

# Financial Industry Competency Standards (FICS)

## Guide to Funding Application for FICS Accredited Training Courses / Assessment



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## **1 FICS Training Scheme (FICS-TS)**

The FSDF provides grant support for FICS training and assessment programmes under the FICS Training Scheme (FICS-TS) to enhance the skills and capabilities of Singapore's financial sector workforce through FICS accredited programmes.

With effect from 1 January 2011, MAS will provide 70% grant support for financial institutions that send their staff for external FICS accredited training and/or assessment programmes as well as for individuals who are not sponsored by financial institutions and who pay for their own training and/or assessment. Funding support is also made available to financial institutions that develop in-house FICS accredited programmes.

The funding support described above will apply to FICS accredited programmes that commence on or after 1 January 2011.

For more information, please visit FICS website at <http://www.fics.org.sg/funding/overview.asp>

## 2 FICS Corporate Login ID

### 2.1 Application of Corporate Login ID

- i) Download the application form from IBF website, complete all required fields and mail it to IBF.
- ii) Corporate Login ID and password will be emailed to applicant within 5 business days from the receipt of the application form.

### 2.2 Change Password

- i) Login at <http://www.fics.org.sg/application/funding/fundlogin.asp>
- ii) Click on “Change password”.



- iii) Key in the new password and re-enter the new password.
- iv) Click on “Change Password”. A pop up message stating “Password Updated” will appear when password is updated successfully.



### **2.3 Loss of Password**

Go to <http://www.fics.org.sg/application/funding/fundlogin.asp> and click on “Forgot Password” to request for the password to be emailed to your designated email.

### **2.4 Technical Support**

Contact IBF at 6220 8566 or email [fics@ibf.org.sg](mailto:fics@ibf.org.sg) .

### 3 FICS Claim Process


Financial Institutions or accredited training providers will need to apply to the IBF for a Corporate Login ID before claims can be filed.

Please refer to **Section 2** for details on application of Corporate Login ID.

**Note:** For company-sponsored individuals, the financial institutions will submit their grant claims under both FICS and Financial Training Scheme (FTS) together to the Financial Sector Development Fund (FSDF) Secretariat for processing if the programmes commence on or after 1 January 2011. For more information, please visit FICS website at <http://www.fics.org.sg/funding/overview.asp>

#### 3.1 FICS Funding Login

i) Login at <http://www.fics.org.sg/application/funding/fundlogin.asp>





FICS Funding Application  
Login

Corporate Claim ID

NRIC/Passport of Claim Officer  
 e.g. S1234567A

Password

[Forgot Password](#)

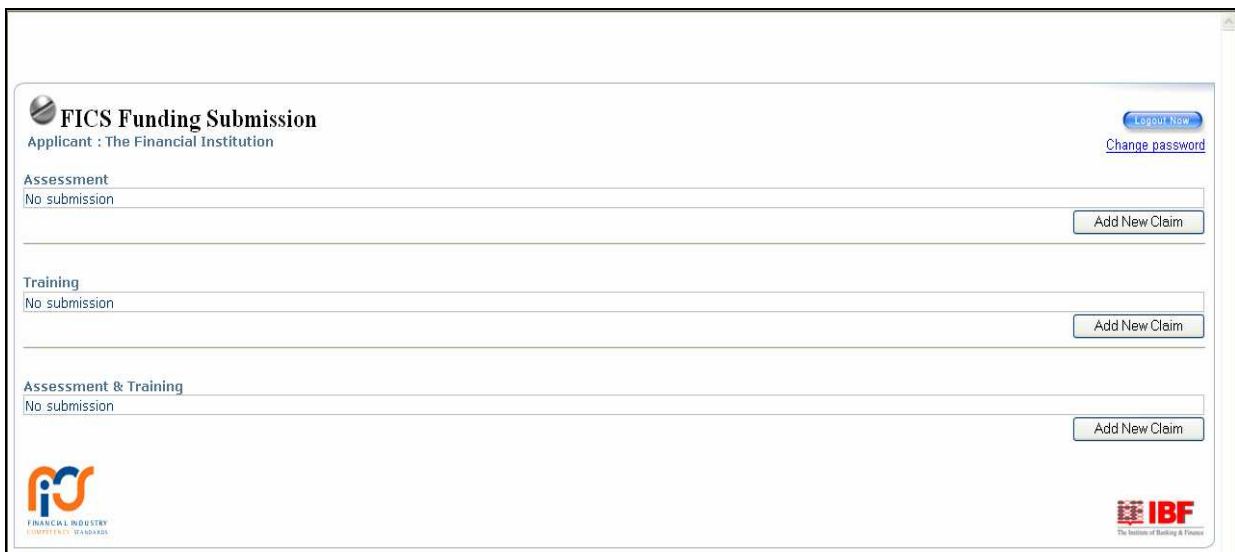
### 3.2 Submitting Claim for Company-Sponsored Candidates

