

SMALL MEDIUM ENTERPRISE STATUS APPLICATION GUIDE

SKILLS *future* SG

introduction

to SME Status Application



SkillsFuture for Business is the **one-stop portal** for Enterprises to explore information and resources on relevant **jobs and skills initiatives** under SkillsFuture Singapore (SSG) and Workforce Singapore (WSG).

Small Medium Enterprise (SME) Status Application is a e-Service on SkillsFuture for Business for Enterprises to declare their SME status if applicable*.

*Please note that for enrolments for course runs with a start date of 1 November 2020 onwards, your SME status will be derived from government data and the applicable SME funding will be accorded. Also, your SME Status may refresh at the end of each calendar year. Please submit a Status Application to review your SME status in the e-Service only if you find your SME status to be inaccurate.

logging in

to SME Status Application e-Service



The SME Status Application e-Service found on SkillsFuture for Business is only accessible to users with the assigned Corppass credentials.

- Setting up Corppass
- Logging in to SME Status Application e-Service

setting up corppass

If you are **not** the Corppass Administrator, you will need to approach your organisation's Corppass Administrator for assignment of Corppass to access the e-Service.



Actions Required by your Organisation's Corppass Administrator:

1. Login to Corppass website at www.corppass.gov.sg.
2. Select '[SSG-WSG E-SERVICES](#)' under "SKILLSFUTURE SINGAPORE AGENCY"
3. Assign at least one user to the role **EPJS ENTERPRISE USER**.
4. Assigned user(s) will be able to submit SME Status Application. This role should be assigned to the employee who manages the transactions with SSG and WSG.

For More Information on Corppass:

- **Website:** www.corppass.gov.sg
- **Corppass Helpdesk:** (65) 6335 3530
Monday to Friday: 8am to 8pm
Saturday: 8am to 2pm
Closed on Sunday and public holidays
- **Email:** support@corppass.gov.sg



Logging in to SME Status Application e-Service

1 Go to SkillsFuture for Business e-Services page at <https://skillsfuture.gobusiness.gov.sg/e-services>.

2 Select Small Medium Enterprise (SME) Status Application

Funding, Payments, and Claims

e-Service	Description
Small Medium Enterprise (SME) Status Application 	Submit a Status Application to be eligible for enhanced course fee funding if there has been a change in your organisation's status to an SME.

3 In the Pre-Login page, select 'Login'

For Enterprises

Please access the login below to submit or manage your claims. You will require a Corppass account as well as the Corppass role "EPJS user".

 [Login](#)

User Guides and Information

[Absentee Payroll Funding claim submission](#) (PDF, 1470 KB)

[Corppass roles and descriptions for SSG/WSG e-services](#) (PDF, 162 KB)

[SME Status Application guide](#) (PDF, 1378 KB)



dashboard

for SME Status Application



Upon logging in, **Enterprises will need to click on the SME Status tab**, where they will be directed to their unique dashboard, to submit the SME Status Application as well as check on the status of any previously submitted SME Status Applications.

SME Status Application dashboard



Upon clicking on "SME Status", you will be directed to the **SME Status Application dashboard**.

The screenshot shows the 'SME Status Application' dashboard. At the top, there is a navigation bar with 'SKILLSfuture SG' and menu items: 'Courses', 'SFEC Training Claims', 'AP Funding', and 'SME Status'. The 'SME Status' menu item is highlighted. On the right, there is a user profile section with a name, a company name 'Company: Beverage X Pte Ltd', and a power icon. Below the navigation bar, there is a search bar with the placeholder text 'Search by Declaration ID or Status', a 'Search' button, and a 'Clear' button. A table is displayed below the search bar with columns for 'Declaration ID', 'SME Status Application', and 'Submission Date'. A dashed box highlights the 'SME Status Application' column header, with a blue arrow pointing down to a tip box. Another blue arrow points from a '+' button in the top right corner of the table area to a tip box.

Declaration ID	SME Status Application	Submission Date
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Tip
There are 3 different statuses:

1. Approved
2. Rejected
3. Pending SSG Approval

Tip
• Click on the "+" button to submit a SME Status Application

Status Application

for SME



SME Status Application -
Important Information for Submission

SME Status Application



You are required to provide the following documents in support of the SME status application.

CPF Record of Payment

To obtain your company's record of payment, please refer to:

<https://www.cpf.gov.sg/service/article/how-do-i-view-the-record-of-payment-rop>

Screenshot of myMOM Portal showing foreign employee count

Please refer to:

<https://www.mom.gov.sg/eservices/services/mymom-portal>

Audited Financial Statements

SME Status Application page



Upon clicking the “+” button, you will be directed to the **SME Status Application Page**.

