CITREP+: SF for ICT
Critical Infocomm Technology Resource Programme

(Skills Framework for ICT)
CITREP+: SF (1 April 2019 – 31 March 2021)

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+ is expanded to support entry-level professionals since April 2016 to build specialised ICT skills through broad-based training courses and certifications.

IMDA will work 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.

Training courses and certifications which impart knowledge and skills in the identified skill areas will be evaluated and endorsed under CITREP+. 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 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Singapore Citizen</th>
<th>Permanent Resident (with effect from 1 August 2017)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Training Course and Certification</td>
<td>Certification Only</td>
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<tr>
<td>Organisation-sponsored</td>
<td>Non SMEs</td>
<td>Up to 70% of the nett payable course and certification fees, capped at $3,000 per trainee</td>
<td>Up to 70% of the nett certification fees, capped at $500 per trainee</td>
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<td></td>
<td>SMEs</td>
<td>Up to 90% of the nett payable course and certification fees, capped at $3,000 per trainee</td>
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<td>Professionals (40 years old and above)</td>
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<td>Up to 70% of the nett payable course and certification fees, capped at $3,000 per trainee</td>
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*MOOC refers to Massive Open Online Courses

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.
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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. Training courses and certifications must be endorsed under the current CITREP+ Terms before the start of the course/certification. Please refer to the list of endorsed course providers in the Library of Courses available on the Infocomm Competency Management System or ICMS (https://eservice.imda.gov.sg/icms).

b. Eligibility Criteria for The Applicant

i. For Organisation Sponsored Trainee
   - Be a Singapore Citizen or Permanent Resident.
   - Trainee must be an employee of the sponsoring organisation.
   - Meets the admission criteria set by the Course Provider/Certification Awarding Body for the endorsed course/certification.
   - 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 (as defined in accordance with Spring Singapore’s definition):
     - 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 40 years old and above

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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 forty (40) years old and above as of 1 Jan of the current year.
- Local Government Agencies and Institutes of Higher Learning (IHL) 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 for the endorsed course/certification.
- Professionals aged 40 years old and above applying for up to 90% funding support for course and certification
  - Be a Singapore citizen
  - Age 40 or above
- Student/NSF applying for up to 100% funding support for course and/or certification
  - Be a Singapore Citizen
  - Age 17 to 25 years old
  - Currently enrolled in full-time post-secondary academic studies
  - Pursuing NITEC, Higher NITEC, Diploma, and up to First Degree awarded through Post Secondary Educational Institutes (PSEIs) in Singapore

C. Claim Conditions

i. For Course and Certification Fees Support

- The trainee must commence the endorsed course between 1 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA).
- The trainee must complete at least 75% attendance of the training course as per the endorsed roadmap within the Qualifying Period defined as twelve (12) months from the commencement date.
- 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 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA).

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1 Eligible self-sponsored CITREP+ applicants **forty (40) years old and above** as of 1 Jan of the current year.
2 Student refers to the individual enrolled in full-time post-secondary academic study pursuing NITEC, Higher NITEC, Diploma, and up to First Degree awarded through Post Secondary Educational Institutes (PSEIs) in Singapore.
3 Eligible CITREP+ applicants **below eighteen (18) years old** as of 1 Jan of the current year need to seek parent/guardian’s consent before signing up with the endorsed Course Provider to attend the course/certification. **Refer to Form 1A.**
The trainee must complete and pass all examinations required by the endorsed certification to achieve the final certification status within the Qualifying Period defined as twelve (12) months\(^7\) from the commencement date.

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

iv. Full payment must be made by the Applicant to the endorsed Course Provider prior to submitting the claim 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 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. The Applicant must have SingPass ID and password in order to access ICMS and to submit the online claim application. Sponsoring Organisation will require either SingPass ID or CorpPass ID to access ICMS.

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. Copy of trainee’s NRIC, for courses starting on or before 30 Sep 2019 (For courses starting from 1 Oct 2019, trainee’s information will be verified via MyInfo)

ii. 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.

\(^7\) No extension on the Qualifying Period is allowed.
iii. 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.

iv. Direct Credit Authorisation (DCA) Form

v. Printout copy of SkillsFuture Credit ‘Claim Applications' transaction history

vi. Printout copy of PSEA statement

vii. For Sponsoring Organisation eligible for up to 90% Support (SME)
    - Company’s Declaration of SME Status for Funding Support (refer to Form 2)

viii. For Students/NSF eligible for up to 100% Support

    Students
    - Proof of matriculation
    - Recommendation by the PSEI (refer to Form 1)
    - Pursuing NITEC, Higher NITEC, Diploma, and up to First Degree awarded through Post Secondary Educational Institutes (PSEIs) in Singapore (refer to Form 1)

    NSF
    - Documentation Proof of Enlistment and Operationally Ready Date (ORD)
    - Copy of trainee's SAF 11B card

ix. For Course and Certification Fees Support

    Original or copies of the following:

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8 Only applicable for self-sponsored trainees who are Singapore citizens aged 25 and above and for courses commencing from 1 January 2016.

