

# Massive Open Online Course (MOOC)

Infocomm Competency Management System (ICMS)

TRAINEE ENROLMENT & CLAIM SUBMISSION  
FOR INDIVIDUAL

Sep 2017



# Application procedure for claim submission in ICMS

- **Create and Submit**
  - **1. Trainee Enrolment**
  - **2. Claim Application**

***Note: Individual must create and submit the Trainee Enrolment Record first before they can submit claim application.***



1.

# Trainee Enrolment

# ***ICMS Trainee Enrolment***

- **Trainee must create the trainee enrolment record in ICMS system within the Window Period for Trainee Enrolment.**
  - **Window Period for Trainee Enrolment**
    - **30** calendar days **before** the course and/or examination start date OR
    - Up to **5** calendar days **from** the course and/or examination start date.
  
- **Amend/Update trainee enrolment records**
  - **Trainee is able to amend/update changes in the trainee enrolment records within the Window Period for Trainee Enrolment**

# Step 1

- Login to ICMS website <https://eservice.imda.gov.sg/icms> using your SingPass if you are an existing user.
- For New User, please register for an Individual Account first.

The screenshot shows the homepage of the Infocomm Competency Management System (ICMS). The header includes the ICMS logo and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. The main navigation menu contains links for HOME, ABOUT ICMS, NICF, FAQs, and USEFUL LINKS. The main content area features a 'Welcome to CorpPass' banner with a 'Find out more' button. On the right side, there are two columns of options: 'For Individual' and 'For Organisation'. The 'For Individual' column has buttons for 'Login with SingPass' and 'Register for Individual Account'. The 'For Organisation' column has buttons for 'Login with SingPass' and 'Login with CorpPass', and a link for 'Register for Organisation Account'. Below the main content, there are sections for 'Programme Information', 'Library of Courses', and 'Course Providers', each with a search dropdown menu. A 'Contacts' section is also present, providing contact information for the ICMS Helpdesk and a technical assistance email address.

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

**For New User: Register for Individual Account first.**

**For Individual**

- Login with SingPass
- Register for Individual Account

**For Organisation**

- Login with SingPass
- Login with CorpPass
- Register for Organisation Account

For authorised use only. Unauthorised use is strictly prohibited.

**Programme Information**

-- Select a Programme --

**Library of Courses**

-- Select a Programme --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

**Course Providers**

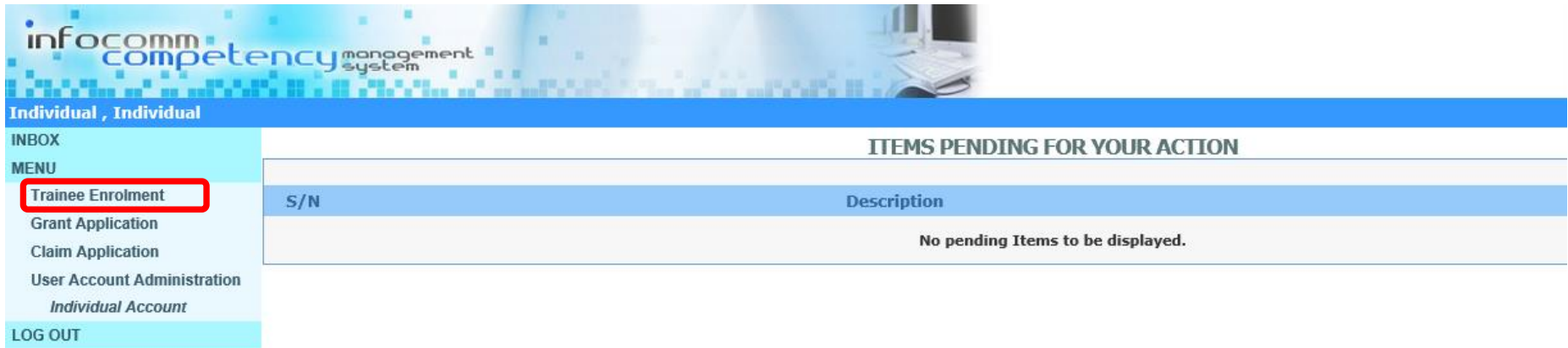
-- Select a Course Provider --

**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).

## Step 2

- Select 'Trainee Enrolment' upon logging into ICMS.



