

Massive Open Online Course (MOOC)

Infocomm Competency Management System (ICMS)

TRAINEE ENROLMENT & CLAIM SUBMISSION
FOR ORGANISATION

Sep 2017



Application procedure for claim submission in ICMS

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

Note: Supporting Organisation Approving Officer (SO AO) must create and submit the Trainee Enrolment Record first before they can submit claim application.

ICMS Trainee Enrolment

- **Supporting Organisation Approving Officer (SO AO) 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**
 - **SO AO is able to amend/update changes in the trainee enrolment records within the window period for trainee enrolment**

Step 1

- **SO AO** login to ICMS website <https://eservice.imda.gov.sg/icms> using SingPass or CorpPass Account.
- For New User, please register for Organisation Account first.

The screenshot displays the ICMS website interface. 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'. Below the logo is a navigation menu with links: HOME, ABOUT ICMS, NICE, FAQs, USEFUL LINKS, HOW-TO-GUIDES, and DOWNLOADS. The main content area features a large banner with the text 'Welcome to CorpPass' and a sub-headline 'Your new corporate digital identity for business transactions with the government'. Below this are three bullet points: 'Increased Convenience for Business', 'Better Control for Businesses', and 'Enhanced Data Protection for Business'. A blue button labeled 'Find out more' is positioned below the banner. To the right of the banner are two main sections: 'For Individual' and 'For Organisation'. The 'For Individual' section contains a blue button 'Login with SingPass' and a link 'Register for Individual Account'. The 'For Organisation' section contains two buttons: 'Login with SingPass' and 'Login with CorpPass', and a link 'Register for Organisation Account'. Below these sections is a 'Contacts' section with the text 'For enquiries, please contact ICMS Helpdesk at 6324 8737. For technical assistance, please email to info@imda.gov.sg'. At the bottom of the page, there are search filters for 'Programme Information' and 'Course Providers', each with a dropdown menu and a search icon. Two red callout boxes are overlaid on the image. The first callout box, pointing to the 'Login with SingPass' button in the 'For Organisation' section, contains the text: 'Click here to login using your SingPass or CorpPass Account'. The second callout box, pointing to the 'Register for Organisation Account' link, contains the text: 'For New User: Register for Organisation Account first.'

Note:

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

Step 2

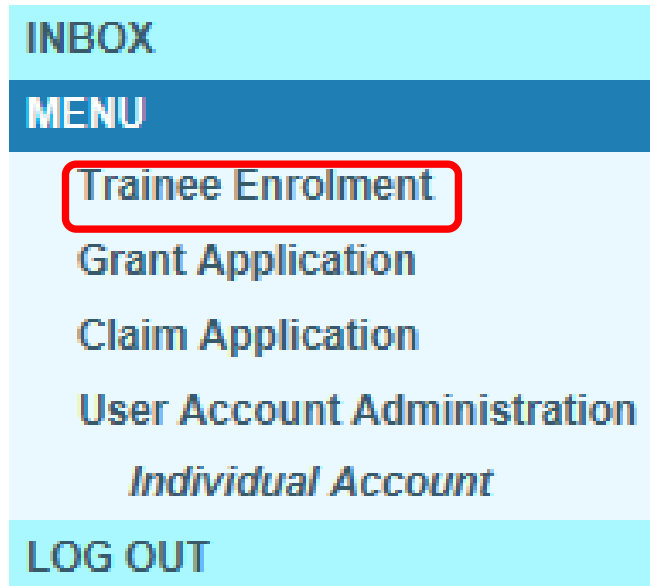
- Select SO AO Role

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

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

Step 3

- Select '**Trainee Enrolment**' upon logging into ICMS.



Step 4

- Click on 'New Enrolment' button.



TRAINEE ENROLMENT SEARCH



Trainee Enrolment ID :

Programme Name :

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 :

Show Only Pending Items :

Step 5

- Select **Programme Name**, enter **total number of trainees**.

Common data fields such as Course/Certification Title, Start/End Date, etc. can be specified for bulk enrolments (up to 10 trainees)

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) ▼


Total No. of Trainees to be enrolled * : 1 (maximum 10)


Please pre-select the values (at least 1) here if you are submitting multiple trainees for the same course.