**Note:** This is only applicable for FICS programmes that commenced before 1 January 2011.

#### 3.2.1 Create Draft Claim

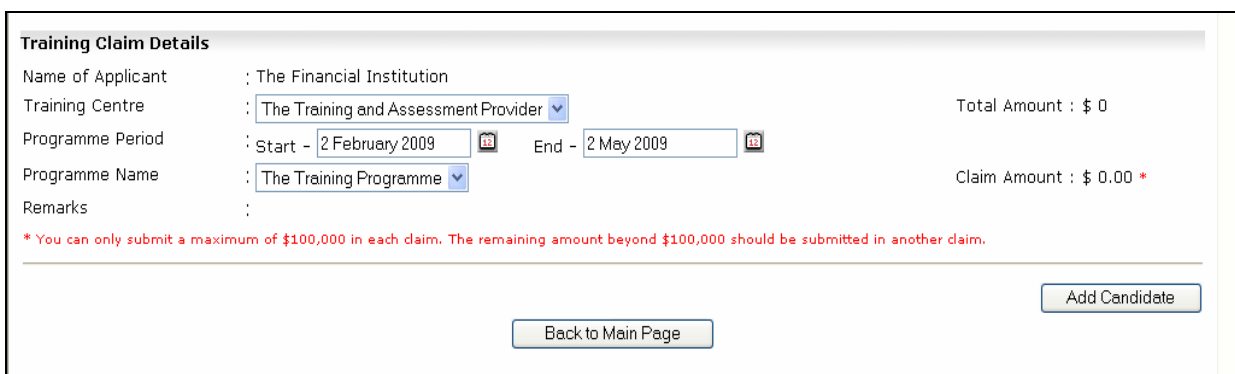
##### A) Select Programme Scope

- i) Click on the **"Add New Claim"** button according to the scope of the programme (i.e. Assessment, Training or Assessment & Training).



##### B) Enter Claim Details

- i) Select the **Programme Name, Programme Period, Assessment Service Provider** or **Training Centre**.
- ii) Click on **"Add Candidate"** to enter the candidate's detail.



### C) Enter Candidate's Details

- i) State the candidate's information and upload the required supporting documents.

[Close](#)

**Candidate Details**

Name of Company : The Financial Institution

Name :

Citizenship :

NRIC/Passport :

Designation :

Executive  Non-executive

Invoice No. :

Course Fee : SGD\$  (excluding GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

Certification of Completion \* :  [Browse...](#) (Preferably in PDF or ZIP format)

Invoice (issued by training/assessment centre) :  [Browse...](#) (Preferably in PDF or ZIP format)

I declare that this candidate is based in Singapore

\* Submission of Statement of Attainment (SOA) is not mandatory for (i) Assessment Claims; & (ii) Training & Assessment Claims.

[Save](#) [Reset](#)

- ii) Click “**Save**” to save the information.

**Note:** Clicking on the “**Reset**” button will clear all information in the fields.

- iii) The **Claim Details** page would appear after the information is saved. To add another candidate to the claim, click on “**Add Candidate**” and repeat steps (i) and (ii).