Things To Note

- This SME Status Application takes about 5 minutes to complete.
- Accepted file formats include GIF, JPEG, JPG, PNG, PDF.
- Please ensure that you have all the information below to complete the SME Status Application.
 - Employment Size (Includes anyone employed under a contract of service according to the Employment Act. This is regardless of the nationality of the employee).
 - Annual Sales Turnover (Revenue or sales turnover stated in the company's income statement).

SME Status Application

Ownership*

Employment Size*

Annual Sales Turnover*

The information stated in this declaration and the accompanying information are true and correct.

Supporting Documents [Upload Files](#)

Filename

No items to show...

Cancel Submit

Tip

In the **SME Status Application** and **Supporting Documents** sections, you will be able to:

- Enter Ownership, Employment Size, and Annual Sales Turnover
- Upload all the required documents (i.e., CPF record of payment, myMOM portal screenshot, audited financial statements and any other relevant documents) to enable SSG to award the correct funding based on the SME definition.

Tip

In the **Things To Note** section, you can find important information on:

- How long the Status Application will take to complete
- How to qualify as a SME
- Documents required for the Status Application

Tip

Cancel will exit and leave the Status Application

- **Submit** will submit the Status Application

SME Status Application page



In the **Things To Note** section, read the notes before filling up the Status Application

Things To Note

 This SME Status Application takes about 5 minutes to be completed

 Accepted file formats include GIF, JPEG, JPG, PNG, PDF.

 Please ensure that you have all the information below to complete the SME Status Application.

- Employment Size (Includes anyone employed under a contract of service according to the Employment Act. This is regardless of the nationality of the employee).
- Annual Sales Turnover (Revenue or sales turnover stated in the company's income statement).

i. A company qualifies for the Enhanced Training Support under the SME scheme if it meets the following criteria:

- Company must be registered or incorporated in Singapore; AND
- Employment size of not more than 200; OR Annual sales turnover of not more than S\$100 million.
- Ministries, statutory boards, and other government agencies are not eligible under the Enhanced Training Support for SMEs scheme.

ii. You can submit a request on this page to review your organisation's SME status. Please note that any amendments will only apply for claims made after the SME status of your organisation is approved. There will also not be changes made to grants disbursed to your organisation, prior to the approval of the SME status of your organisation.

iii. To ensure that your organisation is awarded the correct funding based on the SME definition, please ensure that the Ownership, Employment Size and Annual Sales Turnover of your company profile are accurate and up to date.

iv. Please upload all the required documents (i.e. ACRA document, CPF90 with breakdown of local vs foreign employees, financial statements and any other relevant documents) to enable us to award the correct funding based on the SME definition. The review will be made based on these documents that have been submitted to us.

SME Status Application page



In the **SME Status Application** section, enter your **Ownership**, **Employment Size** and **Annual Sales Turnover**. Subsequently, upload your supporting documents in the **Supporting Documents** section.

SME Status Application

Ownership *

Employment Size *

Annual Sales Turnover *

The information stated in this declaration and the accompanying information are true and correct.

Supporting Documents

[Upload Files](#)

Filename

No items to show...

Cancel

Submit



FAQ



Frequently Asked Questions on SME Status Application

frequently asked questions

SME Status Application

Q: What is the eligibility criteria for the Enhanced Training Support for SMEs scheme?

A: [For courses commencing before 1 Jan 2023]

SMEs that meet all of the following eligibility criteria:

1. Registered or incorporated in Singapore
2. At least 30% local shareholding by Singapore Citizens or Singapore Permanent Residents
3. Employment size of not more than 200 (at group level) or with annual sales turnover (at group level) of not more than \$100 million

[For courses commencing on or after 1 Jan 2023]

SMEs that meet all of the following eligibility criteria:

1. Registered or incorporated in Singapore
2. Employment size of not more than 200 or with annual sales turnover of not more than \$100 million

SME-sponsored Trainees:

1. Must be Singapore Citizens or Singapore Permanent Residents.
2. Courses have to be fully paid for by the employer.
3. Trainee is not a full-time national serviceman.

You may view the full terms for training providers [here](#).

Further Info: This scheme is intended for all organisations, including non-business entities not registered with ACRA e.g. VWOs, societies, etc. Ministries, statutory boards, and other government agencies are not eligible under Enhanced Training Support for SMEs Scheme. Sole proprietorships which meet all of the above criteria are eligible.

contact



Contact Us

Tel: 6785 5785

Service portal at <https://service-portal.skillsfuture.gov.sg>

Our **Operating Hours**

- Monday to Friday, 8.30am - 5.30pm
- Closed on Saturday, Sunday and Public Holiday