

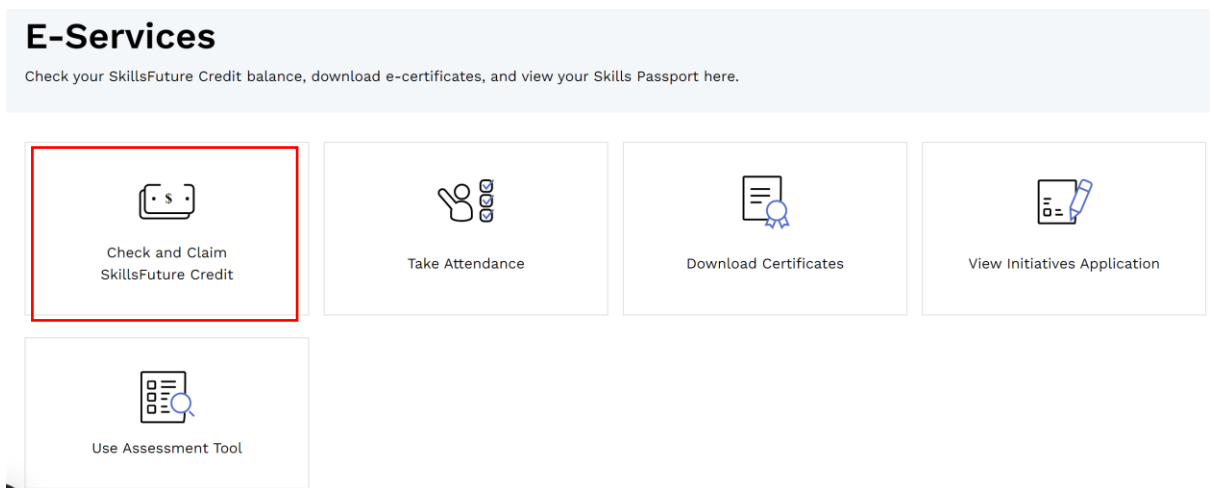
## Guide to claim SkillsFuture Credits

1. Log into [SkillsFuture Credit | Education, Career and Personal Development \(myskillsfuture.gov.sg\)](#) with your SingPass

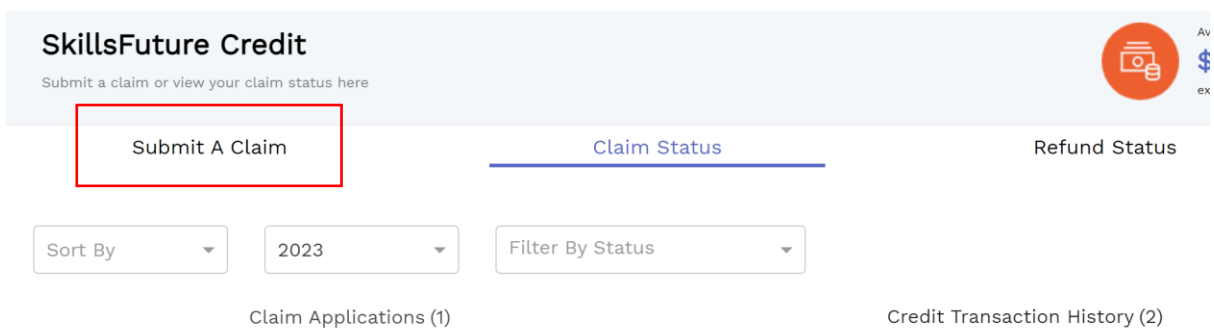
2. Go to “E-Services”



3. Select “Check and Claim SkillsFuture Credit”



4. Go to “Submit A Claim”



## 5. You will be prompted to complete your profile if this is your first time submitting a claim

Submit A Claim
Claim Status
Refund Status

1 **Select Course**

2 **Fill In Details**

3 **Review**

What do you need before submitting the claim?

Complete your profile if this is your first time submitting a claim.

Register for a course with a training Provider.

**Obtain a soft copy of the official invoice/receipt** that contains:

- Name as per NRIC
- Amount of course fees paid (in SGD)
- Name of training provider
- Course start date
- Course title

\*Please make sure the file size of your soft copy is not more than 4MB.

## 6. At the bottom of the same page, key in 2023018910 under “search by course name/ Ref No.

Please note that your Course Enrolments may not be reflected in real-time. If you have registered with the Training Provider and do not see your enrolment record listed here, you may click on "Proceed to Submit a Claim" on the left to search for your course and submit your claim.

Select for a course to submit a claim

1 course(s) found

**Strategic Leadership**

Course ID: TGS-2023018910

Training Provider: MOMENTA GROUP PTE. LTD.

Course Support Period(s): 01/03/2023 to 28/02/2025

## 7. Select the course run based on the course date

Select course run \*

Course Run

Course Start Date

21/09/2023 - 22/09/2023

Primary Venue

11 Eunos Road 8 9 9-3 Lifelong Learning Institute 408601 Training Room 9-3

02/10/2023 - 03/10/2023

Primary Venue

11 Eunos Street 8 09 01 Lifelong Learning Institute 408601 9-3

**8. Key in the amount of credit to claim as indicated in your invoice. Fee payable by you is \$650 – SSG training grant + GST.**

SkillsFuture Credit claim

**Strategic Leadership**

Course ID:TGS-2023018910  
Training Provider:MOMENTA GROUP PTE. LTD.  
Course Run Dates:01/03/2023 to 28/02/2025

Payment details

Amount Of Credit To Claim *	Fee Payable By You (Including GST) *
S\$ <input type="text"/>	S\$ <b>247</b>

The claim amount should not be more than the net course fee, or your SkillsFuture Credit balance (whichever is lower).

Upload supporting documents \*

Drag and Drop or [Browse](#) your files.  
jpeg, png, pdf - max file size 4MB.

Back

Review

Description	Qty	Unit Price	Amount (SGD)
Course Title : Strategic Leadership Course Course Ref. : TGS-2023018910 Course Start : 2 October 2023 Course End : 3 October 2023			
Course Fee for Strategic Leadership (for Singapore Citizen aged 40 years old and above)	1	650.00	650.00
GST: (8% x S\$650 = SGD52.00)		52.00	52.00
Less: 70% SSG Training Grant for Singaporean aged 40 and above	1	-455.00	-455.00
Less: SFC Amount that Trainee wishes to utilise	1	-195.00	-195.00

**9. Upload the invoice and click “review”**

**10. Once submitted and approved, please send us a snapshot, together with the proof of payment for GST.**