

CITREP+: SF for ICT

Critical Infocomm Technology Resource Programme

(Skills Framework for ICT)

CITREP+: SF (1 July 2022 – 31 March 2023)

Claim Application Guide



1. INTRODUCTION

The CITREP+ is a programme under Infocomm Media Development Authority (IMDA)'s TechSkills Accelerator (TeSA) initiative to support the ICT workforce in keeping pace with technology shifts, through continuous and proactive training of infocomm technology (ICT) skills and domain knowledge that are in demand, in order to stay competitive and meet the challenges of a fast-moving digital landscape.

Objectives

To build a strong core of local ICT professionals to support growth of Digital Economy, CITREP+ supports entry-level professionals to build specialised ICT skills through broad-based training courses and certifications.

IMDA works with training providers to curate and offer quality infocomm professional development courses and certifications that impart infocomm technology (ICT) skills and domain knowledge that are in demand.

Self-sponsored trainees and organisations sponsoring their employees in these endorsed courses and certifications can apply for CITREP+ funding support.

2. SKILLS AREAS & SKILLS CATEGORIES SUPPORTED

The CITREP+ supports training courses and certifications that are aligned to the following skill areas:

SUPPORTED SF for ICT TSCs

The CITREP+ supports training courses and certifications that are aligned to the following Technical Skills and Competencies (TSCs).

Course and Certification/Assessment Support Levels

- **Skill Category: Strategy Planning and Implementation**
 - All TSCs except Organisational Analysis and Strategy Implementation
- **Skill Category: Design and Architecture**
 - All TSCs except Organisational Design
- **Skill Category: Development and Implementation**
 - All TSCs except Failure Analysis, Process Validation, Research, User Testing and Usability Testing
- **Skill Category: Operations and User Support**
 - All TSCs

- **Skill Category: Governance and Compliance**
 - All TSCs
- **Skill Category: Business Development**
 - Data Analytics
- **Skill Category: Sales & Marketing**
 - Technical Sales and Support
- **Skill Category: Business and Project Management**
 - Business Continuity
 - Business Innovation
 - Business Process Re-engineering
 - Business Risk Management
 - Change Management
 - Portfolio Management
 - Disaster Recovery Management
 - Emerging Technology Synthesis
 - Product Management
 - Sustainability Management

Certification-Only Support Levels

- **Skill Category: Stakeholder and Contract Management**
 - All TSCs
- **Skill Category: Business and Project Management**
 - Business Needs Analysis
 - Project Management
 - Business Agility
 - Agile Coaching

3. FUNDING SUPPORT LEVEL

The support levels are as follows:

| Support Category | Type | Singapore Citizen | | Permanent Resident (with effect from 1 August 2017) | |
|-------------------------------|--|--|---|--|---|
| | | Training Course and Certification | Certification Only | Training Course and Certification | Certification Only |
| Organisation-sponsored | Non SMEs | Up to 70% of the nett payable course and certification fees, capped at \$3,000 per trainee | Up to 70% of the nett payable certification fees, capped at \$500 per trainee | Up to 70% of the nett payable course and certification fees, capped at \$3,000 per trainee | Up to 70% of the nett payable certification fees, capped at \$500 per trainee |
| | SMEs | Up to 90% of the nett payable course and certification fees, capped at \$3,000 per trainee | | Up to 90% of the nett payable course and certification fees, capped at \$3,000 per trainee | |
| | Professionals (40 years old and above) | | | Up to 70% of the nett payable course and certification fees, capped at \$3,000 per trainee | |
| Self-Sponsored | Individuals who are < 40 years old | Up to 70% of the nett payable course and certification fees, capped at \$3,000 per trainee | Up to 70% of the nett payable certification fees, capped at \$500 per trainee | Up to 70% of the nett payable course and certification fees, capped at \$3,000 per trainee | Up to 70% of the nett payable certification fees, capped at \$500 per trainee |
| | Individuals who are 40 years old and above | Up to 90% of the nett payable course and certification fees, capped at \$3,000 per trainee | | | |

Note: The CITREP+ funding does not support GST, VAT, registration and membership fees, rebates, incentives, discounts or any training grants offered by the Course Providers or any other organisations in relation to the endorsed courses and certifications.

