Type of Organisation :	Multi-National Corporation (MNC)
ROC/B/S or UEN No. :	T08RP0001L
Nature of Business :	Administrative and Support Service Activities
Main Contact No.	9999999
Fax No. :	12345678
Main Email Address :	test@gmail.com
Website Address :	http://example.com
Participating in SkillsFuture Credit :	
Bank Code :	7171
Bank Account Number :	12345678
Bank Branch Code :	001
Contact Person (SkillsFuture Credit) :	Lulay Ong (Finance Officer)
GIRO PAYMENT	
Bank Name :	DBS Bank Ltd
Account Number :	12345678

		Account Number : 1	12345678										
ADDRESS													
		Main Site											
BLOCK/HOUSE NO.		STREET NAME		LEVE	L NO UNIT NO.		BUILDI	NG NAME		COUN	NTRY F	POSTAL CODE	
221		Henderson Industri	al Park	#07-0	01		Hender	sen Building		Singa	pore 1	159557	
SECONDARY SITES :													
DESCRIPTION ACC.	TYPE	BLOCK/HOUSE NO.	STREET NAME	E LEVEL I	NO UNIT NO.	BUILDING NA	ME (COUNTRY	POSTAL CO	DDE	CONTACT NO	D. FAX NO.	SHOW
CSC Cecille CP SO		43	Cecil Street	#12-01		Cecil House	ę	Singapore	123456		999999999	99999999	
CONTACT INFORMATIO	N												
ASSIGNMENT OF ROLE	E			NAME	NRIC NO./FIN	DESIGNATI	ON	EMAIL		со	NTACT NO.	STATUS	SHOW
Course Provider Approvi	ing Aut	hority (CP AA)		Lulay Ong	S0000004C	Systems An	Systems Analyst testin		testing@yahoo.com		890400	Approved	
Sponsoring Organisation	n Admir	nistrative Officer (SO A	AO)	Lulay Ong	S000004C	Systems An	alyst	testing@y	ahoo.com	988	890400	Approved	
Sponsoring Organisation	n Appro	wing Authority (SO AA	.)	Lulay Ong S000004C		Systems Analyst		testing@yahoo.com		988	890400	Approved	
Course Provider Adminis	strative	Officer (CP AO)		Lulay Ong	S0000004C	Systems An	alyst	testing@y	/ahoo.com	988	890400	Approved	
					Back								

Search/View Organisation Account

ORGANISATION ACCOUNT DETAILS HISTORY							
S/N	ORGANISATION ID		STATUS	ACTION		ACTION BY	ACTION DATE
1	201707/ORG/001129	Computer Science Organisation	Created	Create		IMDA	28/07/2017
2	201707/ORG/001129	G/001129 G/001129 Click here to view the Organisation Details				IMDA	28/07/2017
3	201707/ORG/001129	in read-only format			quest	Lulay Ong (CP AO)	28/07/2017
4	201707/ORG/001129					Lulay Ong (CP AA)	28/07/2017
Back							
		N					

