

**Click here for Small Medium Enterprise
Declaration Guide**

**Click here for Small Medium Enterprise
Declaration Cheatsheet**

introduction

to SME Declaration



Enterprise Portal for Jobs and Skills (EPJS) 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) Declaration will be a digital service in EPJS 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, Enterprises are no longer required to update business information on SkillsConnect. Your SME status will be derived from government data and the applicable SME funding will be accorded. Please submit your declaration of SME status in EPJS only if you find your SME status is inaccurate.

logging in

to Enterprise Portal for Jobs & Skills



The EPJS is a website for the public. Only users with the **assigned Corppass credentials** will be able to log in and transact within the portal.

- Setting up Corppass
- Logging in to EPJS

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 EJPS.



Actions Required by your Organisation's Corppass Administrator:

1. Select 'Enterprise Portal for Jobs & Skills' under Digital Services on the Corppass portal <https://www.enterprisejobskills.sg/digital-services.html>
2. Assign **EPJS_USER** to at least one required user within the organisation. Assigned user(s) will be able to submit SME declarations.

For More Information on Corppass:

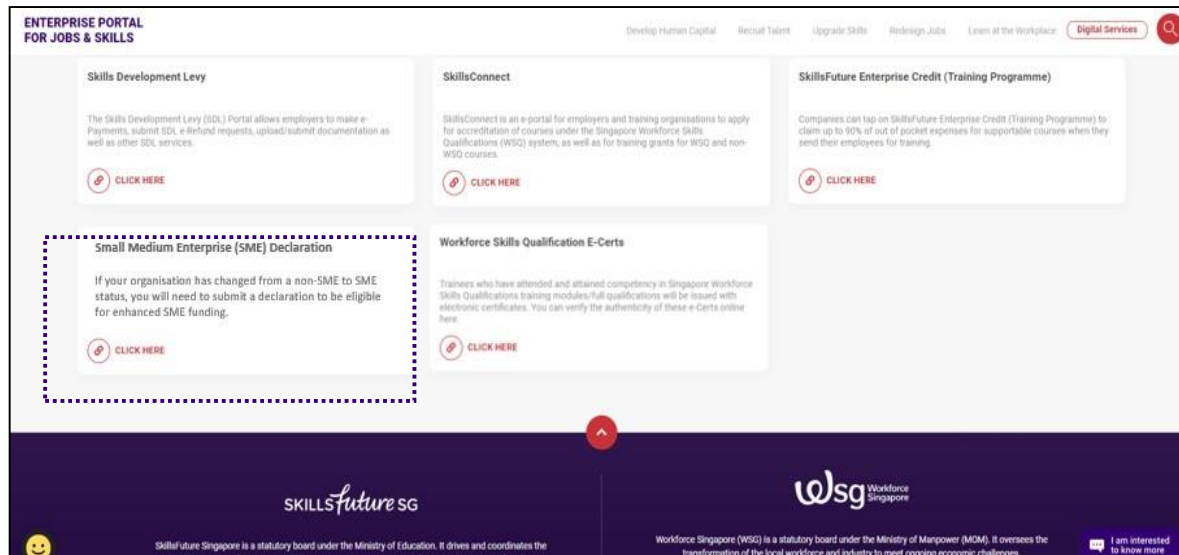
- **Website:** www.corppass.gov.sg
- **Corppass Helpdesk:** (65) 6335 3530
Monday to Friday: 8am to 8pm
Saturday: 8am to 2pm
Closed on Sunday and public holidays
- **Email:** support@corppass.gov.sg



