

## **Guide for Online Submission of Workfare Skills Support Training Allowance Claims for Self-Employed Person**

This guide provides step-by-step instructions on how to submit your claim to Workforce Singapore (WSG) for Workfare Skills Support (WSS) Training Allowance (TA).

To begin your claim, follow these steps:

1. Go to WSG website: [go.gov.sg/wss-info](https://go.gov.sg/wss-info).
2. Scroll to find the section titled **“WSS (Basic) Training Allowance (TA)”**.
3. Under this section, locate the subsection labelled **“For Self-employed”**.
4. Look for the link under: *“If you are self-employed and hence **do not have regular CPF contributions**, you may submit your TA claims online [here](#). ”*
5. Click on the [link](#) to be directed to the **online claim submission portal**.

Alternatively, you can go to the Self-Employed Person's claim portal to submit your claim at [go.gov.sg/wss-sep-ta](https://go.gov.sg/wss-sep-ta).

6. You will be directed to the **Singpass login page** where you are required to log in via your Singpass.
7. Upon successful Singpass login, you will be directed to the online platform for submitting your WSS TA claims.
8. Fill in the required details in the claim form. Please refer to the guide below on how to complete the online form.

## Guide on how to complete the online form

Please read the instructions and declarations carefully before proceeding with the form submission.

### Section A: Trainee Details

#### Section A: Trainee details

1. Name

2. Date of birth

3. Contact no. 1 (联络号码 #1)

4. Contact no. 2 (联络号码 #2) (optional)

5. Email (电子邮件) (optional)

Please provide a valid email address if you wish to have a copy of your WSS training allowance claim form sent to you.

A copy of the responses will be sent to this email address

Verify


**Name and Date of birth** will be filled in automatically based on Singpass information.

Enter your mobile or home phone number.

Enter more than one contact number if you wish.

Enter your email address and click **"Verify"**. You will receive a 6-digit OTP from your email address.

❗ Please verify your email address



#### Verify your email

An email with a 6-digit verification code was sent to you. It will be valid for 30 minutes.

OZY-

Resend OTP

Submit

Enter the 6-digit OTP and click **"Submit"** to confirm your email address.

## Section B: Training Allowance claim details

### Section B: Training Allowance claim details

6. No. of courses claiming for (课程的数量)

Enter how many courses you are claiming TA for.

7. Course details (课程资料)

Course title (as per official documentations, no short forms)	Course start date (DD/MM/YYYY)	Course end date (DD/MM/YYYY)	Name of tra
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<div>+ Add another row</div>			

1 out of max 15 rows

If you have more than one course, click “Add another row” to include additional courses.

Enter the course title, start and end dates and scroll to the right to key in the name of the training provider.

## Section C: Self-employment details

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8. I confirm that I am a self-employed person. (A self-employed person performs work for others under a contract for service, or runs his/her own business or practice. Self-employed persons include sole-proprietors, partners, freelancers, taxi-drivers / private hire car drivers, hawkers, commission agents, private tuition teacher, etc.).

X No

Select “Yes” or “No” to confirm your self-employment status.

✓ Yes

9. Occupation (职业)

Enter your occupation.

## Section D: Supporting documents

### Section D: Supporting documents

10. Proof of current self-employment (Please choose your status)

- ☒ Business owner
- ☐ Other self-employed person

If you choose “**Business Owner**” you are required to submit your **ACRA business registration** and **business transaction documents** dated within 3 months after your course ends.

11. Attachment of Accounting and Corporate Regulatory Authority (ACRA) business registration



[Choose file](#) or drag and drop here

Upload file attachment, maximum file size of 1MB.

Maximum file size: 1 MB

12. Attachment of Business transaction documents dated within 3 months after course end date



[Choose file](#) or drag and drop here

Upload file attachment, maximum file size of 2 MB.

Maximum file size: 2 MB

## Section D: Supporting documents

### 10. Proof of current self-employment (Please choose your status)


- ☐ Business owner
- ☒ Other self-employed person

If you choose “**Other self-employed person**”, you are required to submit Contract for Service or equivalent dated within 3 months after course end date.

### 11. Attachment of **Contract for Service or equivalent dated within 3 months after course end date**

For example,


1. if you are a taxi-driver, you may submit (a) your vocational license, (b) contract for service or equivalent from the taxi company and (c) weekly driver statement/receipts (dated within 3 months after course end date).
2. if you are a tour guide, you may submit (a) your tour guide license, (b) contract for service or equivalent from tour guide company and (c) income receipts/ claim vouchers/ sales commission/ sales vouchers for work done, dated within 3 months after course end date.