**Training Claim Details**

Name of Applicant : The Financial Institution

Training Centre : The Training and Assessment Provider [\[Edit\]](#) Total Amount : \$ 6000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[Edit\]](#) Claim Amount : \$ 5,400.00 \*

Programme Name : The Training Programme [\[Edit\]](#)

Remarks :

\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Candidate	S1234567A	Manager	S	\$6000	<a href="#">Modify</a>	<input type="checkbox"/>

[Back to Main Page](#)

[Add Candidate](#) [Delete Candidate](#)

- iv) Once all candidates are added to the claim, click on “**Back to Main Page**”. The saved claim would be displayed in the main page.

Status indicating “**Not assigned**” and “**Not submitted**” would appear in red under the **Claim No.** and **Submit Date** columns respectively. The claim has been saved as a **draft** and **has not been submitted** to IBF.

- v) Please refer to Section 3.2.4 on how to submit the claim.

### 3.2.2 Amend Draft Claim

- i) Locate the claim that needs to be amended in the main page, click on “**Edit Claim**” to proceed to the Claim Details screen to modify the claim.



**FICS Funding Submission**  
Applicant : The Financial Institution

Logout Now  
Change password

**Assessment**  
No submission  
Add New Claim

**Training**

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Training and Assessment Provider	The Training Programme	Not Submitted	app118	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

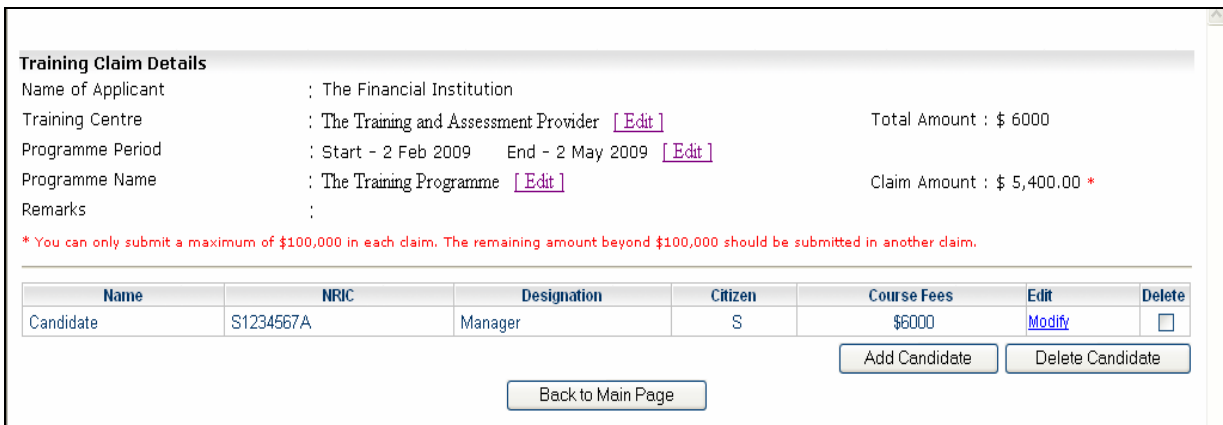
Add New Claim Delete Claim

**Assessment & Training**  
No submission  
Add New Claim

#### A) Amend Programme Scope / Assessment Service Provider or Training Centre / Programme Name

- a) To amend the programme scope, programme name, assessment service provider or training centre, click on the “**Edit**” hyperlink to go to the “**Edit Claim Header**” screen.