4. ELIGIBILITY CRITERIA FOR CITREP+ FUNDING SUPPORT

- a. Trainee must be enrolled in a **CITREP+ endorsed course/certification prior to the course start date.** Please refer to the list of endorsed course providers/courses/certifications under the **Library of Courses** available in the Infocomm Competency Management System or ICMS (<https://eservice.imda.gov.sg/icms>).

Library of Courses

Q -- Select a Programme -- Q

-- Select a Course Provider -- (Optional)

Q -- Select a Skill Area -- (Optional)

- b. Eligibility Criteria for The Applicant¹

i. For Organisation Sponsored Trainee

- Be a Singapore Citizen or Permanent Resident.
- Trainee must be an employee² of the sponsoring organisation.

Meets the admission criteria set by the Course Provider/Certification Awarding Body and be enrolled for the CITREP+ endorsed course/certification in ICMS prior to the commencement of the course.

- Trainee must commence the training courses and/or certification examination between 1 July 2022 to 31 March 2023 (or otherwise stipulated by IMDA).
- The sponsoring organisation must be incorporated or registered in Singapore.
- Sponsoring SMEs organisation applying for up to 90% funding support for course and certification must meet the following criteria:
 - Having been registered and operating in Singapore
 - Having a minimum 30% local shareholding and having group annual sales turnover of not more than S\$100 million or
 - Group employment size of not more than 200 employees.
 - Group tracing includes all corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents and all subsidiaries of the company.
- Organisation-sponsored Professionals aged 40 years old and above applying for up to 90% funding support for course and certification
 - Be a Singapore citizen
 - Age 40³ years old and above

¹ The Applicant refers to the Sponsoring Organisation/Self-Sponsored Trainee who is seeking CITREP+ Funding Support.

² A person who is an employee of the applicant company as defined in the Employment Act (Cap. 91). Where the Trainee is employed on a part-time basis, the Trainee must be a part-time employee as defined in the Employment (Part-Time Employees) Regulations made under the Employment Act (Cap. 91).

³ Eligible organization-sponsored CITREP+ applicants who are turning or are **forty (40) years old and above** as of 1 Jan of the current year.

- Local Government Agencies and Institutes of Higher Learning (IHLs) cannot be the sponsoring organisations. Employees of these organisations can however qualify for CITREP+ under self-sponsored category.

ii. For Self-Sponsored Trainee

- Be a Singapore Citizen or Permanent Resident
- Meets the admission criteria set by the Course Provider/Certification Awarding Body and be enrolled for the CITREP+ endorsed course/certification in ICMS prior to the commencement of the course.
- Trainee must commence the training courses and/or certification examination between 1 July 2022 to 31 March 2023 (or otherwise stipulated by IMDA).
- Professionals aged 40 years old and above applying for up to 90% funding support for course and certification
 - Be a Singapore citizen
 - Age 40⁴ years old and above

c. Claim Conditions

i. For Course and Certification Fees Support

- The trainee must commence the endorsed course between 1 July 2022 – 31 March 2023 (or otherwise stipulated by IMDA).
- The trainee must complete at least 75% attendance of the training course as per the endorsed training roadmap.
- For certifiable programme, the trainee must complete and pass all examinations required by the certification to achieve the final certification status. If the endorsed course does not lead to any certification (non-certifiable programme), the trainee must complete and pass the post-course assessment in accordance to the endorsed roadmap.

ii. For Certification Fees Support

- The trainee must commence with the 1st examination of the endorsed certification between 1 July 2022 – 31 March 2023 (or otherwise stipulated by IMDA).
- The trainee must complete and pass all examinations required by the endorsed certification to achieve the final certification status.

iii. The Applicant **must ensure** that the trainee is enrolled for CITREP+ **by the Course Provider** for the endorsed course/certification in the ICMS system before the commencement of the courses/examinations. **Please note that certification examination registered with a non-endorsed course provider will not be supported.** Kindly refer to the list of endorsed course providers via online Library of Courses available on the ICMS

⁴ Eligible self-sponsored CITREP+ applicants who are turning or are **forty (40) years old and above** as of 1 Jan of the current year.

(<https://eservice.imda.gov.sg/icms>) or email to citrep@imda.gov.sg for assistance.