Course Provider : Sun Microsystems Pte Ltd

Course/Certification Title : Certified MySQL Developer ▼

Funding Support Type : Course & Exam Fees ▼

Start Date :  (dd/mm/yyyy)

End Date :  (dd/mm/yyyy)

Go

Step 6

- Enter Trainee's Information accordingly.

The screenshot shows the 'TRAINEE1' form in the ICMS system. The form is divided into several sections. The top section is for 'Application Category', with 'Organisation-Sponsored' selected. Below this are fields for 'Name of Sponsoring Organisation', 'Name of Trainee (as in NRIC)', 'Contact No.', and 'Date of Birth'. The 'Citizenship' section has 'Singapore Citizen' selected. The 'Trainee Type' dropdown menu is open, showing options: '-- Select --', 'IT Professional/NS-Man/Student', and 'Small Medium Enterprise (SME)'. The 'Type of Organisation' dropdown is also open, showing '-- Select --'. The 'Profession' section has 'IT Professional' selected. The 'Trainee's NRIC No.' and 'Email Address' fields are empty. A blue bar at the bottom of the form is labeled 'COURSE/CERTIFICATION INFORMATION' and contains a 'Course Provider' field.

Action:
Select the relevant trainee type

Action:
Select the relevant trainee type.
Type of organisation will be auto-populated if available.

Step 7

- 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 * : 21/12/2015 (dd/mm/yyyy) End Date * : 22/12/2015 (dd/mm/yyyy)

Funding Support Type * : Course & Exam Fees

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 * : -- Select --

Step 8

- 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

Action:
Tick the documents that have been uploaded.

Action:
Upload the necessary documents.

Step 9

- 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 10

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

SUBMITTED

Your Application has been submitted.

Your Trainee Enrolment ID is: **Novia CITREPII/FY15/EN/201511/022125**

OK

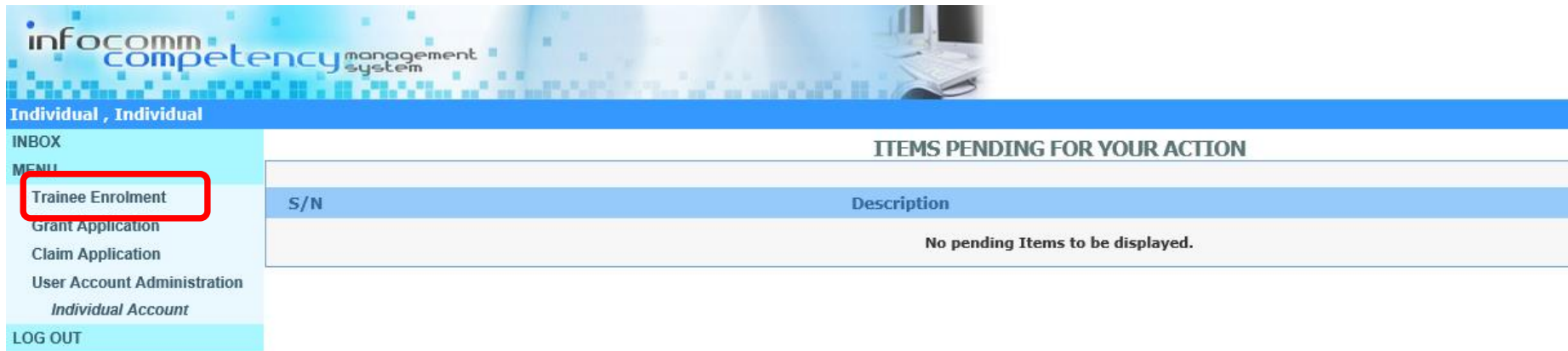
Enrolment ID

Note: Supporting Organisation Approving Officer (SO AO) *must create and submit New Claim Application after the Enrolment record is created.*

If you do not want to amend the details in the Trainee Enrolment record, you may ignore Steps 11-16.