**Training Claim Details**

Name of Applicant : The Financial Institution

Training Centre : The Training and Assessment Provider [\[ Edit \]](#) Total Amount : \$ 6000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[ Edit \]](#)

Programme Name : The Training Programme [\[ Edit \]](#) Claim Amount : \$ 5,400.00 \*

Remarks :

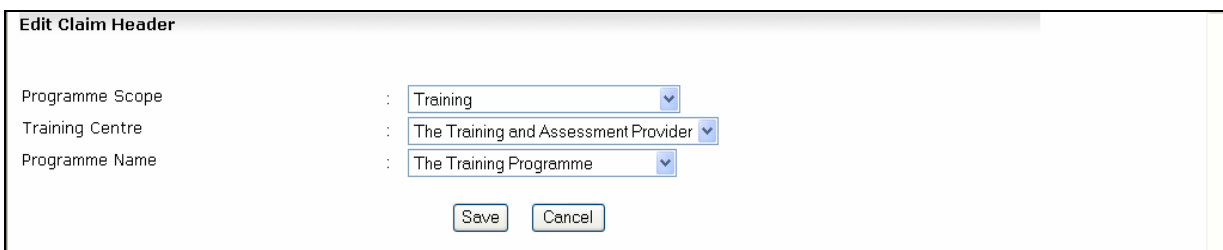
*\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.*

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Candidate	S1234567A	Manager	S	\$6000	<a href="#">Modify</a>	<input type="checkbox"/>

Add Candidate Delete Candidate

Back to Main Page

- b) Select the **correct claim detail(s)** and click “**Save**” to save the amendments.



**Edit Claim Header**

Programme Scope : Training

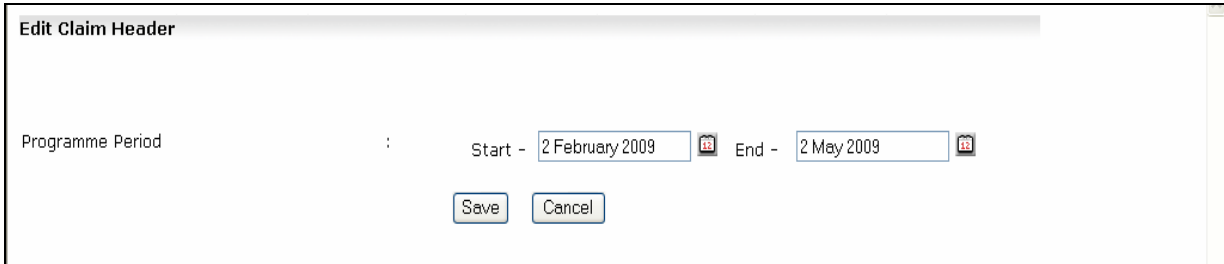
Training Centre : The Training and Assessment Provider

Programme Name : The Training Programme

Save Cancel

### B) Amend Programme Period

- To amend the programme period, click on the “**Edit**” hyperlink next to Programme Period.
- State the **correct programme period** and click “**Save**” to save the amendments.



