SMALL MEDIUM ENTERPRISE STATUS APPLICATION GUIDE

SWDA Skills & Workforce Development Agency

Last updated September 2026

introduction

to SME Status Application



OurWorkforce is the **one-stop portal** for enterprises to explore information and resources on relevant **jobs and skills initiatives** under Skills and Workforce Development Agency (SWDA).

Small Medium Enterprise (SME) Status Application is a e-Service on OurWorkforce 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 OurWorkforce 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 'SWDA E-SERVICES' under "SKILLS AND WORKFORCE DEVELOPMENT 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 SWDA.

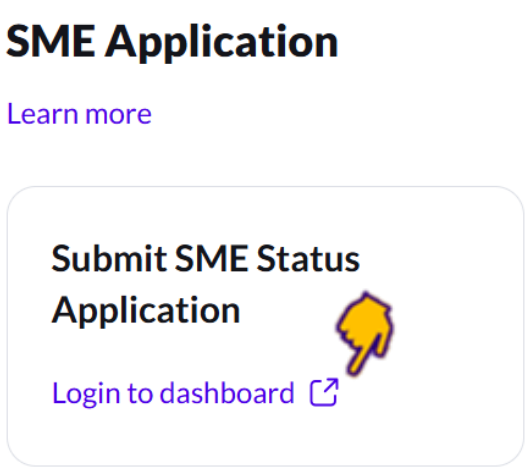
For More Information on Corppass:

- **Website:** www.corppass.gov.sg
- **Corppass Helpdesk**: (65) 6335 3530
  Monday to Friday: 9am to 6pm
  Closed on Saturdays, Sundays and Public Holidays

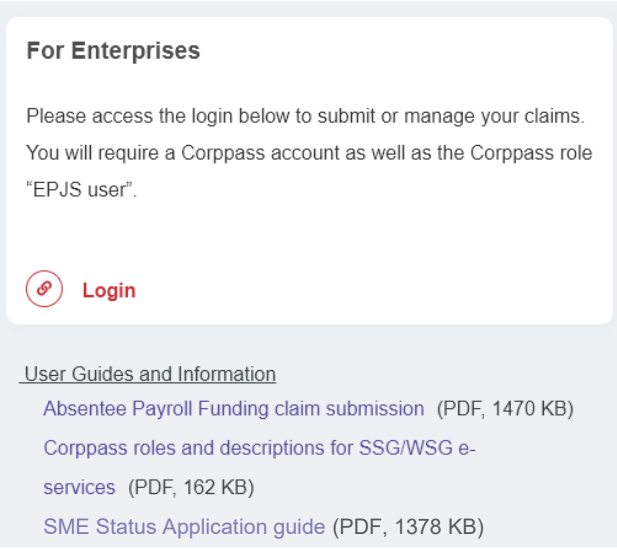
logging in to SME Status Application e-Service

1 **Go to OurWorkforce e-Services page at** https://ourworkforce.gov.sg/e-services