Step 11

- 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 12

- 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	Update	View History

Action:

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

Step 13

- The 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.	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	Update	View History

Action: Click 'Update'

Step 14

- 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

REQUIREMENTS (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

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 15

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

DECLARATION

I/We declare that:

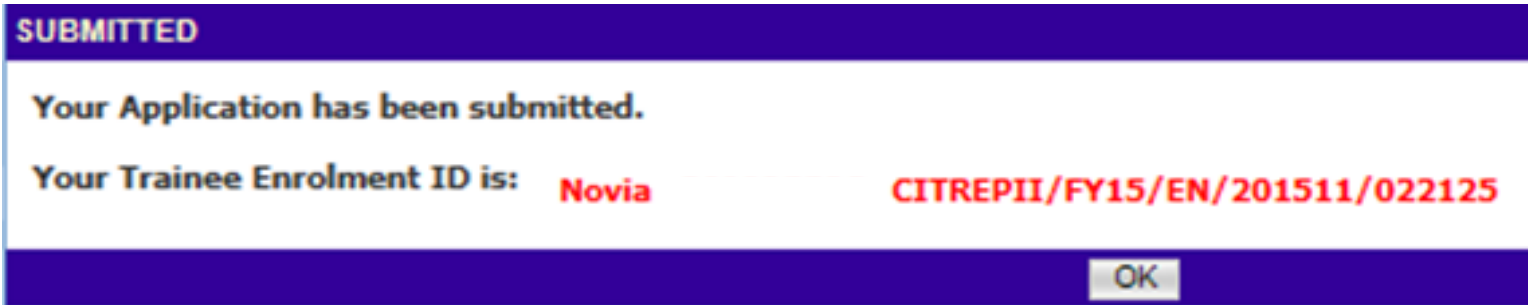
1. I/we agree and acknowledge that the terms set out in the Citrep+: MOOC Terms for Claim Application will apply in the event that I/we intend to make claims under CITREP+: MOOC.
2. I/we shall not, while being in receipt of the funding support from CITREP+: MOOC, apply for or receive any other funding 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 16

- Upon submission, a confirmation page will be displayed.



Note: SO AA needs to login to ICMS and approve the Trainee Enrolment update.



2.

Claim Application

Step 1

- **SO AO** Login to ICMS and Select '**Claim Application**'.

Note:

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

INBOX

MENU

- Trainee Enrolment
- Grant Application
- Claim Application**
- User Account Administration
- Organisation Account**

LOG OUT

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 :

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 :

Action:
Click 'New Application'

Step 3

- Enter the relevant information.

Action 1:

- 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 * :

Total No. of Trainees to be submitted for Claim Application * : (Maximum 10)

Please pre-select the values (at least 1) here if you are submitting multiple Claims for the same course.

Course Provider :

Course/Certification Title :

Cancel

Go

Action 2:

Enter the no. of trainees

Action 3:

Select Course Provider and Course/Certification Title

Action 4:

Click Go

Step 4

- Verify the mailing address and contact information. Update the information in Organisation Account if it's incorrect.

SPONSORING ORGANISATION						
Application Category :	Organisation-Sponsored					
Name of Organisation :						
Mailing Address :	Main Site <input type="button" value="v"/>					
	BLOCK/ HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	COUNTRY	POSTAL CODE
	750A	Chai Chee Road			Singapore	469001
Contact Information	ASSIGNMENT OF ROLE	NAME	DESIGNATION	TELEPHONE NO.	MOBILE NO.	EMAIL ADDRESS
	Sponsoring Organisation (AO)		HR Executive			
	Sponsoring Organisation (AA)	testy <input type="button" value="v"/>	Manager			testy@1-net.com.sg

Step 5

- Enter the Trainee Information.

INBOX

MENU

- Trainee Enrolment
- Grant Application
- Claim Application**
- User Account Administration
- Organisation Account**

LOG OUT

TRAINEE 1 Remove

Please ensure correct bank account details are provided. For update of bank account details, please go to the Organisation 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>.