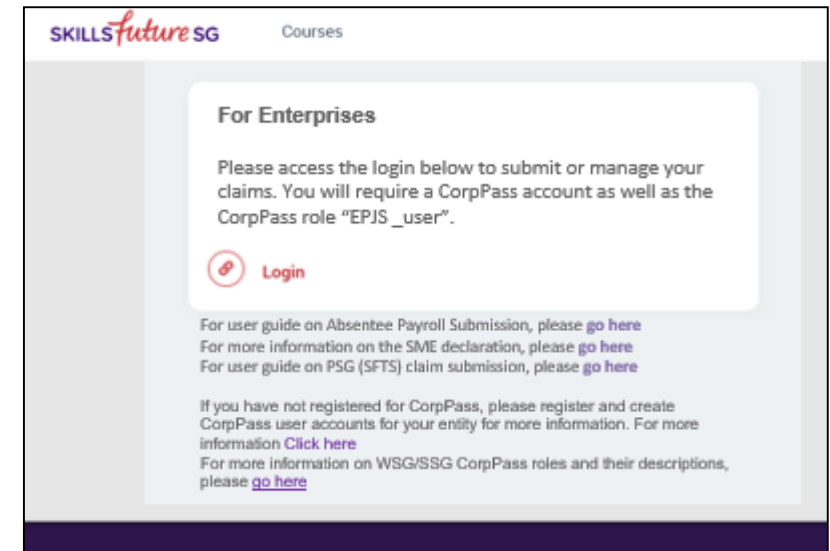
logging in to EPJS

1 Go to <https://www.enterprisejobskills.sg/digital-services.html> **Enterprise Portal for Jobs and Skills**

2 Under Digital Services, select Small Medium Enterprise (SME) Declaration



3 In the Pre-Login page, select For Enterprises



dashboard

for SME Declaration



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

SME declaration dashboard



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

The screenshot shows the 'SME Status' section of the SkillsFuture SG portal. The top navigation bar includes 'Courses', 'SFEC Training Claims', 'AP Funding', and 'SME Status'. The user is logged in as 'Company: Beverage X Pte Ltd'. The main heading is 'SME Declaration'. Below it is a search bar with the placeholder 'Search by Declaration ID or Status' and buttons for 'Search' and 'Clear'. A table with the following headers is visible: 'Declaration ID', 'SME Declaration Status', and 'Submission Date'. A dashed box highlights the 'SME Declaration Status' header, with a blue arrow pointing down to a tip box. Another blue arrow points from a '+' button in the top right corner to a tip box.

Tip

There are 3 different statuses:

1. Approved
2. Rejected
3. Pending SSG Approval

Tip

- Click on the "+" button to submit a SME Declaration

declaration

for SME



SME Declaration -
Important Information for Submission

SME declaration page



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

Tip

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

- Enter Ownership, Employment Size, and Annual Sales Turnover
- 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 SSG to award the correct funding based on the SME definition.

Things To Note

- This SME declaration 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 Declaration.
 - 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).
- 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
 - At least 30% local shareholding is held by Singapore Citizens or Singapore Permanent Residents; AND
 - Employment size (at group level) of not more than 200; OR Annual sales turnover (at group level) 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.
- 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.
- 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.
- For Group Level Employment Size and Annual Sales Turnover, please include all corporate shareholders holding more than 50% of total shareholding of the organisation and/or all subsidiaries of the organisation that the organisation holds more than 50% of total shareholding.
- 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 Declaration

Ownership *

Employment Size Group Level *

Annual Sales Turnover Group Level *

Employment Size Company Level *

Annual Sales Turnover Company Level *

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

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

Tip

- **Cancel** will exit and leave the declaration
- **Submit** will submit the declaration

SME declaration page



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



SKILLSFuture SG

Courses


SFEC Training Claims

AP Funding


SME Status




Company: Beverage X Pte Ltd




Things To Note



This SME declaration 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 Declaration.

- 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
- At least 30% local shareholding is held by Singapore Citizens or Singapore Permanent Residents; AND
- Employment size (at group level) of not more than 200; OR Annual sales turnover (at group level) 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. For Group Level Employment Size and Annual Sales Turnover, please include all corporate shareholders holding more than 50% of total shareholding of the organisation and/or all subsidiaries of the organisation that the organisation holds more than 50% of total shareholding.

v. 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 Declaration

Ownership *



SME declaration page



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



SKILLSfuture SG

Courses


SFEC Training Claims

AP Funding

SME Status



Company: Beverage X Pte Ltd



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. For Group Level Employment Size and Annual Sales Turnover, please include all corporate shareholders holding more than 50% of total shareholding of the organisation and/or all subsidiaries of the organisation that the organisation holds more than 50% of total shareholding.

v. 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 Declaration

Ownership *

-

Employment Size Group Level *

Employment Size Company Level *

Annual Sales Turnover Group Level *

Annual Sales Turnover Company Level *

☐ 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 Declaration

frequently asked questions

SME Declaration

Q: What is a Small Medium Enterprise (SME)? How does it relate to the eligibility for Enhanced Training Support under the SME scheme?

A: 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
- Employment size¹ (at group² level) of not more than 200; OR Annual sales turnover³ (at group level) of not more than S\$100 million
- At least 30% local shareholding is held by Singapore Citizens or Singapore Permanent Residents.

Footnotes:

1. Employment size includes anyone employed under a contract of service according to the Employment Act. This is regardless of the nationality of the employee.

2. Group Tracing:

- All corporate shareholders holding more than 50% of total shareholding of the company.
- All subsidiaries of the company that the company holds more than 50% of total shareholding.

3. Annual sales turnover refers to the revenue or sales turnover stated in the company's income statement.

Ministries, statutory boards, and other government agencies are not eligible under the Enhanced Training Support for SMEs scheme.

For more information on the Enhanced Training Support for SMEs, you can click [here](#).

frequently asked questions

SME Declaration

Q: Can non-business entities receive funding under the Enhanced Training Support for SMEs Scheme? How does SSG assess eligibility of non-business entities?

A: Non-business entities may qualify for funding under the Enhanced Training Support for SMEs Scheme if they meet the following criteria:

- Registered or incorporated in Singapore
- Employment size¹ (at group level²) of not more than 200; OR Annual income or revenue (at group level) of not more than S\$100 million
- At least 30% local control. This means at least 30% of the board of governors or management committee are Singapore Citizens or Singapore Permanent Residents.

Footnotes:

1. Employment size includes anyone employed under a contract of service, according to the Employment Act. This is regardless of the nationality of the employee.
2. A group is defined as any non-business entities sharing a common source of control or effectively functioning as a single economic entity.

contact



Contact Us

Tel: 6785 5785

Feedback portal at <https://portal.ssg-wsg.gov.sg/feedback>

Our **Operating Hours**

- Monday to Friday, 8.30am - 5.30pm
- Saturdays, 8.30am - 1.00pm
- Closed on Sunday and Public Holiday