

**INFOCOMM COMPETENCY MANAGEMENT
SYSTEM (ICMS)**

SECTION E: CLAIM APPLICATION

[INDIVIDUAL]

ICMS User Orientation Training

ICMS CLAIM APPLICATION : INDIVIDUAL



The screenshot shows the ICMS website interface. At the top, there is a navigation bar with links for HOME, ABOUT ICMS, SKILLS FRAMEWORK, FAQs, and USEFUL. Below the navigation bar is a large banner area. On the left side of the banner, there is a photograph of four people (three men and one woman) looking at a document together. On the right side of the banner, there is a green box with the text "course endorsed" and a list of two steps: "1. Mapped your course to the Skills Framework (SF)" and "2. Submit your course for endorsement." Below this list is a white button with the text "Find out more". A red box highlights the "Login with SingPass" button in the "For Individual" section. A blue callout box with a red border contains the text "After account is created and approved, login using SingPass" with a red line pointing to the "Login with SingPass" button. The "For Individual" section also includes a "Register for Individual Account" link. The "For Organisation" section includes a "Login with CorpPass" button and a "Register for Organisation Account" link. Below the banner, there are two columns of search filters: "Programme Information" and "Library of Courses". Each column has a dropdown menu for selecting a programme and a search icon. The "Library of Courses" section also has dropdown menus for selecting a course provider and a skill area, both marked as optional. On the right side of the page, there 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."

For Individual

Login with SingPass

Register for [Individual](#) Account

For Organisation

Login with CorpPass

Register for [Organisation](#) Account

For authorized use only. Unauthorized use is strictly prohibited.

Contacts

For enquiries, please contact ICMS Helpdesk at **6324 8737**. For technical assistance, please email to info@imda.gov.sg.

Programme Information

-- Select a Programme --

Library of Courses

-- Select a Programme --

-- Select a Course Provider -- (Optional)

-- Select a Skill Area -- (Optional)

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

PROGRAMME TYPE ACCESS

Programme Type * : CITREP T-Assist Media Courses

YOUR USER ROLES

S/N	ROLE
1.	Individual(IND)

Logout

Action:

1. Select Programme Type
2. Select User Role

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Individual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

INBOX **ITEMS PENDING FOR YOUR ACTION**

MENU

S/N	Description	Pending Items
No pending Items to be displayed.		

Trainee Enrolment
Grant Application
Claim Application
User Account Administration
Individual Account

SWITCH USER
ROLE/PROGRAMME
LOG OUT

Action:
Click Claim Application

ICMS CLAIM APPLICATION : INDIVIDUAL

Claim Application Home Page

Note:

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.

Individual , Individual (CITREP) Welcome, Zuraidah Binte Ariffin

INBOX Home >> Claim Application

MENU CLAIM APPLICATION SEARCH

Trainee Enrolment

Grant Application

Claim Application

User Account Administration

Individual Account

SWITCH USER

ROLE/PROGRAMME

LOG OUT

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 : -- Select --

Course Provider :

Course/Certification Title :

Course/Certification Start Date From :

SO AA/IND Submission Date From :

IMDA AO Approval Date From :

Status : -- Select --

Show Only Pending Items :

Action:
Click 'New Application'

Search

No records found

ICMS CLAIM APPLICATION : INDIVIDUAL

CLAIM APPLICATION

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

Programme Name * :

Action:

Select Relevant Program Term from drop-down list

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Select Course Provider & Course

COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider * :

Course/Certification Title * :

Action:

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

ICMS CLAIM APPLICATION : INDIVIDUAL

Review Trainee Profile

TRAINEE INFORMATION

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 <https://eservice.imda.gov.sg/icms>.

Application Category : **Self-Sponsored**

Name of Trainee (as in NRIC) : [REDACTED]

Trainee's NRIC No. : [REDACTED]

Telephone No. : **11111111**

Email Address : [REDACTED]

Address :

BLOCK/ HOUSE NO.	STREET NAME	LEVEL NO. - UNIT NO.	BUILDING NAME	POSTAL CODE
20	Bedok South Road	20 - 35		460020

Date of Birth: [REDACTED]

Profession: [REDACTED]