Name of Trainee (as in NRIC) * : -- Select --

Trainee's NRIC No. :

Telephone No. :

Email Address :

Date of Birth :

Bank Name: Citibank NA

Account Number: 21424422f

Profession :

Citizenship * : Singapore Citizen
 Singapore Permanent Resident

Gender * : Male
 Female

Highest Education Qualification * : -- Select --

Employment Status * : **Employed**

Current Salary Range (Monthly) * : -- Select --

Occupation Group * : -- Select --

Occupation Title * : -- Select --

Type of Organisation :


Action:


- Please ensure correct bank account details are provided. For update of bank account details, go to **Organisation 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>

Step 6


- 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\$ **400.00**

Total Claim Amount for Course and Exam Fees : S\$ **40.00**

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

INSTRUCTOR-LED TRAINING (ILT)	
Mode of Training :	Full-time
Total Duration :	<input type="text" value="5.0"/> Days

Total Claim Amount for Absentee Payroll : S\$ **0.00**

Total Claim Amount : S\$ **40.00**

Step 7

- 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).
- 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

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 if you have not uploaded the required supporting documents in ICMS.

Step 8

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

NEW CLAIM APPLICATION DETAILS

Your Application has been submitted.

Your claim ID is: **test** **CITREPII/FY15/CL/201604/010705**

OK

System will generate acknowledgement page upon successful submission

- An email will be sent to the trainee to complete a survey. The email is also copied to the Sponsoring Organisation's AO/AA.

Trainee need to complete the survey before the Sponsoring Organisation's AA can approve the claim application in ICMS.

Dear Trainee,

Thank you for your enrolment for CITREP Programme.

Enrolment Reference No.:

Course Provider:

Course/Certification title:

We hope that you have benefited in the training programme. It is important for us to hear from you.

All responses will be held confidential.

[Please click here to start the survey.](#)

Note: The estimated time taken to complete this survey is 5 minutes. If you do not complete the survey, you will not be able to proceed with the claim application submission in ICMS.

If you require any assistance, please email to: CITREP@imda.gov.sg

Thank you.