infocomm competency management system

Individual, Individual

INBOX

MENU

Trainee Enrolment

Grant Application

Claim Application

User Account Administration

Individual Account

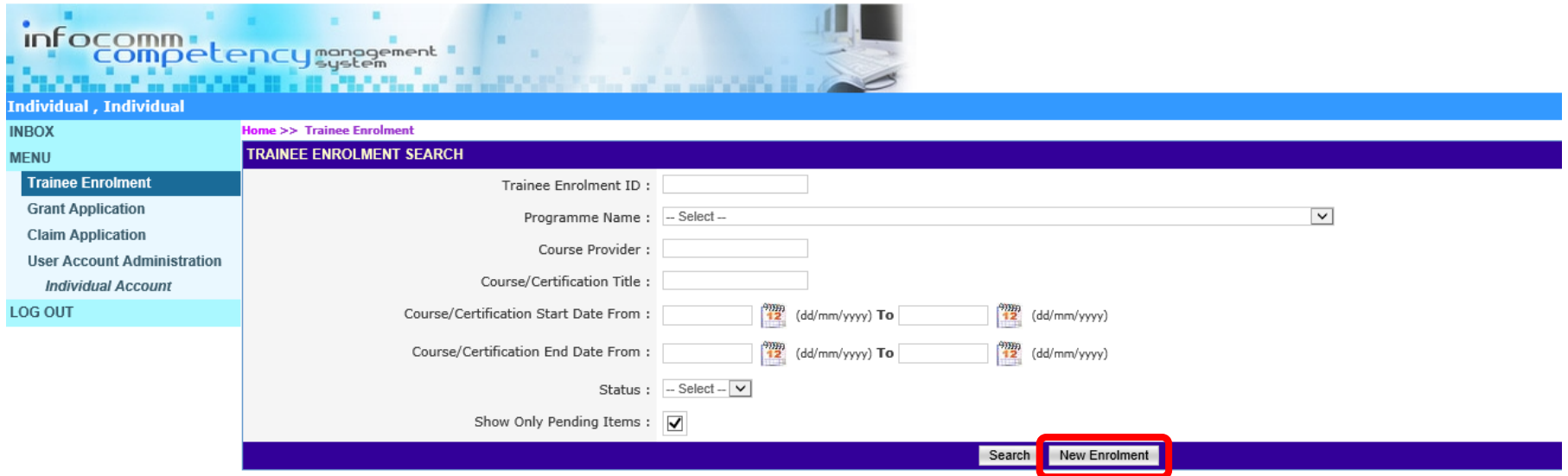
LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description
No pending Items to be displayed.	

## Step 3

- Click on 'New Enrolment' button.



The screenshot displays the 'infocomm competency management system' interface. The main content area is titled 'TRAINEE ENROLMENT SEARCH' and contains the following fields:

- Trainee Enrolment ID :
- Programme Name : -- Select --
- Course Provider :
- Course/Certification Title :
- Course/Certification Start Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)
- Course/Certification End Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)
- Status : -- Select --
- Show Only Pending Items :

At the bottom right of the search area, there are two buttons: 'Search' and 'New Enrolment'. The 'New Enrolment' button is highlighted with a red rectangular box.

## Step 4

- Input Programme Name, Date of Birth, Profession and Trainee Type.

### TRAINEE ENROLMENT

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

Programme Name \* : CITREP+: Massive Open Online Courses [MOOC] (1 April 2016 – 31 March 2018)

Application Category : Self-Sponsored

#### Action:

Select Programme Name  
“CITREP+: Massive Open  
Online Courses [MOOC]  
(1 April 2016 - 31 March  
2018)”

### TRAINEE INFORMATION UPDATE PROFILE

Application Category : Self-Sponsored

Name of Trainee (as in NRIC) :

Trainee's NRIC No. :

Contact No. :

Email Address :

Date of Birth \* : 02/01/1988  (dd/mm/yyyy)

Profession \* :

- IT Professional
- Full-Time National Service (NSF)
- Student

Mailing Address :

BLOCK / HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY
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Citizenship : Singaporean

Trainee Type \* : IT Professional/NS-Man/Student

Gender : Male

Highest Education Qualification : Degree

Employment Status : Employed

Current Salary Range (Monthly) : \$5,001-\$7,000

Occupation Group : Infrastructure Support

Occupation Title :



## Step 5

- Enter relevant **course details**.