Bank Name * : **DBS Bank Ltd**

Account Number * : **123456**

Citizenship : **Singapore Citizen**

Country of Origin : **Singapore**

Gender : **Female**

Highest Education Qualification : **Degree**

Employment Status : **Employed**

Current Salary Range (Monthly) : **\$2,000 and below**

Occupation Group : **INFRASTRUCTURE - PLANNING AND DESI**

Occupation Title : **Chief Digital Officer**

Type of Organisation : **Multi-National Corporation (MNC)**

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>

ICMS CLAIM APPLICATION : INDIVIDUAL

Review Course Detail

COURSE/CERTIFICATION INFORMATION BASED ON TRAINEE ENROLMENT

Course Provider * : Sun Microsystems Pte Ltd

Course/Certification Title * : Sun Certified Java Programmer (SCJP)

Start Date : 13/02/2019 (dd/mm/yyyy)

End Date : 06/03/2019 (dd/mm/yyyy)

Funding Support Type : Course and Exam Fees

Course Fees : S\$ 10.00

Exam Fees : S\$ 50.00

Course and Exam Fees : S\$ 60.00

SkillsFuture Credit Claim Amount : S\$ 50.00

PSEA Claim Amount : S\$ 0.00

Mode of Delivery : Classroom

CLASSROOM
Mode of Training : Part-time
Total Duration : 30.0 Days

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

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Fill in Claim Amount

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 * :

Total Actual Exam Fees * :

Total Actual Course and Exam Fees * : **S\$ 60.00**

Total Claim Amount for Course and Exam Fees : **S\$ 0.00**

Actual SkillsFuture Credit Claim Amount * :

Actual PSEA Claim Amount * :

Mode of Delivery : **Classroom**

CLASSROOM	
Mode of Training :	Part-time
Total Duration :	30.0

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.

ICMS CLAIM APPLICATION : INDIVIDUAL

Upload Supporting Documents

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.

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.

Uploaded 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

ICMS CLAIM APPLICATION : INDIVIDUAL

Declaration

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

I declare that the SkillsFuture Credit Claim Amount is correct.

Cancel Save as Draft **Submit for Approval**

Action:

Complete the declaration section and click 'Submit for Approval'

ICMS CLAIM APPLICATION : INDIVIDUAL

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

Action:

Complete the Terms and Conditions section

ICMS CLAIM APPLICATION : INDIVIDUAL

Fill in Survey

SURVEY QUESTIONS	
SECTION 1 HEADER TEXT	
S/N	QUESTIONS
1.	he course/certification will put me in better position for career advancement.
2.	The knowledge and competencies gained from the course/certification are applicable and relevant to my job portfolio.
3.	I am satisfied with the overall service level rendered by the course/testing provider.
4.	I am able to apply the knowledge and competencies gained from the course/certification effectively to my work requirements.
5.	The course/certification has created a positive impact for me to achieve a higher level of competitiveness and performance.
6.	The course/certification has adequate indepth coverage on the subject matter.

Remarks/Comments:

Cancel Proceed to Submit

Yes No

Strongly Agree Ag

Yes No

Strongly Agree Ag

Strongly Agree Ag

Yes No

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

ICMS CLAIM APPLICATION : INDIVIDUAL

Successful Submission

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.

SUBMISSION CONFIRMATION

Your Application has been submitted.

Your Claim Application ID is: **SF/001/CL/2019/02/014396**

SUBMISSION CHECKLIST

S/N.	SUBMISSION ITEM DESCRIPTION	ACTION BY
1.	<input type="checkbox"/> a. Trainee's NRIC	
2.	<input type="checkbox"/> b. Direct Credit Authorisation (DCA) Form	
3.	<input type="checkbox"/> c. Invoice and official receipt	
4.	<input type="checkbox"/> d. Daily attendance sheet signed by the trainee (for classroom/hybrid training)	
5.	<input type="checkbox"/> e. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training)	
6.	<input type="checkbox"/> f. Assessment result slip/certificate for each trainee (for non-certifiable programme)	
7.	<input type="checkbox"/> g. Examination result score report and final certificate for each trainee (for certifiable programme)	
8.	<input type="checkbox"/> h. SkillsFuture Credit Claim Applications transaction history	
9.	<input type="checkbox"/> i. Proof of matriculation	
10.	<input type="checkbox"/> j. Recommendation by the PSEI (refer to Form 1)	
11.	<input type="checkbox"/> k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)	
12.	<input type="checkbox"/> l. Copy of trainee's SAF 11B card	
13.	<input type="checkbox"/> 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.	
14.	<input checked="" type="checkbox"/> n. Declaration of SME Status for Funding Support Form (refer to Form 2)	IND
15.	<input type="checkbox"/> o. PSEA Statement	

System will generate acknowledgement page upon successful submission

1-01/04/2018

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

10 Pasir Panjang Road

#03-01 Mapletree Business City

Singapore 117438

Please print this page for your reference.

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