


**INFOCOMM COMPETENCY MANAGEMENT  
SYSTEM (ICMS)**

**SECTION B: ICMS USER ACCOUNT ADMINISTRATION  
[ORGANISATION ACCOUNT]**

**ICMS User Orientation Training**



All representatives of the Certification Owners (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

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



1.

Register  
Organisation  
Account

# New Organisation Account

The screenshot shows the ICMS website interface. At the top, there is a navigation bar with links: HOME, ABOUT ICMS, SKILLS FRAMEWORK, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and FORMS. Below this is a large banner with the text "Welcome to ICMS" and a description: "Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's incentive programme." A blue button labeled "Find out more" is positioned below the text. To the right of the banner, there are two main sections: "For Individual" and "For Organisation". The "For Individual" section contains a "Login with SingPass" button and a link to "Register for Individual Account". The "For Organisation" section contains a "Login with CorpPass" button and a link to "Register for Organisation Account", which is highlighted with a red box. A red callout box with a white background and black text points to this link, containing the text: "For New Organisation User: Click here to register for new Organisation Account." Below the banner, there are two columns of search filters. The left column is titled "Programme Information" and "Course Providers", each with a dropdown menu and a search icon. The right column is titled "Library of Courses" and has two dropdown menus, one labeled "(Optional)". At the bottom right, there is a "Contacts" section with contact information for the ICMS Helpdesk and an email address.

**For New Organisation User:**  
Click here to register for new Organisation Account.

**For Individual**  
Login with SingPass  
Register for [Individual Account](#)

**For Organisation**  
Login with CorpPass  
Register for [Organisation Account](#)


For authorized use only. Unauthorized use is strictly prohibited.

**Contacts**  
For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to [info@imda.gov.sg](mailto:info@imda.gov.sg).

# Application Form

**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)

Type of Organisation \* : -- SELECT --

ROC/B/S or UEN No. \* :   

Nature of Business \* : -- SELECT -- 

Main Contact No. \* :

Fax No. \* :

Main Email Address \* :

Participating in SkillsFuture Credit \* :  Yes  No

Bank Code \* :

Bank Account Number \* :

Bank Branch Code \* :

Contact Person (SkillsFuture Credit) \* :

**ADDRESS**

Main Site \* :

Secondary Sites :


**CONTACT INFORMATION** :

**ORGANISATION ATTACHMENTS**

Upload Files : **UPLOADED FILES** ACTION BY ACTION  
(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

**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.



Please key in CAPTCHA value from the picture above:

Enter Organisation Details and select the Account Type(s)

Participating in SkillsFuture Credit is applicable for CP only



➤ User must select at least one Organisation Account Type

Certification Owner

**Note**

- 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.

# Main Site

**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)

Type of Organisation \* : -- SELECT --

ROC/B/S or UEN No. \* :  [Check Availability](#) 

Nature of Business \* : -- SELECT -- 

Main Contact No. \* :

Fax No. \* :

Main Email Address \* :

Website Address :  http://

Participating in SkillsFuture Credit :  Yes  No

Bank Code \* :

Bank Account Number \* :

Bank Branch Code \* :

Contact Person (SkillsFuture Credit) \* :

**ADDRESS**

Main Site :

Secondary Sites :


**CONTACT INFORMATION** :

**ORGANISATION ATTACHMENTS**

Upload Files : **UPLOADED FILES** ACTION BY ACTION  
(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

**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.



Please key in CAPTCHA value from the picture above:

**Action:**  
**Add Main Site**

# Main Site

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

**MAIN SITE**

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

Block/House No. \* :

Street Name \* :

Level - Unit No. : #  -

Building Name :

Country : Singapore

Postal Code \* :

Cancel Save

← Enter the Main Site Details

**Action:**  
Save Main Site

# Secondary Site

**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)

Type of Organisation \* :

ROC/B/S or UEN No. \* :

Nature of Business \* :

Main Contact No. \* :

Fax No. \* :

Main Email Address \* :