Yours Sincerely,

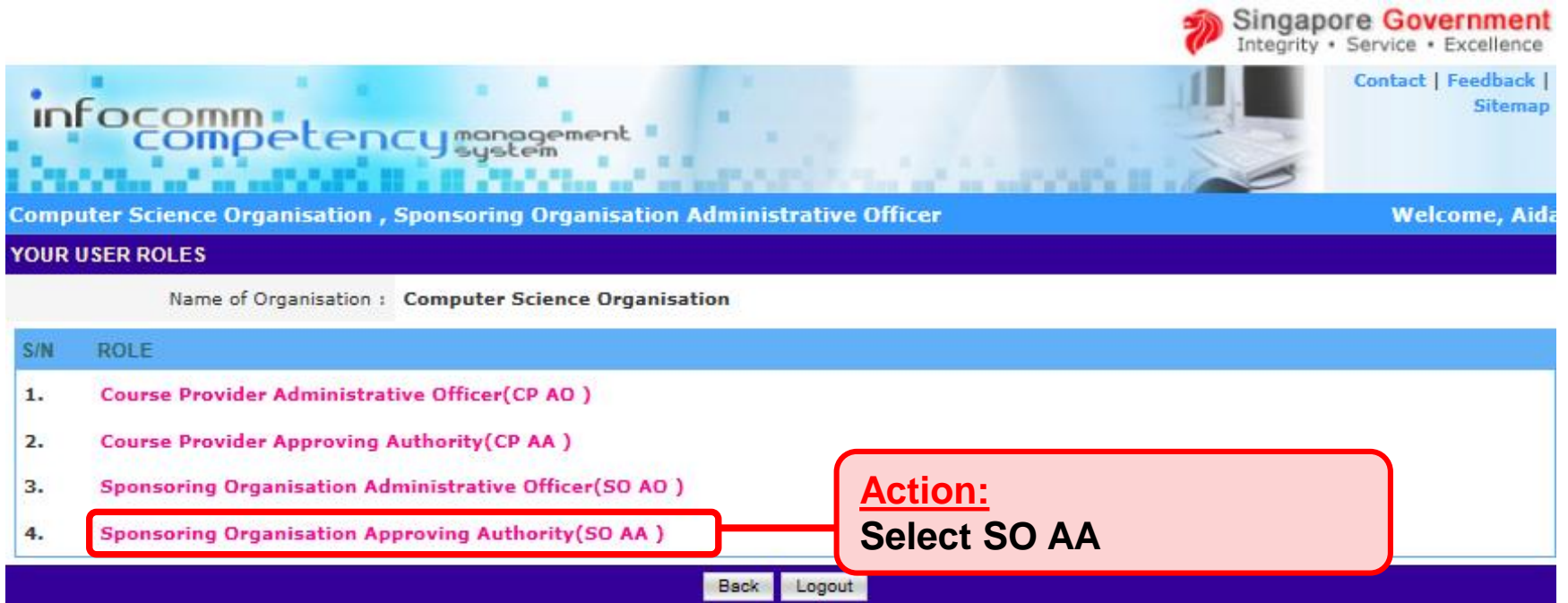
Human Capital Development

Info-communications Media Development Authority

Sample email

Step 9

- SO AA Login to ICMS to Approve New Claim Application



Singapore Government
Integrity • Service • Excellence

Contact | Feedback | Sitemap

infocomm competency management system

Computer Science Organisation , Sponsoring Organisation Administrative Officer

Welcome, Aida

YOUR USER ROLES

Name of Organisation : Computer Science Organisation

S/N	ROLE
1.	Course Provider Administrative Officer(CP AO)
2.	Course Provider Approving Authority(CP AA)
3.	Sponsoring Organisation Administrative Officer(SO AO)
4.	Sponsoring Organisation Approving Authority(SO AA)

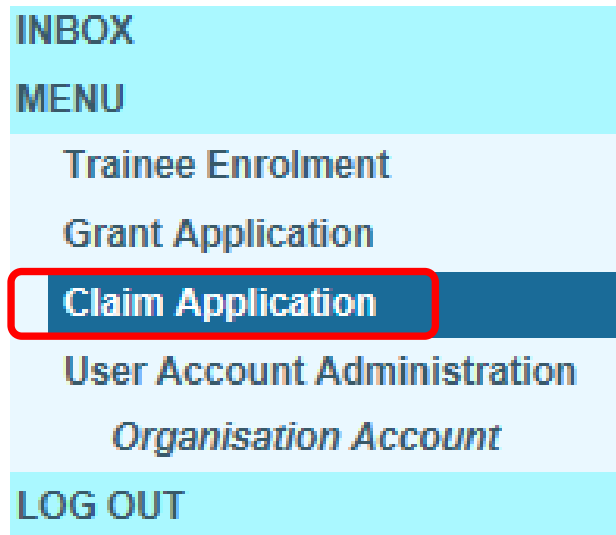
Action:
Select SO AA

Back Logout

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

Step 10

- Select '**Claim Application**'.



Step 11

- Click on 'Approve – New'.

Home >> Claim Application

CLAIM APPLICATION SEARCH

Claim ID :



Trainee Name :



Trainees NRIC No. :



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)

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

Status : ▼

Show Only Pending Items :

<< < > >>

S/N	Claim ID	Trainee Name	Trainee's NRIC No.	Programme Name	Applicant Name	Total Claim Amount	Status	Action	History
1.	CITREPII/FY15/CL/201604/010705	Test	S3393706G	CITREP II: Critical Infocomm Technology Resource Programme (1 April 2015 - 31 March 2016)		210.50	Pending Approval (SO AA)	Approve - New	View History

Step 11

- Review Claim details.

	Mode of Training : Part-time
	Total Duration : 60.0 Days
COURSE/CERTIFICATION INFORMATION FOR CLAIM APPLICATION	
Actual Start Date :	04/11/2015 (dd/mm/yyyy)
Actual End Date :	30/12/2015 (dd/mm/yyyy)
Actual Funding Support Type :	Course and Exam Fees
Total Actual Course Fees :	S\$ 1,000.00
Total Actual Exam Fees :	S\$ 100.00
Total Course and Exam Fees :	S\$ 1,100.00
Total Claim Amount for Course and Exam Fees :	S\$ 0.00
Mode of Delivery :	Instructor-Led Training (ILT)
	INSTRUCTOR-LED TRAINING (ILT)
	Mode of Training : Pa
	Total Duration : 1
Total Claim Amount for Absentee Payroll :	S\$ 0.00
Total Claim Amount :	S\$ 0.00
APPROVAL BY SO AA	
Remarks :	
<input type="button" value="Cancel"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Send Back"/>	

Action:
Review the Application Details. Click Send back for AO to make amendments if necessary.