- iv. Required payment must be made by the Applicant to the endorsed Course Provider prior to submitting the claim application.
- v. Only trainees who have completed course, pass the required examination(s) and complete claims submission by **end March 2023**, may be eligible for claims application

5. APPLICATION PROCEDURE FOR CITREP+ CLAIM

- a. Each claim application shall be submitted either by the organisation for Organisation-sponsored trainee(s) or the individual trainee if it is self-sponsored.
- b. The Applicant must submit the online claim application via the **ICMS** system (<https://eservice.imda.gov.sg/icms>) within **three (3) months** from the actual completion date of the endorsed course and certification/assessment or **March 2023, whichever is earlier**, or upon passing the required exam(s) for the certification. **LATE SUBMISSIONS WILL NOT BE ACCEPTED. Applications with no and/or incomplete supporting documents will not be processed.** Please refer to the **ICMS Claim Application (Individual) User Guide** for more information.
- c. Self-sponsored applicants and sponsoring organisations must have their SingPass ID to access ICMS. To find out more and/or apply for SingPass, please click here.
- d. The Applicant is required to submit the required supporting documents to IMDA during the online claim application. It is mandatory to **upload** the supporting documents as soft copies during claims submission in ICMS. For documents that are not uploaded successfully, you may **email** to CITREP@IMDA.GOV.SG or submitted by **mail** to IMDA.

The supporting documents are:

- i. Original or copies of Invoice(s) and Official Receipt(s) issued by the Course Provider for the Course and/or Certification Examination Fees paid by the Applicant. Please note that the fees reflected on the documents must be in Singapore Dollars.
- ii. For invoices and official receipts reflecting fees in foreign currency, bank statement or payment document equivalent and acceptable to IMDA, showing the payment transaction made to Course Provider for the course in Singapore Dollars.

In the absence or non-availability of the actual amount paid in Singapore Dollars, the exchange rate set by Monetary Authority of Singapore (MAS) based on the date of the transaction shall be referenced for the purpose of computing the equivalent fees in Singapore Dollars.

- iii. Direct Credit Authorisation (DCA) Form
- iv. Printout copy of SkillsFuture Credit 'Claim Applications' transaction history

- v. Printout copy of PSEA statement⁶
- vi. For Sponsoring Organisation eligible for up to 90% Support (SME)
 - Company's Declaration of SME Status for Funding Support (refer to Form 2)
- vii. For Course and Certification Fees Support

Original or copies of the following:

- Proof of attendance:

| Training Delivery Mode | Examples of Documents to Submit |
|---|---|
| In-person classroom learning | Daily attendance sheet signed by the trainee |
| Asynchronous online learning (i.e. self-paced online learning online) | Screenshots of completion progress for all mandatory online modules for trainee |
| Synchronous online learning (e.g. video conferences or webinars) | System log-in and log-out records for trainee for each training session |

[Course Provider will advise on the proof of attendance that trainees are required to submit.]

- Certificate of Course Completion/ Achievement confirming the minimum 75% training attendance issued by the Course Provider.
 - Examination Score Report/Examination Result Slip and Final Certificate for the endorsed certification issued by the Certificate Awarding Body (if the endorsed course leads to a certification) or,
 - Assessment Result (if the endorsed course does not lead to any certification) issued by the Course Provider.
- vii. For Certification Fee Support

Original or copies of the following:

- Examination Score Report/ Examination Result Slip
 - Final certificate for the endorsed certification issued by the Certificate Awarding Body (CAB)
- e. The claim application is deemed as complete in status when the Applicant has fulfilled the stipulated submissions as in (b), (c) and (d). IMDA will process only claim application with complete submission and reserves the right to reject claim application with incomplete submission. Must complete all claims submission by **end March 2023**.
 - f. For successful application, disbursement will be made via GIRO to the Applicant within 3 weeks from the approval notification. It is the responsibility of the Applicant to ensure that the details such as payee's name, mailing address and contact information provided at the point of application are correct.

⁶ Only applicable for self-sponsored trainees who are Singapore citizens aged 30 and below applying for courses supported under PSEA.

Claims disbursement will be made via GIRO payment. Please submit the Direct Credit Authorisation (DCA) form as part of the claim supporting documents.