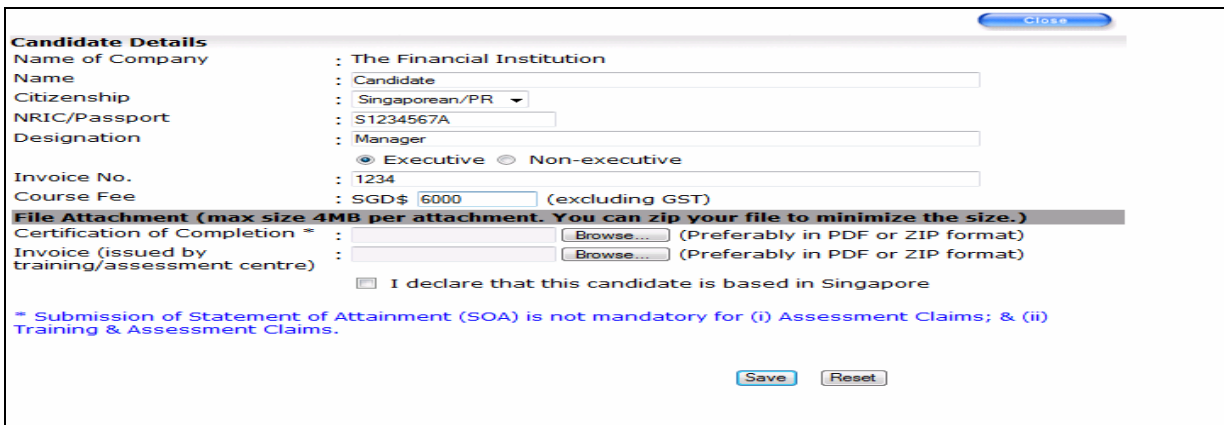
**Edit Claim Header**

Programme Period : Start - 2 February 2009 End - 2 May 2009

Save Cancel

### C) Amend Candidate’s Information

- To amend candidate’s information, click on the “**Modify**” hyperlink for the candidate.
- Amend the candidate’s details accordingly and click “**Save**” when completed.



**Candidate Details** [Close]

Name of Company : The Financial Institution

Name : Candidate

Citizenship : Singaporean/PR

NRIC/Passport : S1234567A

Designation : Manager

Executive  Non-executive

Invoice No. : 1234

Course Fee : SGD\$ 6000 (excluding GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

Certification of Completion \* : [Browse...] (Preferably in PDF or ZIP format)

Invoice (issued by training/assessment centre) : [Browse...] (Preferably in PDF or ZIP format)

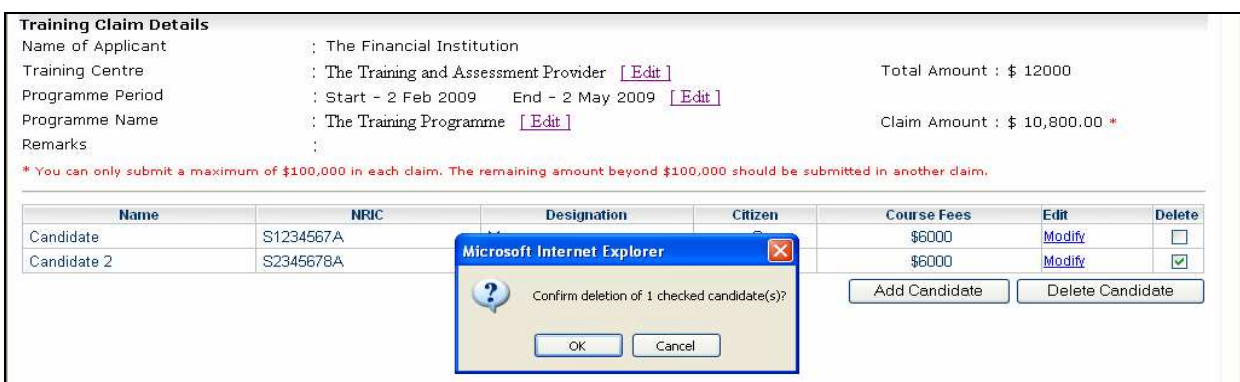
I declare that this candidate is based in Singapore

\* Submission of Statement of Attainment (SOA) is not mandatory for (i) Assessment Claims; & (ii) Training & Assessment Claims.

Save Reset

### D) Delete Candidate from Claim

- To delete candidate(s) from a claim, check the “**Delete**” box(es) for the candidate(s) and click on the “**Delete Candidate**” button.
- Click “**OK**” to confirm the deletion of the selected candidate(s).



**Training Claim Details**

Name of Applicant : The Financial Institution

Training Centre : The Training and Assessment Provider [Edit] Total Amount : \$ 12000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [Edit]

Programme Name : The Training Programme [Edit] Claim Amount : \$ 10,800.00 \*

Remarks :

\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Candidate	S1234567A			\$6000	Modify	<input type="checkbox"/>
Candidate 2	S2345678A			\$6000	Modify	<input checked="" type="checkbox"/>

Add Candidate Delete Candidate

**Microsoft Internet Explorer**

Confirm deletion of 1 checked candidate(s)?