**COURSE/CERTIFICATION INFORMATION**

Course Provider \* : **Oracle Corporation Singapore Pte Ltd**

Course/Certification Title \* : OCM: Oracle Database 10g: Backup and Recovery

Start Date \* :  (dd/mm/yyyy)  (dd/mm/yyyy)

End Date \* :  (dd/mm/yyyy)

Funding Support Type \* :

Fees :	COURSE FEES *	EXAM FEES *	TOTAL COURSE & EXAM FEES
	S\$ <input type="text"/>	S\$ <input type="text"/>	S\$ 0.00

SkillsFuture Credit Claim Amount : S\$

Mode of Delivery \* :

## Step 6

- Click on '**Browse**' to upload supporting documents and then click '**Submit**'.

### APPLICATION ATTACHMENTS (APPLICABLE FOR STUDENTS AND NSF AGED 17-25)

#### Checklist for Trainee Enrollment Application

- Please ensure all the required supporting documents are provided to IMDA for the application to be processed.
- Each file size upload is limit to 3MB or less. For files exceeding 3MB, please zip up the files or send the documents directly to IMDA
- Max 10 Attachment Files.
- Attachment must be in JPG/PDF/ZIP/XLS/DOC format.

- ed Files :
- A. Proof of matriculation (Applicable for Students only)
  - B. Recommendation by the PSEI - Form 1 (Applicable for Students only)
  - C. Documentation Proof of Enlistment and ORD date (Applicable for NSF only)
  - D. Copy of trainee's SAF IIB card (Applicable for NSF only)

\* For applicant below 18 years of age as of 1 Jan of the current year, please upload a signed copy of the parent/guardian's consent form as part of the trainee enrolment record.

ad Files : **UPLOADED FILES** ACTION BY ACTION

Browse...

Add a Trainee Cancel Save as Draft **Submit**

**Action:**  
Tick the documents that have been uploaded.

**Action:**  
Upload the necessary documents

## Step 7

- Complete the Declaration and click 'Proceed to Submit'.

### DECLARATION

I/We declare that:

