

Step Guide for online submission of Workfare Skills Support (WSS) training allowance (TA) claims for Self-employed person (SEP)

1. Visit the webpage <https://go.gov.sg/wsg-wss>
 - a. Click on the Training Allowance section
 - b. Scroll down to the self-employed section
 - c. Click on the link found here: “Alternatively, you may submit an online application for your TA [here](#).”

Or visit <https://go.gov.sg/wss-sep-ta> directly

2. You will be directed to Singpass login page where you are required to login via Singpass.
3. Upon successful Singpass login, you will be directed to FormSG for online submission of WSS TA claims by SEPs.
4. Read the instructions and declarations carefully before proceeding with the Form submission.

Pictorial Guide on how to fill up the FormSG

Section A: Trainee details

1. Name as in NRIC (姓名)

 Type in your Name as in NRIC

2. NRIC (身份证号码)

 Type in your NRIC

3. Date of birth (出生日期)

 Select date using calendar

4. Contact no. 1 (联络号码 #1)

 Input your contact number, i.e. mobile phone or home contact number

5. Contact no. 2 (联络号码 #2) (optional)

 Should you wish to provide more than one contact number, please fill up this field

6. 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.

 Input your email address, and click VERIFY. A 6-digit OTP will be sent to your email address.

! Please verify your email.



Verify your email

An email with a verification code was just sent to you. The code will be valid for 10 minutes.

 Key in the 6-digit OTP and click SUBMIT.

[Resend OTP](#)

Section B: Training Allowance claim details

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

<input type="text"/>

Input the number of courses that you are claiming TA for

8. 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/

<input type="text"/>	<input type="text"/>	<input type="text"/>
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+ ADD MORE

Click ADD MORE to insert more rows

(1 out of 15 rows)

Scroll to the right to insert Course end date and Name of Training Provider information (as shown below)

8. Course details (课程资料)

Course start date (DD/MM/YYYY) Course end date (DD/MM/YYYY) Name of training provider

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section C: Self-employment details

9. 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.).

Select Yes or No below

X NO	✓ YES
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10. Occupation (职业)

← Type in your occupation

Section D: Supporting documents

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

- Business owner
- Other self-employed person

← If you had chosen Business Owner, you are required to submit your ACRA business registration and business transaction documents dated within 3 months after course end date

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

📁 UPLOAD FILE

Max File Size: 1 MB

← Click to upload file attachment, max file size of 1MB

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

📁 UPLOAD FILE

Max File Size: 2 MB

← Click to upload file attachment, max file size of 2MB

OR

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

Business owner

Other self-employed person

If you had chosen Other self-employed person, you are required to submit Contract for Service or equivalent dated within 3 months after course end date

12. 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.

 **UPLOAD FILE**

Click to upload file attachment,
max file size of 2MB

Max File Size: 2 MB

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

 **UPLOAD FILE**

Max File Size: 2 MB

Section E: Bank details

Read and confirm by selecting checkbox

14. 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 will register for PayNow linked to my NRIC

Section F: Self-declaration

15. Choose language

English



Select your language, and read through the self-declaration

16. 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 \$2,300.
 - 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.

✗ NO

✓ YES

Select Yes or No to declare

SUBMIT

Click on SUBMIT to complete your e-submission
of your WSS TA claim