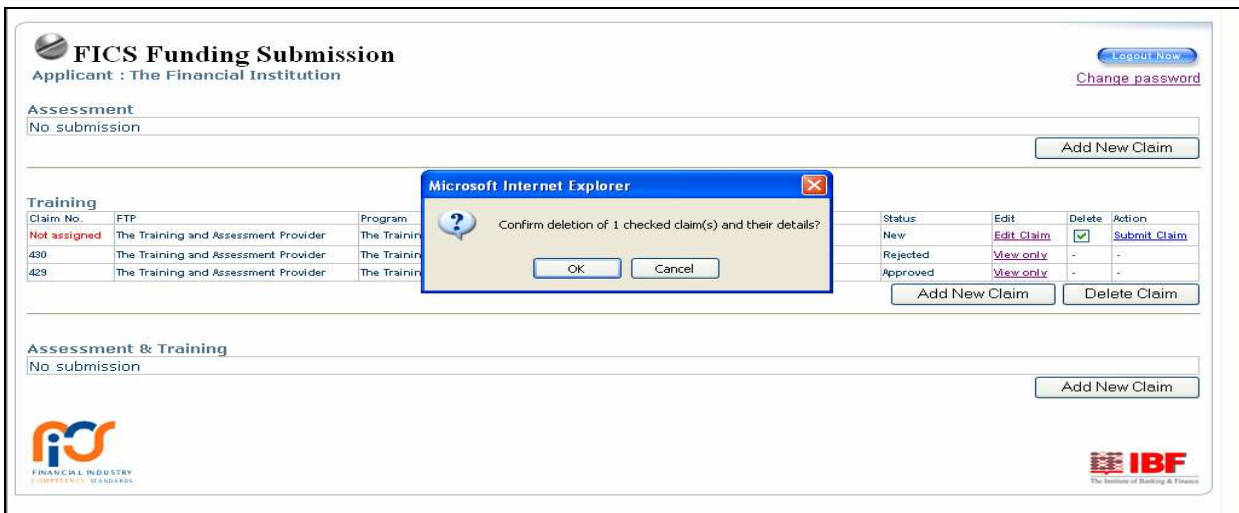
OK Cancel

- ii) When all necessary amendments are completed and the claim is ready for submission, click on “**Back to Main Page**” to return to the main page to submit the claim.
- iii) Please refer to Section 3.2.4 on how to submit the claim.

### 3.2.3 Delete Claim

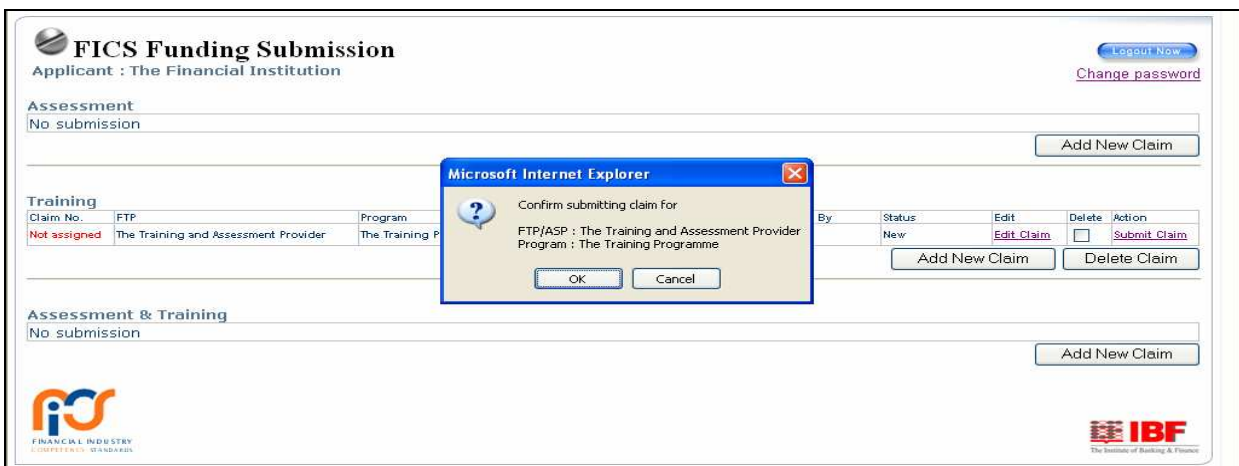
Only draft claims may be deleted (i.e. claims that have not been submitted to IBF). To delete a draft claim,

- i) Check the “**Delete**” box and click on the “**Delete Claim**” button.
- ii) Click on “**OK**” to confirm the deletion of the claim.