9 Only applicable for self-sponsored trainees who are Singapore citizens aged 30 and below applying for courses supported under PSEA.
• Proof of attendance:

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

[Course Provider will advise on the proof of attendance that you 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 (c) and (d). IMDA will process only claim application with complete submission and reserves the right to reject claim application with incomplete submission.

f. IMDA will inform the Applicant within 6 weeks from the receipt date of a complete claim application the status for the application (approval/rejection).

g. 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.

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: 6324 8737 (63-CITREP)
Fax: 6659 2535
Email: citrep@imda.gov.sg (Subject: CITREP+)
Website: go.gov.sg/tesacitrep
CITREP+ CLAIM APPLICATION WORKFLOW

Start

Applicant selects corresponding programme name for application:

“CITREP+ SF (1 April 2019 – 31 March 2021)”

Applicant submits online claim application via ICMS* and supporting documents to IMDA within 3 months from course/exam completion.

IMDA receives claim application.

Is the claim application complete?

Yes

IMDA proceeds to disburse claim.

No

IMDA informs applicant to submit remaining documents to complete submission.

Is the claim approved?

Yes

System generated e-mail notification on approval will be sent to the Sponsoring Organisation (AA & AO) / Individual.

Reimbursement via GIRO will be transferred within 3 weeks

No

System generated e-mail notification on rejection will be sent to the Sponsoring Organisation (AA & AO) / Individual.

End

Supporting Documents:

- Invoice(s) and official receipt(s)
- Copy of trainee’s NRIC, for courses starting on or before 30 Sep 2019 (For courses starting from 1 Oct 2019, trainee’s information will be verified via MyInfo) Direct Credit Authorisation (DCA) Form
- Printout of SkillsFuture Credit ‘Claim Applications’ transaction history (only applicable for self-sponsored trainees who are Singaporean citizens aged 25 and above and for courses commencing from 1 January 2016 onwards.)
- 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 Students eligible for up to 100% Support
  - Proof of matriculation
  - Recommendation by the PSEI (refer to Form 1)
  - Pursuing NITEC, Higher NITEC, Diploma, and up to First Degree awarded through Post Secondary Educational Institutes (PSEIs) in Singapore (refer to Form 1)
- For NSF eligible for up to 100% Support
  - Proof of Enlistment and Operationally Ready Date (ORD) date
  - Copy of trainee’s SAF 11B card
- 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 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).
(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;

“Qualifying Period” means the 12 months’ period starting from the very first Course or Certification start date.

“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) is within the Qualifying Period.

The Applicant shall ensure that the Course attended, is endorsed under the current CITREP+ term at the point of commencement, AND within 1 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA).

The Applicant shall ensure that full 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

- Professionals (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.

- Professionals 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.

- Professionals 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.

- Students and/or Full Time National Service (NSF) (Singapore Citizen)
  - Up to 100% of the nett payable course and certification fees, capped at $2,500 per trainee.
  - Up to 100% of the nett payable certification fees, capped at $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.

- Copy of trainee’s NRIC, for courses starting on or before 30 Sep 2019 (For courses starting from 1 Oct 2019, trainee’s information will be verified via MyInfo)

- Direct Credit Authorisation (DCA) Form

- Printout copy of SkillsFuture Credit ‘Claim Applications’ transaction history (*only applicable to self-sponsored trainees who are Singaporeans aged 25 and above and courses commencing on 1 January 2016.)

- 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 Sponsoring Organisation eligible for up to 90% Support (SME)
  - Company declaration of SME Status for funding support (Refer to Form 2)

- For Students eligible for up to 100% Support
  - Proof of matriculation
  - Recommendation by the PSEI (Refer to Form 1)
  - Declaration of taking 1st degree awarded through Singapore Public Funded Universities (applicable for University student) (Refer to Form 1)
- For NSF eligible for up to 100% Support
  - Documentation Proof of Enlistment and Operationally Ready Date (ORD) date
  - Copy of trainee’s SAF 11B card

- 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 must be submitted to IMDA **within three (3) months after the completion of the Course**, unless specified otherwise by IMDA. 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 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA)
  - Enhanced caps funding support is only eligible for “NICF”/ “SF for ICT” courses with Course Start Date 1 May 2018 and onwards.
  - must complete at least 75% of the Course as per endorsed training roadmap within the Qualifying Period defined as twelve (12) months from the commencement date;
  - 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 April 2019 – 31 March 2021 (or otherwise stipulated by IMDA);
  - Must complete and pass the required examinations to achieve the final certification status (certifiable programme) within the Qualifying Period defined as twelve (12) months from the commencement date

(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

CITREP+ Student Support Recommendation Form
(Recommendation by Post-Secondary Education Institutes (PSEI))

SECTION A – DETAILS OF APPLICANT

Name (as in NRIC): ____________________________
NRIC: ____________________________
Date Of birth: ____________________________ (dd-mm-yyyy)

Age: (Please select ONE of the following):