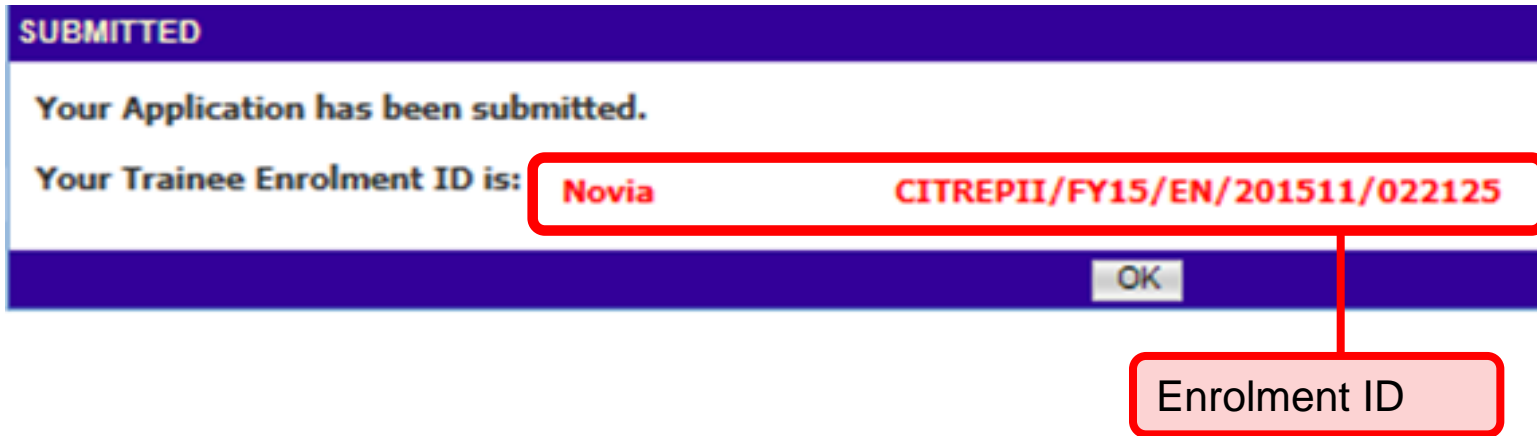
1. I/we agree and acknowledge that the terms set out in the Citrep+: MOOC Terms for Claim Application will apply in the event that I/we intend to make claims under CITREP+: MOOC.
2. I/we shall not, while being in receipt of the funding support from CITREP+: MOOC, apply for or receive any other funding support or subsidy (whether monetary or in-kind except for SkillsFuture Credit) for the same course.
3. I/We hereby confirm that I/we have met the eligibility criteria stipulated for CITREP+: MOOC.
4. I/We declare that all information and particulars submitted in the enrolment record are true, accurate and correct. I/We understand that if I/we obtained the grant by false or inaccurate information or particulars, IMDA will withdraw the grant and recover the applicable interest immediately from me/us and/or any amount of the grant that may be disbursed.
5. I/We understand that IMDA has the right to report to the relevant authorities if there is any fraudulent declaration or information provided in the enrolment record.
6. I/We understand that information provided in the enrolment and/or claims records will be shared between IMDA and relevant government agencies for administration of grant applications and claims. I/We thereby consent to the release of any information from IMDA to other government agencies, and vice versa, in relation to the enrolment and/or claims records under CITREP+: MOOC.
7. I/We am/are responsible for managing my/our enrolment record before the start date of the course. This includes cancelling and resubmitting the enrolment before the start date of the course if the actual start date differs from that specified in my/our enrolment and cancelling my/our enrolment if my/our course have been cancelled by the training provider, or if I/we withdraw from the course.
8. I/We understand that IMDA shall have the absolute discretion to suspend, reject or approve my/our enrolment and/or claims records without being liable to give any reason thereof. IMDA reserves the right to : (a) suspend its support for the claim if CITREP eligibility requirements are not met; (b) change the enrolment conditions as and when deemed necessary without prior notice; and (c) retain documents submitted for future reference.
9. I/We agree that in no event will IMDA be liable to me/us for any direct or indirect losses, damages or expense incurred or suffered by me/us arising from or in connection with any aspect of my/our enrolment, or any other circumstances beyond IMDA's control I/We declare that I/we have read, fully understood and agreed to the terms above.

Proceed to Submit

Cancel

## Step 8

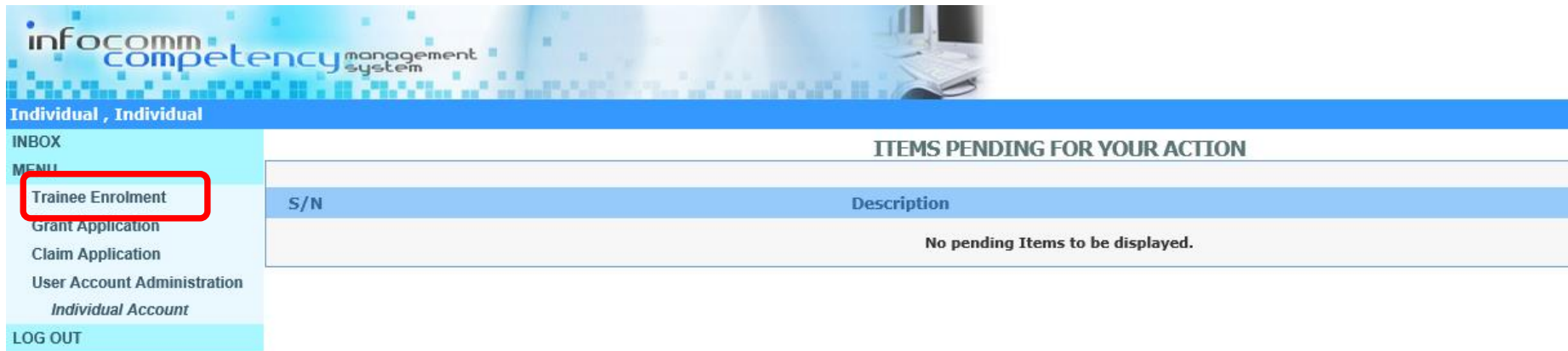
- Upon submission, a confirmation page will be displayed with the Enrolment ID.