Website Address :

Participating in SkillsFuture Credit :  Yes  No

Bank Code \* :

Bank Account Number \* :

Bank Branch Code \* :

Contact Person (SkillsFuture Credit) \* :

**ADDRESS**

Main Site \* :

Secondary Site \* :

**CONTACT INFORMATION** :


**ORGANISATION ATTACHMENTS**

Upload Files :

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

**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.



Please key in CAPTCHA value from the picture above:

**Action:**  
Add Secondary Site if applicable

# Secondary Site

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

**SECONDARY SITE**

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

Site Address Description \* :

Organisation Account Type \* :  **Sponsoring Organisation**

Block/House No. \* :

Street Name \* :

Level - Unit No. # :  -

Building Name :

Country : **Singapore**

Postal Code \* :

Contact No. \* :

Fax No. \* :

Cancel Save



**Action:**  
Save Secondary Site

# New User Account

**ORGANISATION DETAILS**

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

Organisation Account Type \* :  Certification Owner  Course Provider  Sponsoring Organisation  Call Center

Incorporated in Singapore \* :  Yes  No

Name of Organisation \* :   
(please state in full)

Type of Organisation \* :

ROC/B/S or UEN No. \* :

Nature of Business \* :

Main Contact No. \* :

Fax No. \* :

Main Email Address \* :

Website Address :

Participating in SkillsFuture Credit :  Yes  No

**ADDRESS**

Main Site \* :

Secondary Sites :

**CONTACT INFORMATION** \* :

**ORGANISATION ATTACHMENTS**


Upload Files :  ACTION BY ACTION

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

No file chosen

**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.



Please key in CAPTCHA value from the picture above:

**Action:**  
**Add User Profile**

# New User Account

**CONTACT PERSONAL PARTICULARS**

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

Name (as in NRIC) \* :

NRIC No./FIN \* :

Designation \* :

Contact No. \* :  (Work)  
(complete at least one)

(Mobile)

Email Address \* :

Correspondence Address \* :

**ASSIGNMENT OF ROLE**

The Approving Authority (AA) must be a senior management appointment holder, eg. CEO, MD, GM, Director or relevant rank.

**ACCOUNT TYPE**

Course Provider  Course Provider Administrative Officer   Co...

**Action:**  
Save User Profile

# Submit New Application

## ORGANISATION DETAILS

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

Organisation Account Type \* :  Certification Owner  Course Provider  Sponsoring Organisation  Call Center

Incorporated in Singapore \* :  Yes  No

Name of Organisation \* :

Type of Organisation \* :

ROC/B/S or UEN No. \* :

Nature of Business \* :

Main Contact No. \* :

Fax No. \* :

Main Email Address \* :

Website Address :

Participating in SkillsFuture Credit :  Yes  No

## ADDRESS

Main Site \* :

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
3	3			Singapore	333333	<a href="#">UPDATE</a>

Secondary Sites :

## CONTACT INFORMATION :

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	ACTION
Course Provider Administrative Officer (CP AO)	Tester	S1111111D	Admin	aaa@a.com	11111111	<a href="#">UPDATE</a> <a href="#">REMOVE</a>

## ORGANISATION ATTACHMENTS

Upload Files :

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

No file chosen

## 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.



Please key in CAPTCHA value from the picture above:

**Action:**  
**Submit New Application**



## Successful Submission

**ORGANISATION ACCOUNT**

Organisation Account creation is successfully submitted.

OK

## 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.



2.

# Update Organisation Account

# Login as AO

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

## Welcome to ICMS

Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme.

[Find out more](#)



**AO: Click here to login using your CorpPass Account**

### For Individual

[Login with SingPass](#)

[Register for Individual Account](#)

### For Organisation

[Login with CorpPass](#)

[Register for Organisation Account](#)

For authorized use only. Unauthorized use is strictly prohibited.

