



Guide to Government Funding

Thank you for signing up for or attending a course at AV8 Media.

You may be wondering about what you need to do to claim the various government funding.

These are the guides for submitting the various applications . Please note that for individuals you should have your Singpass available and for companies the CorpPass should be accessible

The process may seem complicated but if you have the necessary documents prepared it is quite straightforward.

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Please note that if you are a Self Employed Singapore Citizen you should be applying for both 2 and 3

IMDA T-Assist Funding application (Self Sponsored)

For Self Sponsored Individuals

[T-Assist procedure For Self Sponsored Individuals \(PDF Document\)](#)

Follow the steps in the document linked above. Please ensure that you fill in the DCA form ,downloadable below

[Direct Credit Authorisation form \(PDF Document\)](#)

Please ignore the top section of the DCA .It can be left blank. Some of our clients clients have also told us that they have just filled in their bank information on the form without the bank endorsement and still managed to get their claim. However we cannot confirm this.

VENDOR CREATION / MAINTENANCE /
DIRECT CREDIT AUTHORISATION FORM



This form must be completed by the Payee of Info-communications Media Development Authority. Payment would be made directly into the payee's designated bank account stated below. The payee has to complete Part I of the form and to obtain the banker's certification in Part II. The entire form must be returned by post to:

Info-communications Media Development Authority
10 Pasir Panjang Road #03-01 Mapletree Business City Singapore 117438

Project Officer has to complete the following before mailing to vendor/fundee

Name of Project Officer/Div:	_____	Contact No:	_____
Programme/Gebiz/PR No (if applicable):	_____		

Please leave the above section blank on the DCA form

Please proceed to <https://eservice.imda.gov.sg/icms/initializeHomePage.action>

When Submitting ,the portal will ask for many documents

Some of them are not necessary but please ensure you have the following (A to G) ready

- A) Scan or pic of your IC (both sides)
- B) Invoice with paid stamp and company stamp (from AV8 Media)
- C) Signed Attendance Sheet (from AV8 Media)
- D) Certificate of Completion (from AV8 Media)
- E) Skillsfuture Transaction history Screenshot (from course attendee)
- F) Post Training Report (From AV8 Media ,emailed to you when you completed the post course survey)
- G) Direct Credit Authorisation (DCA) form

You can ignore the rest but the explanation of what they mean is shown below

- a. Trainee's NRIC
- b. Invoice and official receipt
- c. Daily attendance sheet signed by the trainee (for classroom/hybrid training)
- d. Course Provider's document certifying at least 75% of the training attendance completed by the trainee (for classroom training).
- e. Assessment result slip/certificate for each trainee (for non-certifiable programme)
- f. Examination result score report and final certificate for each trainee (for certifiable programme)
- g. Course Provider's document certifying the trainee's completion of project work component and assessment (for Emerging Skills with Project Work Component).
- h. SkillsFuture Credit Claim Applications transaction history
- i. Proof of matriculation
- j. Recommendation by the PSEI (refer to Form 1)
- k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- l. Copy of trainee's SAF 11B card
- m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.

a) Trainees IC

A scan or photo of your IC (both sides)

b) Invoice and Official Receipt

This is the invoice with the paid stamp (issued by AV8 Media)

c) Daily attendance sheet signed by the trainee (for classroom/hybrid training)

This is the scanned copy of the signed attendance sheet (provided by AV8 Media)

d) Course provider's document certifying at least 75 % attendance

This is same as the above (attendance sheet)

e) Assessment result slip/certificate for each trainee

This is the certificate of completion (provided by AV8 Media)

f) Examination result score report and final certificate for each trainee

We do not have exams so this is same as E (the certificate of completion)

g) Course providers document certifying the completion of trainees project work

Please ignore this as it is not applicable for AV8 courses

h) Please provide a screenshot of your Skillsfuture transaction history from <https://www.myskillsfuture.sg> (to be provided by client)

i) Proof of matriculation

Please ignore this as it is not applicable for AV8 courses

j) Recommendation by the PSEI /PSEA Statement

Please ignore this as it is not applicable for AV8 courses

k) Documentation Proof of Enlistment and ORD

Please ignore this as it is not applicable for AV8 courses

l) Copy of Trainee's SAF11B card

Please ignore this as it is not applicable for AV8 courses

m) Applicants below 18 need to seek parental consent

Please ignore this as it is not applicable for AV8 courses

n) You also need a post-training report on the training outcome, to include skills acquired, outcome achieved and relevance to work where applicable.

This is the survey result which would have been emailed to you as a PDF document when you filled in the post course survey

o) You need the Bank Credit Authorisation

This is the DCA form

If you are missing the invoice with paid stamp ,the attendance sheet , certificate or post course report (documents B,C ,E or N) please email us at info@av8.com.sg

SEP Allowance (only for Self Employed Singapore Citizens)

If you are applying for the SEP allowance you should already have any one of the following documents before the course

A) Copy of issued Letter/Email –

- Letter of Eligibility (LOE) issued by e2i [here](#). Typically takes 10 working days so this should have been done well before the course start date

or

- SIRS Letter/Email by NTUC (sample [here](#))

or

- SIRS Auto-Eligibility Letter

Please note that you do not have any of these before the course you cannot apply for SEP allowance.