- [ ] Below 18 years old*
- [ ] 18 to 25 years old

*IMPI: Parent/guardian's consent form, Form 1A, must be completed, signed and submitted with this Form

SECTION B – DETAILS OF CURRENT COURSE OF STUDY

Current Course of Study: □ NITEC □ Higher NITEC □ Diploma □ First Degree

Name Of Institution: ____________________________
Course of Study Enrolled: ____________________________
Matriculation Date: ____________________________ (dd-mm-yyyy)
Graduation Date: ____________________________ (dd-mm-yyyy)

SECTION C – DETAILS OF CITREP COURSE/CERTIFICATION

Course/Certification Title: ____________________________
Name Of Course Provider: ____________________________
Course Start Date: ____________________________ Course End Date: ____________________________
Course Duration: ____________________________ (days/weeks) Course/Certification Fee ($$): ____________________________

SECTION D – RECOMMENDATION BY POST-SECONDARY EDUCATION INSTITUTES (PSEIs)
(Assessment & Recommendation to be completed before Course Start Date by an Authorised PSEI Representative)

I, ____________________________, (Name/Designation), hereby recommend ____________________________, (Name of Student), to attend the ____________________________, (CITREP+ Course / Certification Title), on ____________________________, (Course Start Date) based on the following:

- [ ] Directly related to student’s current course of study
  - Obtaining stated CITREP+ Course / Certification will aid student in preparing for employability.

- [ ] Not directly related to student’s current course of study
  - Student displays interest in ICT and obtaining stated CITREP+ Course / Certification will assist student to incorporate ICT in course of study.

- [ ] Others. Please state reason(s):
  ____________________________________________________________
  ____________________________________________________________

Signature of an Authorised Representative from PSEI:
Date: ____________________________
PSEI’s Official Stamp: ____________________________

SECTION E – DECLARATION BY APPLICANT

1. 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 to the event that I intend to make claims under CITREP+.

2. I declare that the facts stated in this Form and the accompanying information are true, and State(s) that if it contains thereof 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.

3. I declare that I am the employee/director/shareholder of the course-hosting provider of the enrolled course and/or certification.

4. 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/ final certificate (certificate programme),其中包括 other schedules of the expenditure incurred and paid. The grant disbursement will be subject to verification by IMDA of the satisfactory completion of the enrolled course and/or certification.

5. 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 of the part of IMDA to disburse any grants under the CITREP, and IMDA shall not be liable to the applicant for any amount or loss 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.

6. I understand that IMDA has the rights to report the relevant authorities if there is any fraudulent declaration or information provided in this application.

I hereby acknowledge and agree to be bound by all the Terms.

Signature of Applicant: ____________________________
Date: ____________________________
**SECTION A – DETAILS OF APPLICANT**

<table>
<thead>
<tr>
<th>Name (as in NRIC):</th>
<th>NRIC:</th>
<th>Date Of Birth: (dd-mm-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td></td>
<td></td>
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<tr>
<td>Contact Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name Of Institution:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td>Student</td>
<td>Full-Time National Service (NSF)</td>
</tr>
</tbody>
</table>

**SECTION B – DETAILS OF CITREP+ COURSE/CERTIFICATION**

<table>
<thead>
<tr>
<th>Course/Certification Title:</th>
<th>Course Provider:</th>
<th>Course Duration: (days / weeks)</th>
<th>Course Start Date: (dd-mm-yyyy)</th>
<th>Course End Date: (dd-mm-yyyy)</th>
<th>Course/Certification Fees (SG$):</th>
</tr>
</thead>
</table>

**SECTION C – DECLARATION BY APPLICANT**

1. 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+.
2. 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.
3. I declare that I am not the employee/director/shareholder of the course/testing provider of the endorsed course/certification.
4. 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.
5. 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+. 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.
6. 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**

1. 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: 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 A (“the Terms”).
2. I hereby acknowledge and agree to be bound by the Terms.
3. 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 mailing 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**

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Signature of Parent/Guardian*</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
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<td>NRIC:</td>
<td>NRIC:</td>
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<td>Date:</td>
<td>Date:</td>
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*Note: Parent/Guardian must sign only if Applicant is below 18 years old.
### SECTION A – PARTICIPANT, COURSE PROVIDER, COURSE AND CERTIFICATION DETAILS

(Please complete all the MANDATORY information listed below)

<table>
<thead>
<tr>
<th>S/N</th>
<th>Name of Participant</th>
<th>NRIC</th>
<th>Citizenship Status</th>
<th>Course Provider</th>
<th>Course and Certification Title</th>
<th>Course / Exam Start Date</th>
<th>Course / Exam End Date</th>
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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)

a. 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

b. SMEs are defined as companies having:
   - Minimum 30% local shareholding **AND**
   - Company Group annual sales turnover\(^1\) not more than $500 million **OR**
   - Company Group employment size\(^2\) not more than 200 workers

Group tracing:
   a. All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents.
   b. All subsidiaries of the company.

**Signature & Date:**

Full Name and Designation:

(CEO or equivalent/CEO appointed representative)

**Company Name & Stamp:**

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\(^1\) 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.