## Programme Information

-- Select a Programme --

## Course Providers

-- Select a Course Provider --

## Library of Courses

-- Select a Programme --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

## Contacts

For enquiries, please contact ICMS Helpdesk at 6324 8737. For technical assistance, please email to [info@imda.gov.sg](mailto:info@imda.gov.sg).

# User Account Profile Selection

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

**PROGRAMME TYPE ACCESS**

Programme Type \* :  CITREP  T-Assist Media Courses

**YOUR USER ROLES**

Name of Organisation : **Test A**

S/N	ROLE
1.	Sponsoring Organisation Administrative Officer(SO AO )
2.	Sponsoring Organisation Approving Authority(SO AA )

**Select CP AO or SO AO Role (whichever is applicable)**

[Back](#) [Logout](#)

# Search Organisation Account

Company , Course Provider Administrative Officer Welcome, Test\_DXC

INBOX		ITEMS PENDING FOR YOUR ACTION	
MENU			
S/N	Description	Pending Items	
No pending Items to be displayed.			

- Course/Certification Endorsement
- Trainee Enrolment
- Claim Application
- User Account Administration
- Organisation Account**
- SWITCH USER
- ROLE/PROGRAMME
- LOG OUT

← Click on the Organisation Account hyperlink

# Update Organisation Profile

**Action:**  
**Update Organisation Profile**

**ORGANISATION DETAILS**

Organisation Account Type :  Certification Owner  Course Provider  Sponsoring Organisation

Incorporated in Singapore : Yes

Name of Organisation : Test A

Type of Organisation : Government-Linked Organisation

ROC/B/S or UEN No. : S[REDACTED]E

Nature of Business : Non-Profit Activities

Main Contact No. : 6[REDACTED]4

Fax No. : 6[REDACTED]1

Main Email Address : abc@gmail.com

Website Address : http://www.test.com

**GIRO PAYMENT**

Please provide bank account details. The approved claim amount would be made directly into the payee's designated bank account stated below.

Bank Name :  
Account Number :

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
112	[REDACTED]	#1-21	[REDACTED]	Singapore	[REDACTED]

**CONTACT INFORMATION**

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Sponsoring Organisation Approving Authority (SO AA)	John Tan	[REDACTED]	CEO	[REDACTED].com	[REDACTED]	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	David	[REDACTED]	Manager	[REDACTED].com	[REDACTED]	Approved	

**ORGANISATION ATTACHMENTS**

Upload Files :

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

# Update Bank Detail for GIRO Payment

Website Address :

Participating in SkillsFuture Credit :  Yes  No

**GIRO PAYMENT**

Please provide bank account details. The approved claim amount would be made directly into the payee's designated bank account stated below.

Bank Name \* :

Account Number \* :

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
112		1-21		Singapore		<a href="#">Update</a>

Secondary Sites :

**CONTACT INFORMATION** [New User Account](#)

**ASSIGNMENT OF ROLE**

NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Administrative Officer (SO AO)	David	Manager			Approved	<a href="#">UPDATE</a>
Sponsoring Organisation Approving Authority (SO AA)	John Tan	CEO			Approved	<a href="#">UPDATE</a>

**ORGANISATION ATTACHMENTS**

Upload Files :  ACTION BY ACTION

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

**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.

**CHANGE REQUESTED BY SO AA**

Reason for Change \* :

Ensure bank account details are provided as the approved claim amount would be made directly into the bank account stated

Indicate reasons for Changes

**Action:**  
Submit Application for Approval



# Update User's Profile

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
112		1-21		Singapore		<a href="#">Update</a>

Secondary Sites :

**CONTACT INFORMATION** [New User Account](#)

**ASSIGNMENT OF ROLE**

	NAME	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Administrative Officer (SO AO)	David			Approved	<a href="#">UPDATE</a>
Sponsoring Organisation Approving Authority (SO AA)	John Tan				<a href="#">UPDATE</a>

**ORGANISATION ATTACHMENTS**

Upload Files : **UPLOADED FILES** ACTION BY ACTION

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

**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.

**CHANGE REQUESTED BY SO AA**

Reason for Change \* :