  
[Choose file](#) or drag and drop here

Upload file attachment, maximum file size of 2 MB.

Maximum file size: 2 MB

### 12. Attachment of **Contract for Service or equivalent dated within 3 months after course end date** (optional)

  
[Choose file](#) or drag and drop here

Upload additional supporting document if needed, maximum file size of 1 MB.

Maximum file size: 1 MB

## Section E: Bank details

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13. WSG will make TA payment only by PayNow linked to NRIC

- ☒ I confirm that I have a valid PayNow account linked to my NRIC.
- ☐ I am unable to set up PayNow-NRIC bank account. Please provide reasons.

If you have a valid PayNow account linked to your NRIC, select the box to confirm.

14. Attachment of **PayNow-NRIC supporting document**

A screenshot of your PayNow-NRIC registration with your bank. Please ensure that any sensitive information is masked. See example <https://go.gov.sg/paynow-screenshot>

  
[Choose file](#) or drag and drop here

Upload a screenshot or document showing your PayNow-NRIC registration. Maximum file size of 1 MB. See example below.

Maximum file size: 1 MB

### Example of the supporting document for PayNow-NRIC:

12:05

<

PayNow

Transfer

Recipients

Your Profile

YOUR REGISTERED MOBILE NO.

JohnDoe

Mobile no. +XXXXXX3782

POSB Current Account

>

YOUR REGISTERED NRIC/FIN

JohnDoe

NRIC/FIN S1234567A

POSB Everyday Savings Account

>

## Section E: Bank details

13. WSG will make TA payment only by PayNow linked to NRIC

- ☐ I confirm that I have a valid PayNow account linked to my NRIC.
- ☒ I am unable to set up PayNow-NRIC bank account. Please provide reasons.

Select the option if you are unable to set up a PayNow-NRIC bank account.

14. Reasons for being unable to set up PayNow-NRIC bank account

Provide your reasons in the space provided.

## Section E: Self-declaration

### Section F: Self-declaration

12. Choose language

- ☒ English
- ☐ Chinese
- ☐ Malay
- ☐ Tamil

Select your preferred language and carefully review the self-declaration statements.

13. Please read and acknowledge the following:

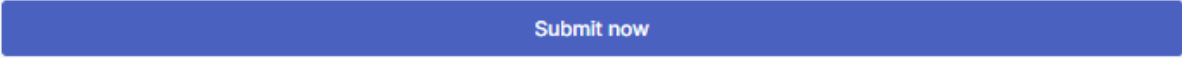
1. I declare that all information and particulars provided are complete and accurate to the best of my knowledge and that I have not withheld or misrepresented any information or particulars.
2. I declare that I am not barred from receiving grants from SSG/WSG/Employment and Employability Institute (e2i).
3. I declare that I have not made a training allowance claim for the same course(s).
4. I declare that I do not have any income source other than the income source(s) declared in this form.
5. I understand that I may be subjected to checks for the documents submitted and income declaration made.
6. I understand that if any information or particulars given by me is found to be false, inaccurate, or misleading in any way, SSG/WSG may at its discretion, withdraw the grant and immediately recover any amount that may have been disbursed to me. I may be prosecuted under Section 58(1) of the SkillsFuture Singapore Agency Act 2016/Section 43(1) of the Workforce Singapore Agency Act (Chapter 305D) if I give false or misleading information, statements or documents in claiming for training allowance.
7. I have read, understood and accepted the terms and conditions of the service agreement for the provision of training allowance, i.e.
  - a) I am not sponsored by any employer for the course(s) when claiming training allowance.
  - b) I am a self-employed Singapore Citizen with gross average monthly income of not more than \$3,000.
  - c) If I fail to fulfil the eligibility criteria for training allowance, SSG/WSG reserve the right to reject my claim.
  - d) The provision of training allowance is subject to SSG/WSG's approval, and the decision of SSG/WSG is final.
8. I acknowledge and declare that TA payment made to PayNow linked to my NRIC, shall constitute a full discharge of the payment obligation by WSG to me.

X No

✓ Yes

Select "Yes" or "No" to confirm your agreement

## Submitting your claim



A horizontal rectangular button with a blue gradient background and the text "Submit now" in white, centered within the button.



Once you have completed all the sections and uploaded the necessary documents, click **"Submit now"** to send your claim online.