Action:
Click Approve

Note:

This screen will not be displayed if the trainee has completed the survey.

CLAIM APPLICATION SEND BACK

Trainee has not completed the survey.

Please inform trainee to complete the survey so that the SO AA can approve the claim in the ICMS system.

OK

- SO AA cannot proceed to approve the claim application if the trainee has not complete the survey.
- Trainee needs to complete the survey which was sent to them via email.
Please refer to the sample email in slide 29.

Step 12

- Review 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 CITREP II eligibility criteria as the sponsoring organisation or individual.

"Application" means the application made by the Applicant for Course F

Agree

Disagree

Action:

Complete the Terms and Conditions section

Step 13

- Complete the Declaration section.

DECLARATION

- I understand that any failure to comply with the terms of the CITREP+ or submit all relevant documents will result in the delay and/or refusal on the part of IMDA to disburse any grants under the CITREP+, and IMDA shall not be liable to the Applicant for any amount or losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with such failure on the part of the Applicant.
- I declare that I have read through and hereby acknowledge acceptance of the terms and conditions for CITREP+ claims.
- I declare that the facts stated in this application and the accompanying information are true, and that the organisation/myself is free from any litigation pertaining to the endorsed course in Singapore or overseas. I understand that if my organisation/myself obtains the grant by false or misleading statements, IMDA will withdraw the grant and recover immediately from my company/myself the applicable interest and/or any amount of the grant that may be disbursed.
- I declare that: *(For sponsoring organisation) - my organisation is not the course provider for the endorsed course/certification. *(For self-sponsored applicant) - I am not the employee/ director/shareholder of the course/testing provider of the endorsed course/certification.
- I understand that all claims for the disbursement of CITREP+ grant must be submitted together with supporting documents such as tax invoice, payment receipt, attendance certificate and/or completion certificate, assessment results (non-certifiable programme), examination result score and final certificate (certifiable programme), including other schedules of the expenditure incurred and paid. The grant disbursement will be subject to verification by IMDA of the satisfactory completion of the endorsed course and/or certification.
- I understand that IMDA has the rights to report to the relevant authorities if there is any fraudulent declaration or information provided in this application.
- I understand that IMDA shall have the absolute discretion to accept or reject any submission made without being liable to give any reason thereof. IMDA reserves the right to: a. suspend its support for CITREP+ if the minimum requirements are not met; b. change the application conditions as and when deemed necessary without prior notice; and. c. retain documents submitted for future reference without being liable for the cost of documents.

1-07/03/2017

Proceed to Submit Cancel

Step 14

- Upon approval, a confirmation page will be displayed with the Claim ID. Click OK.

[Home](#) >> [Claim Application](#) >> [Claim Application Submitted](#)

SUBMISSION CONFIRMATION

Your Application has been submitted.

Your Claim Application ID is: **CITREPII/FY15/CL/201604/010705**

SUBMISSION CHECKLIST

S/N.	SUBMISSION ITEM DESCRIPTION
1.	<input type="checkbox"/> Assessment result slip/certificate for each trainee (for non-certifiable programme)
2.	<input type="checkbox"/> Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training)
3.	<input type="checkbox"/> Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component)
4.	<input type="checkbox"/> Daily attendance sheet signed by the trainee (for classroom/hybrid training)
5.	<input type="checkbox"/> Examination result score report and final certificate for each trainee (for certifiable programme)
6.	<input type="checkbox"/> Invoice and official receipt
7.	<input type="checkbox"/> Log sheets from the Course Provider certifying the training duration (for hybrid/e-learning training)
8.	<input type="checkbox"/> Trainee's NRIC

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

#10-01 Mapletree Business City

Singapore 117438

Please print this page for your reference.

OK