**Action:**  
Add new users

Click to update User Account

[UPDATE](#)  
[UPDATE](#)

# Update User's Profile

**CONTACT PERSONAL PARTICULARS**

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

Name (as in NRIC) \* :

NRIC No./FIN \* :

Designation \* :

Contact No. \* :  (Work)  
(complete at least one)

(Mobile)

Email Address \* :

Correspondence Address \* :

Account Status \* :

**ASSIGNMENT OF ROLE**

The Approving Authority (AA) must be a senior management appointment holder, eg. CEO, MD, GM, Director or relevant rank.

**ACCOUNT TYPE**

Sponsoring Organisation  Sponsoring Organisation Administrative Officer

**Amend changes**

**Action:**  
Save user profile

# Application Submission

## GIRO PAYMENT

Please provide bank account details. The approved claim amount would be made directly into the payee's designated bank account stated below.

Bank Name \* : -- Select --

Account Number \* :

## ADDRESS

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	ACTION
112		1-21		Singapore		<a href="#">Update</a>

Secondary Sites :

## CONTACT INFORMATION New User Account

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	ACTION
Sponsoring Organisation Administrative Officer (SO AO)	David		Manager			Approved	<a href="#">UPDATE</a>
Sponsoring Organisation Approving Authority (SO AA)	John Tan		CEO			Approved	<a href="#">UPDATE</a>

## ORGANISATION ATTACHMENTS \*

Upload Files :	UPLOADED FILES	ACTION BY	ACTION
(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)	<input type="text"/> <input type="button" value="Browse..."/>		

## 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.

## CHANGE REQUESTED BY SO AA

Reason for Change \* :

**Action:**  
Submit application for approval

# Successful Submission

Test A , Sponsoring Organisation Approving Authority (CITREP)		Welcome, John Tan
INBOX	UPDATE ORGANISATION ACCOUNT DETAILS	
MENU	Organisation Account update is successfully submitted.	
Trainee Enrolment	OK	
Grant Application		
Claim Application		
User Account Administration		
<i>Organisation Account</i>		
SWITCH USER		
ROLE/PROGRAMME		
LOG OUT		



## Note

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



3.

Approve  
Organisation  
Account

# Login as AA

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

## Welcome to ICMS

Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme.

[Find out more](#)



**AA: Click here to login using your CorpPass Account**

### For Individual

[Login with SingPass](#)

Register for [Individual Account](#)

### For Organisation

[Login with CorpPass](#)

Register for [Organisation Account](#)

For authorized use only. Unauthorized use is strictly prohibited.

## Programme Information

-- Select a Programme --

## Course Providers

-- Select a Course Provider --

## Library of Courses

-- Select a Programme --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

## Contacts

For enquiries, please contact ICMS Helpdesk at 6324 8737. For technical assistance, please email to [info@imda.gov.sg](mailto:info@imda.gov.sg).

# User Account Profile Selection

The screenshot shows the user interface of the Infocomm Competency Management System. At the top left is the logo for 'INFOCOMM COMPETENCY MANAGEMENT SYSTEM'. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'A+', 'A-', 'Contact', 'Feedback', and 'Sitemap'. Below the header is a navigation menu with links for 'HOME', 'ABOUT ICMS', 'SKILLS FRAMEWORK', 'FAQS', 'USEFUL LINKS', 'HOW-TO-GUIDES', and 'FORMS'. The main content area is divided into sections: 'PROGRAMME TYPE ACCESS' with radio buttons for 'CITREP' and 'T-Assist Media Courses'; 'YOUR USER ROLES' with a text field for 'Name of Organisation : Test A'; and a table of roles. The table has two columns: 'S/N' and 'ROLE'. The first row contains '1.' and 'Sponsoring Organisation Approving Authority(SO AA )'. A grey arrow points from a box labeled 'Select CP AA' to the role text. At the bottom of the table are 'Back' and 'Logout' buttons.