If you do not want to amend the details in the Trainee Enrolment record, you may ignore Steps 9-14.

## Step 9

- Select 'Trainee Enrolment'.



Individual , Individual

INBOX

MENU

**Trainee Enrolment**

Grant Application

Claim Application

User Account Administration

Individual Account

LOG OUT

ITEMS PENDING FOR YOUR ACTION

S/N	Description
No pending Items to be displayed.	

## Step 10

- Enter relevant information and click 'Search'.

Home >> Trainee Enrolment

### TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)

Course/Certification End Date From :  (dd/mm/yyyy) To  (dd/mm/yyyy)

Status : -- Select --

Show Only Pending Items :

Search

New Enrolment

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	CITREPII/FY15/EN/201512/022163	test	test		CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	IIL Asia Pte Ltd	Project Management Professional (PMP)	21/12/2015	23/12/2015	Unclaimed	<a href="#">Update</a>	<a href="#">View History</a>

### Action:

Ensure 'Show Only Pending Items' check box is **unchecked** when searching

# Step 11

- Your Enrolment record will be displayed. Click on 'Update'.

Home >> Trainee Enrolment

## TRAINEE ENROLMENT SEARCH

Trainee Enrolment ID :

Programme Name : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Course/Certification End Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Status : -- Select --

Show Only Pending Items :

Search

New Enrolment

<< < > >>

S/N	Trainee Enrolment ID	Applicant Name	Trainee Name	Trainee's NRIC No.	Programme Name	Course Provider	Course/Certification Title	Start Date	End Date	Status	Action	History
1.	<a href="#">CITREPII/FY15/EN/201512/022163</a>	test	test		CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)	IIL Asia Pte Ltd	Project Management Professional (PMP)	21/12/2015	23/12/2015	Unclaimed	<a href="#">Update</a>	<a href="#">View History</a>

**Action: Click 'Update'**

## Step 12

- Update necessary information and click on 'Submit'.

Course Provider \* : Sun Microsystems Pte Ltd

Course/Certification Title \* : Sun Certified Integrator for Identity Manager 7.1

Start Date \* : 24/08/2016 (dd/mm/yyyy)

Funding Support Type \* : Exam Fees

Fees : COURSE FEES \* EXAM FEES \*

S\$ 0.00 S\$ 500.00

SkillsFuture Credit Claim Amount \* : S\$ 0.00

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

INSTRUCTOR-LED TRAINING (ILT)

Mode of Training \* :  Part-time  Full-time

Total Duration \* : 3.0 Days

DOCUMENTS (APPLICABLE FOR STUDENTS AND NSF AGED 17-25)

Documents in Attached Files :

- A. Proof of matriculation (Applicable for Students only)
- B. Recommendation by the PSEI - Form 1 (Applicable for Students only)
- C. Documentation Proof of Enlistment and ORD date (Applicable for NSF only)
- D. Copy of trainee's SAF IIB card (Applicable for NSF only)

Upload Files : UPLOADED FILES

must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 3MB Per File)

Enrolment record details.xls

Label\_Arch-COs-2.xls

Browse...

Reason for Change \* :

Cancel Submit

**Action:**  
Indicate the reason for change request or updating of Trainee Enrolment record and select 'Submit'

**Action:** You may upload the required documents if necessary.



## Step 13

- Complete the Declaration and click 'Proceed to Submit'.

### DECLARATION

I/We declare that:

1. I/we agree and acknowledge that the terms set out in the Citrep+: MOOC Terms for Claim Application will apply in the event that I/we intend to make claims under CITREP+: MOOC.
2. I/we shall not, while being in receipt of the funding support from CITREP+: MOOC, apply for or receive any other funding support or subsidy (whether monetary or in-kind except for SkillsFuture Credit) for the same course.
3. I/We hereby confirm that I/we have met the eligibility criteria stipulated for CITREP+: MOOC.
4. I/We declare that all information and particulars submitted in the enrolment record are true, accurate and correct. I/We understand that if I/we obtained the grant by false or inaccurate information or particulars, IMDA will withdraw the grant and recover the applicable interest immediately from me/us and/or any amount of the grant that may be disbursed.
5. I/We understand that IMDA has the right to report to the relevant authorities if there is any fraudulent declaration or information provided in the enrolment record.
6. I/We understand that information provided in the enrolment and/or claims records will be shared between IMDA and relevant government agencies for administration of grant applications and claims. I/We thereby consent to the release of any information from IMDA to other government agencies, and vice versa, in relation to the enrolment and/or claims records under CITREP+: MOOC.
7. I/We am/are responsible for managing my/our enrolment record before the start date of the course. This includes cancelling and resubmitting the enrolment before the start date of the course if the actual start date differs from that specified in my/our enrolment and cancelling my/our enrolment if my/our course have been cancelled by the training provider, or if I/we withdraw from the course.
8. I/We understand that IMDA shall have the absolute discretion to suspend, reject or approve my/our enrolment and/or claims records without being liable to give any reason thereof. IMDA reserves the right to : (a) suspend its support for the claim if CITREP eligibility requirements are not met; (b) change the enrolment conditions as and when deemed necessary without prior notice; and (c) retain documents submitted for future reference.
9. I/We agree that in no event will IMDA be liable to me/us for any direct or indirect losses, damages or expense incurred or suffered by me/us arising from or in connection with any aspect of my/our enrolment, or any other circumstances beyond IMDA's control I/We declare that I/we have read, fully understood and agreed to the terms above.

Proceed to Submit

Cancel

## Step 14

- Upon submission, a confirmation page will be displayed.





2.







# Claim Application

# Step 1

- Select 'Claim Application' upon logging into ICMS.

## Note:

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

INBOX	CLAIM APPLICATION SEARCH
<b>MENU</b>	<b>For claim submission, please ensure that the bank account details are provided in the Individual Account before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.</b>
Trainee Enrolment	Claim ID : <input type="text"/>
Grant Application	Programme Name : <input type="text" value="-- Select --"/>
<b>Claim Application</b>	Course Provider : <input type="text"/>
User Account Administration	Course/Certification Title : <input type="text"/>
<b>Individual Account</b>	Course/Certification Start Date From : <input type="text"/>  (dd/mm/yyyy) To <input type="text"/>  (dd/mm/yyyy)
LOG OUT	SO AA/IND Submission Date From : <input type="text"/>  (dd/mm/yyyy) To <input type="text"/>  (dd/mm/yyyy)
	IMDA AO Approval Date From : <input type="text"/>  (dd/mm/yyyy) To <input type="text"/>  (dd/mm/yyyy)
	Status : <input type="text" value="-- Select --"/>
	Show Only Pending Items : <input checked="" type="checkbox"/>
	<input type="button" value="Search"/> <input type="button" value="New Application"/>

## Step 2

- Click on 'New Application' button.

### CLAIM APPLICATION SEARCH

For claim submission, please ensure that the bank account details are provided in the Individual Account before submitting a new claim application. The approved claim amount will be made directly into the bank account as stated in the Individual Account.

Claim ID :

Programme Name :

Course Provider :

Course/Certification Title :

Course/Certification Start Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

SO AA/IND Submission Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

IMDA AO Approval Date From :   (dd/mm/yyyy) To   (dd/mm/yyyy)

Status :

Show Only Pending Items :

Search

New Application

## Step 3

- Select relevant **Programme Name “CITREP+: Massive Open Online Courses [MOOC] (1 April 2016 - 31 March 2018)”**.

### CLAIM APPLICATION

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

Programme Name \* :

## Step 4

- Select **Course Provider** and **Course/Certification Title**.

### COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider \* :



Course/Certification Title \* :



## Step 5

- Verify Trainee Information.
  - You may update in Individual Account if it's incorrect