Please refer to Appendix A for CITREP+ Claim Application Workflow.

6. TERMS AND CONDITIONS FOR CLAIM APPLICATION

The sponsoring organisations and individuals are required to comply with CITREP+ terms and conditions for claim application (the “CITREP+ Terms for Claim Application” as in Appendix B).

7. FURTHER ENQUIRIES

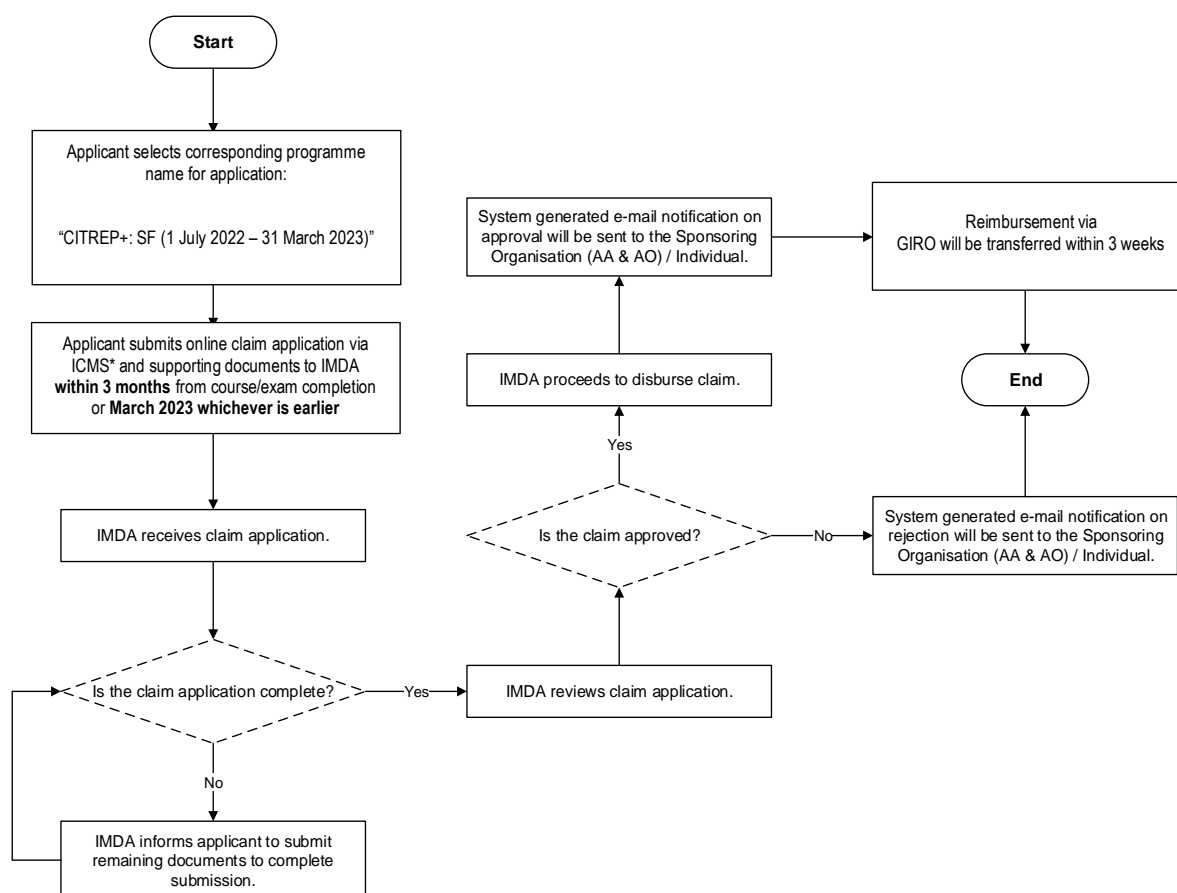
For enquiries on CITREP+ and the ICMS system, please contact:
CITREP Administrator
Info-communications Media Development Authority of Singapore
10 Pasir Panjang Road
#03-01 Mapletree Business City, Singapore 117438

Tel: 6377 3800

Email: citrep@imda.gov.sg (Subject: CITREP+)

