

SMALL MEDIUM ENTERPRISE DECLARATION

SKILLS *future* SG

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, 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 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 EPJS.



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 Declaration. 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 EPJS

- 1 Go to Enterprise Portal for Jobs and Skill's Digital Services page at <https://www.gobusiness.gov.sg/enterprisejobskills/digital-services>

- 2 Select Small Medium Enterprise (SME) Declaration

All Digital Services

Service Name	Description
Small Medium Enterprise (SME) Declaration	If your company has changed from a non-SME to SME status, you will need to submit a declaration to be eligible for enhanced SME funding.

- 3 In the Pre-Login page, select For Enterprises

The screenshot shows the 'SKILLSfuture SG' logo and 'Courses' header. The main content area is titled 'For Enterprises' and contains the following text: '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".' Below this text is a red 'Login' button with a circular icon. At the bottom of the page, there are several links: 'For user guide on Absentee Payroll Submission, please go here', 'For more information on the SME declaration, please go here', 'For user guide on PSG (SFTS) claim submission, please go here', 'If you have not registered for CorpPass, please register and create CorpPass user accounts for your entity for more information. For more information Click here', and 'For more information on WSG/SSG CorpPass roles and their descriptions, please go here'.



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**.

SME Declaration

Search by Declaration ID or Status

Declaration ID	SME Declaration Status	Submission Date
----------------	------------------------	-----------------

Tip

- Click on the “+” button to submit a SME Declaration

Tip

There are 3 different statuses:

1. Approved
2. Rejected
3. Pending SSG Approval

declaration

for SME



SME Declaration –
Important Information for Submission

SME declaration



You are required to download these documents for your SME Declaration

CPF90 statement

To obtain your company's CPF90 statements, please refer to:

<https://www.cpf.gov.sg/employer/faq/making-cpf-contributions/cpf-ezpay/how-do-i-view-the-record-of-payment-if-i-submit-via-cpf-ezpay>

Notice of Assessment Type 4

<https://www.iras.gov.sg/irashome/Businesses/Companies/Getting-the-Notice-of-Assessment-After-Filing/Requesting-a-Copy-of-The-Notice-of-Assessment--NOA--and-Other-Documents/>



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).
- 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 Declaration

Ownership*
-

Employment Size*
[Input Field]

Annual Sales Turnover*
[Input Field]

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

Supporting Documents [Upload Files]

Filename
[Input Field]

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

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
- 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 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.

SME Declaration

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 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:

- Registered or incorporated in Singapore; and
- Employment size of not more than 200 or with annual sales turnover of not more than S\$100 million¹.

Footnotes:

1. The SME status will be derived from government data and the applicable SME funding will be accorded if eligible. Enterprises that find their SME status to be inaccurate may submit a declaration of SME status via Digital Services at the [Enterprise Portal for Jobs and Skills \(EPJS\)](#).

This scheme is intended for all organisations, including non-business entities not registered with ACRA e.g., VWOs, societies, etc. Only 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 also eligible.

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



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
- Saturdays, 8.30am - 1.00pm
- Closed on Sunday and Public Holiday