**INFOCOMM COMPETENCY MANAGEMENT SYSTEM**

Singapore Government  
Integrity · Service · Excellence

A+ A- | Contact | Feedback | Sitemap

HOME ABOUT ICMS SKILLS FRAMEWORK FAQS USEFUL LINKS HOW-TO-GUIDES FORMS

**PROGRAMME TYPE ACCESS**

Programme Type \* :  CITREP  T-Assist Media Courses

**YOUR USER ROLES**

Name of Organisation : Test A

S/N	ROLE
1.	Sponsoring Organisation Approving Authority(SO AA )

Select CP AA

Back Logout



# Search Organisation Profile

INBOX		ITEMS PENDING FOR YOUR ACTION		
MENU		S/N	Description	Pending Items
Trainee Enrolment		1.	User Account Administration - Organisation Account	
Grant Application				
Claim Application				
User Account Administration				
<i>Organisation Account</i>				
SWITCH USER				
ROLE/PROGRAMME				
LOG OUT				

**Click to view and approve the pending action item for Organisation Account**

# Review Profile Changes

APPROVE View History

**ORGANISATION DETAILS**

Organisation Account ID : 2[REDACTED]35

Organisation Account Type :  Certification Owner  Course Provider  Sponsoring Organisation

Incorporated in Singapore : Yes

Name of Organisation : Test A

Type of Organisation : Government-Linked Organisation

ROC/B/S or UEN No. : S[REDACTED]E

Nature of Business : Non-Profit Activities

Main Contact No. : [REDACTED]

Fax No. : [REDACTED]

Main Email Address : abc@gmail.com

Website Address : http://www.test.com

**GIRO PAYMENT**

Bank Name : Bank of China Limited

Account Number : 222222222222

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
112	[REDACTED]	#1-21	[REDACTED]	Singapore	[REDACTED]

**SECONDARY SITES :**

DESCRIPTION	ACC. TYPE	BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE	CONTACT NO.	FAX NO.	SHOW

**CONTACT INFORMATION**

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Sponsoring Organisation Approving Authority (SO AA)	John Tan	[REDACTED]	CEO	[REDACTED]	[REDACTED]	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	David	[REDACTED]	Manager	[REDACTED]	[REDACTED]	Approved	

**ORGANISATION ATTACHMENTS**

Upload Files : **UPLOADED FILES** **ACTION BY**

(Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

att6.zip SO AA


Back



# Approve/Reject Application

**APPROVE** | **View History**

**ORGANISATION DETAILS**


Organisation Account Type :  Certification Owner   Course Provider  Sponsoring Organisation

Incorporated in Singapore : **Yes**

Name of Organisation : **Test A**

Type of Organisation : **Government-Linked Organisation**

ROC/B/S or UEN No. : [REDACTED]

Nature of Business : **Non-Profit Activities** 

Main Contact No. : [REDACTED]

Fax No. : [REDACTED]

Main Email Address : **abc@gmail.com**

Website Address : **http://www.test.com**

---

**GIRO PAYMENT**

Bank Name : **Bank of China Limited**

Account Number : **222222222222**

---

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
112	[REDACTED]	#1-21	[REDACTED]	Singapore	[REDACTED]

---

**CONTACT INFORMATION**

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Sponsoring Organisation Approving Authority (SO AA)	John Tan	[REDACTED]	CEO	[REDACTED]	[REDACTED]	Approved	
Sponsoring Organisation Administrative Officer (SO AO)	David	[REDACTED]	Manager	[REDACTED]	[REDACTED]	Approved	

---

**ORGANISATION ATTACHMENTS**

Upload Files : **UPLOADED FILES** **ACTION BY**

(Max Files/Attachment must be in format. Max size is MB Per File) **att6.zip** **SO AA**

---

**CHANGE REQUESTED BY SO AO - 29/03/2019**

Reason for Change : **test**

---

**APPROVAL BY SO AA**

Remarks :