Website: go.gov.sg/tesacitrep

Appendix A

CITREP+ CLAIM APPLICATION WORKFLOW**Supporting Documents:**

- Invoice(s) and official receipt(s)
- Direct Credit Authorisation (DCA) Form
- Printout of SkillsFuture Credit 'Claim Applications' transaction history
- Printout of PSEA Statement (only applicable for self-sponsored trainees who are Singaporean citizens aged 30 and below applying for courses supported under PSEA.)
- For SMEs eligible for up to 90% support
 - ⇒ Company Declaration of SME Status (refer to Form 2)
- **For Course & Certification Fees Support:**
 - ⇒ Proof of attendance
 - ⇒ Certificate of Course Completion/Achievement confirming the minimum 75% training attendance issued by the Course Provider.
 - ⇒ Examination Score Report/Examination Result Slip and Final Certificate for the endorsed certification issued by the Certificate Awarding Body (if the endorsed course leads to a certification) or Assessment Result (if the endorsed course does not lead to any certification) issued by the Course Provider.
- **For Certification Fees Support:**
 - ⇒ Examination Score Report/ Examination Result Slip
 - ⇒ Final Certificate for the endorsed certification issued by the Certificate Awarding Body (if the endorsed course leads to a certification).

Appendix B**CITREP+ TERMS FOR CLAIM APPLICATION**

(a) **Interpretation.** In the application for a CITREP+ claim,

(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+ eligibility criteria as the sponsoring organisation or individual.

“Application” means the application made by the Applicant for Course Fee Support or Certification Examination Fee Support and includes any relevant documents, forms and information provided by the Applicant as may be required by IMDA from time to time.

“Confidential Information” means information in whatever form (oral, written+, electronic, etc.) pertaining to IMDA, the Government of the Republic of Singapore or CITREP that is disclosed to or obtained by the Applicant, as well as all correspondence or discussions between the Applicant and any director, employee, officer or representative of IMDA, BUT EXCLUDES information that (a) the Applicant develops independently without use of any information disclosed to or obtained by the Applicant by or from IMDA; (b) is or becomes publicly available without breach of this obligation of confidence or other legal obligations; and (c) is previously known to the Applicant without any obligations of confidence or is disclosed to the Applicant by a third party who is not subject to any obligations of confidentiality.

“Course Provider” means the organisation that is granted valid and current approval by IMDA to conduct a course or certification under CITREP+.

“Course” means the training course and/or certification/assessment approved by IMDA under CITREP+ that is undertaken by the Applicant.

“Course and Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Course undertaken by the Applicant.

“Certification” means the certification granted upon completion of a Course and/or completion and passing of examination(s) conducted under a Course that is undertaken by the Applicant.

“Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Certification undertaken by the Applicant.

“ICMS” means the Infocomm Competency Management System (ICMS), the integrated online system used by the Course Providers to participate in IMDA’s training incentive schemes, such as CITREP+;

“IMDA” means the Info-communications Media Development Authority of Singapore.

“Programme” or “CITREP” refers to the CITREP+: Critical Infocomm Technology Resource Programme (CITREP+) administered by IMDA;

“Reference Bank(s)” means the principal Singapore office(s) of the bank(s), as notified by IMDA to the Applicant at its sole discretion from time to time, whose prime lending rate(s) are used for the purpose of calculating the Reference Interest Rate.

“Reference Interest Rate” means the arithmetic mean (rounded up, if necessary to the next 1/16 percent) of the respective Prime Lending Rate(s) of the Reference Bank(s).

- (ii) Unless the context otherwise requires words in the singular number only include the plural and vice versa; words denoting any gender include all genders; words denoting persons include firms and corporations and vice versa; reference to any clause or sub-clause is to a clause or sub-clause of or to this document; and the headings used in this document are for convenience of reference only and shall not affect any construction or interpretation of this document.

(b) Applicant's Obligations. The Applicant must complete the Course with the IMDA approved Course Provider in Singapore, unless otherwise approved by IMDA. The Applicant shall ensure that the completion of the Course (for Course and Certification Fees Support) **OR** Certification (for Certification Fee Support) by **March 2023**.

The Applicant shall ensure that the Course attended, is endorsed under the current CITREP+ term at the point of commencement, AND within 1 July 2022 – 31 March 2023 (or otherwise stipulated by IMDA).