2 **Select Small Medium Enterprise (SME) Status Application**



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



Please note the screens are for illustrative purposes and are subject to changes

dashboard

for SME Status Application

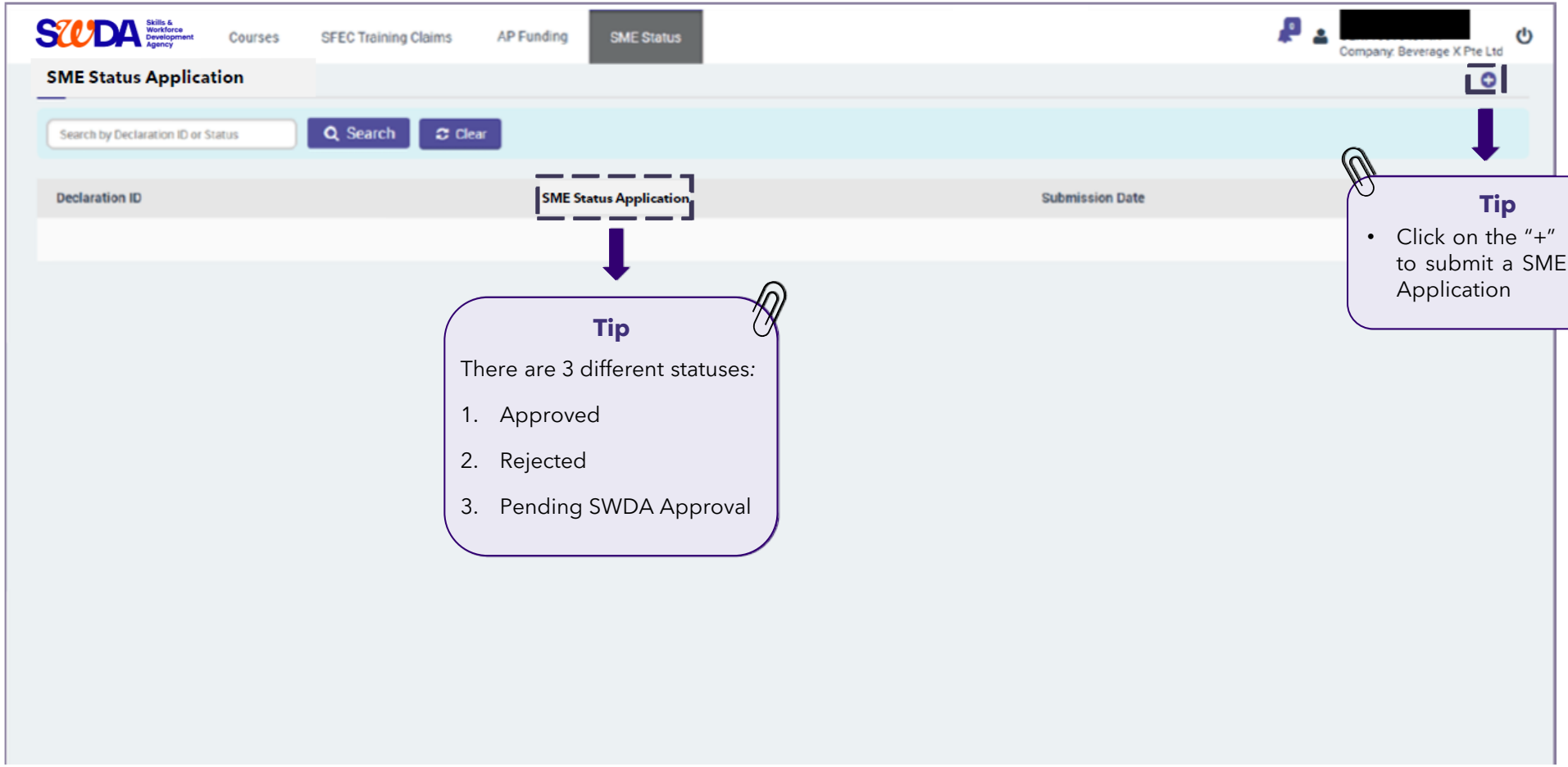


Upon logging in, **Enterprises will need to click on the SME Status tab,** where they will be directed to their unique dashboard, to submit the SME Status Application as well as check on the status of any previously submitted SME Status Applications.

SME Status Application dashboard



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



Please note the screens are for illustrative purposes and are subject to changes
UENs, NRICs, Phone Numbers and Email Addresses have been masked (in black) for PDPA purposes.

Status Application

for SME



SME Status Application –
Important Information for Submission

SME Status Application page



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



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

Tip

*In the **SME Status Application** section, you will be able to:*

- Enter Ownership, Employment Size, and Annual Sales Turnover

Tip

- **Cancel** will exit and leave the Status Application
- **Submit** will submit the Status Application

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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.

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SME Status Application page



In the **SME Status Application** section, enter your **Ownership**, **Employment Size** and **Annual Sales Turnover**.

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

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FAQ



Frequently Asked Questions
on SME Status Application

frequently asked questions

SME Status Application for Enhanced Training Support for SMEs scheme

Q: What is the eligibility criteria for the enhanced course fee subsidies under the Enhanced Training Support for SMEs scheme?

A: 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, Singapore Permanent Residents or Long-Term Visit Pass Plus (LTVP+) Holders^.
2. Courses have to be fully paid for by the employer.

^LTVP+ Holders are not eligible for course fee subsidies for part-time and full-time MOE-funded full qualification programmes at the Institute of Technical Education (ITE), Polytechnics and Autonomous Universities.

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: 6669 7932
Service portal at https://service-portal.swda.gov.sg/s/

Our **Operating Hours**

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