**Cancel** | **Approve** | **Reject** | **Send Back**

**Action:**  
Approve/Send Bank the change request

# Successful Submission



Test A , Sponsoring Organisation Approving Authority (CITREP) Welcome, John Tan

<b>INBOX</b>	<b>ORGANISATION ACCOUNT</b>
<b>MENU</b>	Organisation Account is successfully approved.
Trainee Enrolment	<input type="button" value="OK"/>
Grant Application	
Claim Application	
User Account Administration	
<i>Organisation Account</i>	
<b>SWITCH USER</b>	
<b>ROLE/PROGRAMME</b>	
<b>LOG OUT</b>	



## 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.



4.

Search/View  
Organisation  
Account

# Login as AO/AA

HOME ABOUT ICMS SKILLS FRAMEWORK FAQs USEFUL LINKS HOW-TO-GUIDES FORMS

## Welcome to ICMS

Infocomm Competency Management System (ICMS) is an online system for the management of IMDA's training incentive programme.

[Find out more](#)

**Click here to login using your CorpPass Account**

**For Individual**

Login with SingPass

Register for [Individual Account](#)

**For Organisation**

Login with CorpPass

Register for [Organisational Account](#)

For authorized use only. Unauthorized use is strictly prohibited.

### Programme Information

-- Select a Programme --



### Library of Courses

-- Select a Programme --



### Course Providers

-- Select a Course Provider --



-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

### Contacts

For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to [info@imda.gov.sg](mailto:info@imda.gov.sg).

# Review Organisation Profile

[UPDATE](#) [View History](#)

**ORGANISATION DETAILS**

Org  
Organis

**Action:**  
**View history records**

Course Provider  
 Sponsoring Organisation

Incorporated in Singapore : **Yes**

Name of Organisation : **Test A**

Type of Organisation : **Government-Linked Organisation**

ROC/B/S or UEN No. : [REDACTED]

Nature of Business : **Non-Profit Activities**

Main Contact No. : [REDACTED]

Fax No. : [REDACTED]

Main Email Address : **abc@gmail.com**

Website Address : **http://www.test.com**

**GIRO PAYMENT**

Bank Name : **Bank of China Limited**

Account Number : **22222222222**

**ADDRESS**

Main Site

BLOCK/HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
112	[REDACTED]	#1-21	[REDACTED]	Singapore	[REDACTED]

**CONTACT INFORMATION**

ASSIGNMENT OF ROLE	NAME	NRIC NO./FIN	DESIGNATION	EMAIL	CONTACT NO.	STATUS	SHOW
Sponsoring Organisation Administrative Officer (SO AO)	David	[REDACTED]	Manager	[REDACTED]	[REDACTED]	Approved	
Sponsoring Organisation Approving Authority (SO AA)	John Tan	[REDACTED]	CEO	[REDACTED]	[REDACTED]	Approved	

**ORGANISATION ATTACHMENTS**

Upload Files : (Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)

UPLOADED FILES	ACTION BY
<a href="#">att6.zip</a>	SO AA

[Back](#)



## View Application History

ORGANISATION ACCOUNT DETAILS HISTORY							
S/N	ORGANISATION ID	ORGANISATION NAME	STATUS	ACTION	ACTION BY	ACTION DATE	
1	20150305	Test A	Created	Create	IMDA	22/01/2015	
2	20150305	Test A	Approved	Approval	IMDA	22/01/2015	
3	20190329	Test A	Updated	Change Request	John Tan (SO AA)	29/03/2019	
4	20190329	Test A	Approved	Approval	John Tan (SO AA)	29/03/2019	
5	20190329	Test A	Updated	Change Request	David (SO AO)	29/03/2019	
6	20190329	Test A	Approved	Approval	John Tan (SO AA)	29/03/2019	
7	20190329	Test A	Updated	Change Request	David (SO AO)	29/03/2019	
8	20190329	Test A	Approved	Approval	John Tan (SO AA)	29/03/2019	

[Click here to view Organisation Detail in read-only format](#)

Back