The Applicant shall ensure that required fees are paid to the Course Provider for the Course prior to claim application. The Applicant hereby represents that the fees paid are strictly for the Course and/or Certification and that there are no additional promotions, rebate schemes, incentives, reimbursements, gifts, goods and services or other bundled items included in the fees paid.

If inaccurate or erroneous claims Course and/or Certification Fees Support are submitted by the Applicant and detected by IMDA:

- (i) all monies which have been reimbursed to or paid to the Applicant ; and
- (ii) interest calculated thereon at the Reference Interest Rate for the period from the receipt by the Applicant of the monies until the date of the full payment of the said monies and interest to IMDA,

shall forthwith be paid to IMDA without requiring any demand from IMDA whatsoever, failing which the same shall be a debt recoverable from the Applicant in any court of competent jurisdiction.

(c) The Claim. Any disbursement of a claim under CITREP+ shall be at the sole and unfettered discretion of IMDA notwithstanding that a complete Application is submitted within any stipulated time periods and has been approved by IMDA. For the avoidance of doubt, IMDA may revoke its approval of any Application at any time without prior notice to the Applicant or the Course Provider, and all such decisions and acts or omissions of IMDA shall be conclusive, final and binding on the Applicant and Course Provider and IMDA shall not be obliged to give any reasons or explanations whatsoever.

IMDA shall provide the following funding support for an approved Application:

For Organisation-sponsored Support

- Non-SMEs (Singapore Citizen or Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable certification fees capped at S\$500 per trainee.
- SMEs (Singapore Citizen or Permanent Resident)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable certification fees capped at S\$500 per trainee.
- Organisation-sponsored Professionals 40 years and above (Singapore Citizen)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.
- Organisation-sponsored Professionals 40 years and above (Permanent Citizen)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.

For Self-Sponsored Support

- Individuals Below 40 years old (Singapore Citizen and Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the certification fees capped at S\$500 per trainee.
- Individuals who are 40 years old and above (Singapore Citizen)
 - Up to 90% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.
- Individuals who are 40 years old and above (Permanent Resident)
 - Up to 70% of the nett payable course and certification fees capped at S\$3,000 per trainee.
 - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.

The Applicant shall not, while being in receipt of the funding support from IMDA, apply for or receive any other funding support or subsidy (whether monetary or in-kind) for the same Course.

The Applicant shall have full understanding of the endorsed Course requirement; syllabus and contents from the Course Provider prior to the commencement of the CITREP+ endorsed Course. To be eligible for Course and/or Certification Fees Support, the Applicant must ensure full compliance as per the endorsed training and/or certification roadmap obtained from the Course Provider.

(d) Submission of Claims. All claims must be submitted together with the following documents (and any others which may be specified by IMDA from time to time) before the claim application is processed:

- Invoice(s) and official receipt(s) issued by the Course Provider for the course and/or certification fees paid by the Applicant.
- Direct Credit Authorisation (DCA) Form
- Printout copy of SkillsFuture Credit 'Claim Applications' transaction history
- Printout copy of PSEA statement (*only applicable to self-sponsored trainees who are Singaporeans aged 30 and below and for courses supported under PSEA.)
- For SMEs eligible for up to 90% Support
 - CITREP+ Company Declaration of SME Status for Funding Support (Refer to Form 2)
- For Course and Certification Fees Support
 - Proof of attendance
 - Certificate of Course Completion/Achievement confirming the minimum 75% training attendance issued by the Course Provider.
 - Examination Score Report/ Examination Result Slip and Final Certificate for the endorsed certification issued by the Certificate Awarding Body (if the endorsed Course leads to a certification) or,
 - Assessment Result (if the endorsed Course does not lead to any certification) issued by the Course Provider.
- For Certification Fees Support
 - Examination Score Report/ Examination Result Slip
 - Certificate of Achievement for the endorsed certification issued by the Certificate Awarding Body (CAB).

It is mandatory to **upload** the above documents as soft copies during claims submission in ICMS. For documents that are not uploaded successfully, you may **email** to CITREP@IMDA.GOV.SG or submitted **by mail** to IMDA.