INBOX	TRAINEE INFORMATION				
<b>MENU</b>	<b>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 <a href="https://eservice.imda.gov.sg/icms">https://eservice.imda.gov.sg/icms</a>.</b>				
Trainee Enrolment	Application Category : <b>Self-Sponsored</b>				
Grant Application	Name of Trainee (as in NRIC) : <b>I am a Student</b>				
Claim Application	Trainee's NRIC No. :				
User Account Administration	Telephone No. : <b>12345678</b>				
<b>Individual Account</b>	Email Address : <b>student@icms.com</b>				
LOG OUT	Address : <table border="1"><thead><tr><th>Block/ House No.</th><th>Street Name</th></tr></thead><tbody><tr><td>30</td><td>Cecil Street</td></tr></tbody></table>	Block/ House No.	Street Name	30	Cecil Street
Block/ House No.	Street Name				
30	Cecil Street				
	Date of Birth: <b>01/01/2002</b>				
	Profession: <b>Student</b>				
	Bank Name: <b>Citibank NA</b>				
	Account Number: <b>21424422f</b>				
	Citizenship : <b>Singapore Citizen</b>				
	Country of Origin : <b>Singapore</b>				
	Gender : <b>Female</b>				
	Highest Education Qualification : <b>Diploma</b>				
	Employment Status : <b>Full-time Student</b>				
	Current Salary Range (Monthly) : <b>\$2,001-\$3,000</b>				
	Occupation Group : <b>Business Analytics</b>				
	Occupation Title : <b>Manager- Statistics and M</b>				
	Type of Organisation : <b>Multi-National Corporation (MNC)</b>				
	Nature of Business : <b>Administrative and Support Service Activities</b>				

### 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> (How-To-Guides)



## Step 6

- Review Trainee Enrolment information.

**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)

Mode of Delivery	Total
INSTRUCTOR-LED TRAINING (ILT)	

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

# Step 7

- Fill in Claim Application Details

**COURSE/CERTIFICATION INFORMATION FOR CLAIM APPLICATION**

Actual Start Date \* :  (dd/mm/yyyy)

Actual End Date \* :  (dd/mm/yyyy)

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

Total Actual Course Fees \* : S\$

Total Actual Exam Fees \* : S\$

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\$

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

INSTRUCTOR-LED TRAINING (ILT)	
Mode of Training :	Full-time
Total Duration :	<input type="text" value="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.

## Step 8

- Click on '**Browse**' to upload supporting documents and click '**Submit**'.

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](mailto: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.

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

Browse...

**Action:**  
Tick the documents that have been uploaded

**Action:**

Upload the necessary documents. Please refer to the MOOC Claim Application Guide for the list of supporting documents to be submitted.

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

## Step 9

- Complete SkillsFuture Declaration and click **'Submit for Approval'**.

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](mailto:citrep@imda.gov.sg)

I declare that the SkillsFuture Credit Claim Amount is correct

Cancel Save as Draft **Submit for Approval**

## Step 10

- Read & Agree to '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

# Step 11

- Complete the Survey Questions and click 'Proceed to submit'.

SURVEY QUESTIONS	
SECTION A: SCREENER SECTION	
S/N	QUESTIONS
1.	What is your nationality? <input type="radio"/> Singapore Citizen <input type="radio"/> Singapore Permanent Resident
SECTION B: REASON FOR TRAINING	
S/N	QUESTIONS
1.	Are you currently: <input type="radio"/> Employed <input type="radio"/> Not employed, but was employed when undergoing the CITREP+ course/certification <input type="radio"/> Not employed since undergoing the CITREP+ course/certification [Includes Full time National Serviceman (NSF)] <input type="radio"/> Self-employed / Working as a freelancer (on project basis)
SECTION C: SKILLS APPLICATION (DO YOU AGREE WITH THE FOLLOWING):	
S/N	QUESTIONS
1.	I am able to apply the skills learnt in CITREP+ course/certification. <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N.A. (Unemployed)
2.	I am more efficient since undergoing CITREP+ course/certification. [Efficient refers to performing or functioning in the best possible manner with the least waste of time and effort, e.g. making less mistakes, taking less time to complete the same task.] <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N.A. (Unemployed)
3.	I am more effective since undergoing CITREP+ course/certification. [Effective refers to being adequate to accomplish a purpose; producing the intended or expected results.] <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N.A. (Unemployed)
4.	I find CITREP+ course/certification useful for my work. <input type="radio"/> Yes

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

## Step 12

- Upon submission, a confirmation page will be displayed with the Claim ID.

**SUBMISSION CONFIRMATION**

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

If you have not uploaded the required supporting documents earlier, please email to [citrep@imda.gov.sg](mailto:citrep@imda.gov.sg) or send to:  
**Info-communications Media Development Authority of Singapore**  
10 Pasir Panjang Road  
#10-01 Mapletree Business City  
Singapore 117438

Please print this page for your reference.

**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](mailto:citrep@imda.gov.sg) if you have not uploaded the required supporting documents in ICMS.