SMALL MEDIUM ENTERPRISE 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. Please submit your declaration of SME status in EPJS only if you find your SME status is inaccurate.
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

Actions Required by your Organisation’s Corppass Administrator:

2. Assign EPJS ENTERPRISE USER to at least one required user within the organisation. Assigned user(s) will be able to submit SME declarations.

For More Information on Corppass:

- **Website:** [www.corppass.gov.sg](http://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

If you are not the Corppass Administrator, you will need to approach your organisation’s Corppass Administrator for assignment of Corppass to access EJPS.
logging in to EPJS


2. Under Digital Services, select Small Medium Enterprise (SME) Declaration

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

*Please note the screens are for illustrative purposes and are subject to changes*
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.
Upon clicking on “SME Status”, you will be directed to the **SME declaration dashboard**.

**Tip**
- There are 3 different statuses:
  1. Approved
  2. Rejected
  3. Pending SSG Approval

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

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.
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:

**Notice of Assessment Type 4**
Upon clicking the “+” button, you will be directed to the SME Declaration Page.

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.

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

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In the **Things To Note** section, read the notes before filling up the declaration.

- **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.

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In the SME Declaration section, enter your Ownership, Employment Size and Annual Sales Turnover. Subsequently, upload your supporting documents in the Supporting Documents section.

- Ownership
- Employment Size
- Annual Sales Turnover

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

Supporting Documents

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Frequently Asked Questions on 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 million.

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