Claims should be submitted to IMDA **within three (3) months** after the completion of the Course or **March 2023 whichever is earlier**. Subject to verification by IMDA of the satisfactory progress of the Course, the grant will be disbursed if the following conditions are met by the Applicant:

- **For Course and Certification Fees Support**
The trainee:
 - must commence the endorsed course between 1 July 2022 – 31 March 2023 (or otherwise stipulated by IMDA)
 - must complete at least 75% of the Course as per endorsed training roadmap;
 - Must complete and pass the required examinations to achieve the final certification status (certifiable programme) or assessment (non-certifiable programme).

- **For Certification Fees Support**
The trainee:
 - must commence with the first examination of the endorsed certification between 1 July 2022 – 31 March 2023 (or otherwise stipulated by IMDA);
 - Must complete and pass the required examinations to achieve the final certification status (certifiable programme).

(e) Limitation of liability. In no event will IMDA be liable to the Applicant for any amounts for any losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with any aspect of CITREP+ or the Course. The provisions of this clause shall survive any termination of IMDA's endorsement of the Course or of any agreement for such endorsement.

(f) Representations and Warranties. The Applicant represents and warrants that:

- (i) It has the right, power and authority to submit the Application, accept any approval thereof and to fully perform its obligations hereunder, and acceptance of the approval does not violate any agreement existing between the Applicant and any other person or entity; and
- (ii) All information submitted by the Applicant to IMDA is complete, true and correct, and the Applicant acknowledges and agrees that IMDA has relied on such information in granting and continuing to grant the approval to the Application.

These representations and warranties by the Applicant shall be treated as continuing representations and warranties by the Applicant who shall be deemed to continue to make these representations and warranties at all times until the expiry or the completion of the Course, or receipt of monies from IMDA, whichever is the later.

(g) Non-disclosure. The Applicant undertakes not to divulge or communicate to any person or party any Confidential Information howsoever acquired without first having obtained the written consent of IMDA.

The Applicant hereby acknowledges that any disclosure of Confidential Information by the Applicant, except as and to the extent permitted herein, may result in irreparable injury and damage to IMDA which cannot be adequately compensated in monetary damages alone. The Applicant therefore agrees that IMDA may, in addition to any other legal remedies which may be available, seek such equitable relief as may be necessary to protect itself against any such breach or threatened breach of this clause, including but not limited to obtaining an injunction to prevent any unauthorised disclosure of Confidential Information, and shall be indemnified against any costs (on a full indemnity basis), expenses, losses and damages incurred or sustained as a result of such breach or threatened breach.

(h) Amendments and Other Terms. The Applicant shall comply with such additional terms issued by IMDA at its sole and absolute discretion from time to time. IMDA may also vary any existing terms in writing and the Applicant shall comply with the same.

All decisions and acts of IMDA in relation to any matters pertaining to CITREP+, approval or rejection of any Application, exercise of its discretion not to approve the payment of any claims or any other matter affecting or relating to the Applicant shall be conclusive, final and binding on the Applicant and IMDA shall not be obliged to give any reasons or explanations whatsoever.

(i) Governing Law and Jurisdiction. The Applicant hereby submits to the exclusive jurisdiction of the Singapore courts. Submission of the Letter of Acceptance by the Applicant shall be deemed that the Applicant has agreed to the terms and conditions set out herein, which shall be governed by and interpreted in accordance with the laws of Singapore.

FORM 1
**Application Form for CITREP+ Applicants Below 18 Years Old
For Claims under CITREP+**

(ONLY applicable to CITREP+ Applicants below 18 years old)

- All fields in this form are mandatory and to be completed by Applicant unless stated otherwise.
- This form is **ONLY** applicable for eligible CITREP+ applicants who are **below eighteen (18) years old as at 1 Jan of the current year** and:
- Please note that eligible CITREP+ applicant who are **below eighteen (18) years old** will need to seek parent/guardian's consent before signing up with the endorsed Course Provider to attend the course/certification.

Completed and signed Form 1A, together with Form 1, must be sighted by CITREP+ Endorsed Course Provider when enrolling for CITREP+ course/certification & submitted during Claim Application in ICMS.