If you have any of these you can apply for SEP allowance here

<https://e2i.com.sg/individuals/employability/ntuc-training-fund-seps/sep2020-claim-form/>

You will need the following documents

B) Form A1 (sample [here](#), issued by AV8 Media after the course)

If you did not receive form A1 please email us at info@av8.com.sg

C) Form B1 (PDPA Agreement)

You can generate a form B1 here

<https://form.jotform.com/203160515733043>

Skillsfuture Credit

If Skillsfuture is to be applied you should make the application **before the course** and inform AV8 Media so that the invoiced amount is correct.

Any Skillsfuture claims made after the first day of the course will not be approved by SSG

Skillsfuture Credit Claims can be made at <https://www.myskillsfuture.sg>

A Singpass is required.

You will need the receipt from AV8 Media so please contact us if you do not have it .

A detailed guide to Skillsfuture claims can be found here
<https://coursemology.sg/training-subsidies-and-awards/how-to-use-skillsfuture-credit/>

and a short video explaining the process can be found here

<https://www.facebook.com/watch/?v=444499443180552>

IMDA T-Assist Funding application (For Sponsoring Organisations)

For Sponsoring Employers

If your organisation already has an ICMS account you can submit a claim by following the procedure here (PDF Document, 2.74 MB)

https://www.imda.gov.sg/-/media/IMTalent-Portal-Revamp/5-Programmes/Tassist/ICMS-5-Claim-Application_ORG_20190121.pdf?la=en

If your organisation does not already have an IMDA ICMS account you need to create one and then submit a claim

The guide to creating an Organisation account is [here](#) (PDF Document)

Some points to note If you are creating an account for your organisation

A)Step 1

Get your bank to endorse the Direct Credit Form

Download this Direct Credit Authorisation (DCA) form and get your bank to endorse it first. This is so IMDA can transfer payment directly to your company's account .

Direct Credit Authorisation form (PDF Document)
please ignore the top section of the DCA . It can be left blank

<https://www.imda.gov.sg/-/media/IMTalent-Portal-Revamp/5-Programmes/Tassist/IMDA-DCA-form.pdf?la=en>

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The payee has to **complete Part I of the form and to obtain the banker's certification in Part II**. The entire form must be returned by post to:

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Project Officer has to complete the following before mailing to vendor/funder

Name of Project Officer/Div:	_____	Contact No:	_____
Programme/Gebiz/PR No (if applicable):	_____		

Please leave the above section blank

B) Step 2

if the sponsoring organisation is an SME this form needs to be filled in (PDF Document). The definition of an SME can be in the document and here
This form declares that the organisation is an SME . It needs to be signed by the CEO

or equivalent .

https://www.imda.gov.sg/-/media/IMTalent-Portal-Revamp/5-Programmes/Tassist/T-Assist_FormT1_Company_Declaration_of_SME_Status_FY2019.pdf?la=en

Points to note when submitting the claims on the IMDA ICMS portal :

When Submitting the portal will ask for many documents

Some of them are not necessary but please ensure you have the following ready

- A) Scan or pic of your IC (both sides)
- B) Invoice with paid stamp and company stamp (from AV8 Media)
- C) Signed Attendance Sheet (from AV8 Media)
- D) Certificate of Completion (from AV8 Media)
- E) SkillsFuture Transaction history Screenshot (from course attendee)
- F) Post Training Report (From AV8 Media ,emailed to you when you completed the post course survey)
- G) Direct Credit Authorisation form

- a. Trainee's NRIC
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- h. SkillsFuture Credit Claim Applications transaction history
- i. Proof of matriculation
- j. Recommendation by the PSEI (refer to Form 1)
- k. Documentation Proof of Enlistment and Operationally Ready Date (ORD)
- l. Copy of trainee's SAF 11B card
- m. Applicants below eighteen (18) years old as of 1 Jan of the current year need to seek parent/guardian's consent. Refer to Form 1A.

The explanation of the others is shown below

a) *Trainees IC*

A scan or photo of your IC (both sides)

b) *Invoice and Official Receipt*

This is the invoice with the paid stamp (issued by AV8 Media)

c) *Daily attendance sheet signed by the trainee (for classroom/hybrid training)*

This is the scanned copy of the signed attendance sheet (provided by AV8 Media)

d) *Course provider's document certifying at least 75 % attendance*

This is same as the above (attendance sheet)

e) Assessment result slip/certificate for each trainee

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h) Please provide a screenshot of your Skillsfuture transaction history from <https://www.myskillsfuture.sg> (to be provided by client)

i) Proof of matriculation

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j) Recommendation by the PSEI /PSEA Statement

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k) Documentation Proof of Enlistment and ORD

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l) Copy of Trainee's SAF11B card

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This is the DCA form

If you are missing the invoice with paid stamp ,the attendance sheet , certificate or post course report (documents B,C ,E or N) please email us at info@av8.com.sg

Useful contacts and Resources

AV8 Media will help as much as possible but these are some useful resources

IMDA T Assist

[T-Assist main page](#)

[T-Assist FAQ \(PDF ,501.14KB\)](#)

T-Assist Contact : talent_assistance@imda.gov.sg

SEP Allowance

[NTUC SEP allowance main page](#)

[NTUC SEP infokit \(PDF Document\)](#)

Skillsfuture

[Main Skillsfuture Credit Page](#)

A detailed guide to Skillsfuture claims can be found here

<https://coursemology.sg/training-subsidies-and-awards/how-to-use-skillsfuture-credit/>

and a short video explaining the process can be found here

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