SECTION A – DETAILS OF APPLICANT

Name (as in NRIC): _____
 NRIC: _____ Date Of Birth: _____ (dd-mm-yyyy)
 Home Address: _____
 Contact Number: _____ Email Address: _____
 Name Of Institution: _____
 Occupation: Student Full-Time National Service (NSF)

SECTION B – DETAILS OF CITREP+ COURSE/CERTIFICATION

Course/Certification Title: _____
 Course Provider: _____
 Course Duration: _____ (days / weeks) Course Start Date: _____ Course End Date: _____
 (dd-mm-yyyy) (dd-mm-yyyy)
 Course/Certification Fees (S\$): _____

SECTION C – DECLARATION BY APPLICANT

- I declare that I have read through and hereby acknowledge acceptance of the CITREP+ TERMS FOR CLAIM APPLICATION attached to this Form as Appendix A ("the Terms"). In addition, I acknowledge that the Terms will apply in the event that I intend to make claims under CITREP+.
- I declare that the facts stated in this Form and the accompanying information are true, and that I am free from any litigation pertaining to the endorsed course in Singapore or overseas. I understand that if I obtain the grant by false or misleading statements, IMDA will withdraw the grant and recover immediately from myself the applicable interest and/or any amount of the grant that may be disbursed.
- I declare that 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 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 understand that IMDA has the rights to report to the relevant authorities if there is any fraudulent declaration or information provided in this application.

SECTION D – CONSENT OF PARENT/LEGAL GUARDIAN* OF APPLICANT

- 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. I am the parent/legal guardian* of the above Applicant and confirm that I have reviewed the declarations made by the Applicant and the CITREP+ TERMS FOR CLAIM APPLICATION attached to this Form as Appendix B ("the Terms").
- I hereby acknowledge and agree to be bound by the Terms.
- In addition, I hereby acknowledge and consent to the following:
 (a) to the Applicant attending the course and/ or taking the certification exam;
 (b) for the Applicant's execution of this Form and making the declarations herein; and
 (c) for the Applicant's acceptance of the Terms, which will apply in the event that the Applicant intends to make claims under CITREP+.

SECTION E – ACKNOWLEDGEMENT OF DECLARATION

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| Signature of Applicant Name: NRIC: Date: | Signature of Parent/Guardian* Name: NRIC: Relationship to Applicant: Date: |
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FORM 2


**CITREP+ COMPANY DECLARATION OF SME STATUS FOR
FUNDING SUPPORT FORM**

- All fields in this form are **mandatory** and to be **completed** by Applicant unless stated otherwise.
- This form is **ONLY** applicable for eligible company who are:
 - Singapore registered organisation (excluding the Government of Singapore, Organs of State or other statutory boards); and
 - Sponsored trainee must be Singapore Citizen or Permanent Resident.
- Please note that your declaration may be subjected for selection for random audit to validate on the declaration status.
- Completed and signed form must be sighted by CITREP+ endorsed Course Provider when enrolling for CITREP+ course/certification & submitted during Claim Application in ICMS.**

SECTION A – PARTICIPANT, COURSE PROVIDER, COURSE AND CERTIFICATION DETAILS

(Please complete all the **MANDATORY** information listed below)

| S/N | Name of Participant | NRIC | Citizenship Status | Course Provider | Course and Certification Title | Course / Exam Start Date | Course / Exam End Date |
|-----|---------------------|------|--------------------|-----------------|--------------------------------|--------------------------|------------------------|
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SECTION B – DECLARATION OF ELIGIBILITY FOR FUNDING SUPPORT

(To be endorsed by **CEO or equivalent**. If the CEO is the participant, the declaration is to be done by a company representative authorised by the CEO)

- I declare that _____ (Company Name) _____ (UEN Number) is a SME, based on SPRING's definition of SMEs, and hence qualify to enrol into the CITREP+ programme which will be funded by IMDA.
- SMEs are defined as companies having:
 - Minimum 30% local shareholding **AND**
 - Company Group annual sales turnover¹ not more than S\$100 million **OR** Company Group employment size² not more than 200 workers

Group tracing:

- All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents.
- All subsidiaries of the company.

Signature & Date:

Full Name and Designation:
(CEO or equivalent/CEO appointed representative)

Company Name & Stamp:

¹ Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.

² A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.