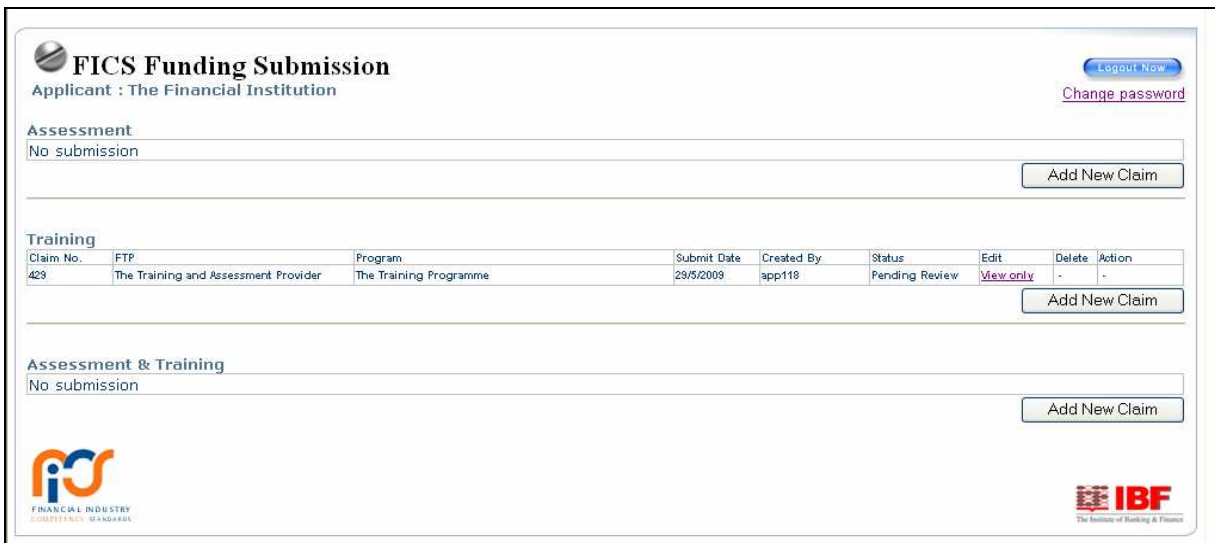


### 3.2.4 Submit Claim

- i) Click "**Submit Claim**" under the **Action** column and “**OK**” to confirm the submission of the claim to IBF.



- ii) A claim number would be assigned to the submitted claim and the status column would display “Pending Review”.



**FICS Funding Submission**  
Applicant : The Financial Institution

Logout Now  
Change password


Assessment  
No submission  
Add New Claim


Training

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
429	The Training and Assessment Provider	The Training Programme	29/5/2008	app118	Pending Review	<a href="#">View only</a>	-	-

Add New Claim

Assessment & Training  
No submission  
Add New Claim

 FINANCIAL INDUSTRY  
COMPETENCY STANDARDS

 The Institute of Banking & Finance

### 3.2.5 Amendment of Returned Claim

IBF may return a submitted claim to the claimant for amendment. The claimant would receive an email notification on the amendments required.

To amend the returned claim,

- i) Login and locate the returned claim, the claim will show “**Return**” in the **Status** column.
- ii) Click on “**Edit Claim**” to proceed to the Claim Details screen to amend the claim.



**FICS Funding Submission**  
Applicant : The Financial Institution

Logout Now  
Change password

Assessment  
No submission  
Add New Claim

Training

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
429	The Training and Assessment Provider	The Training Programme	Not Submitted	app118	Return	<a href="#">Edit Claim</a>	-	<a href="#">Submit Claim</a>

Add New Claim

Assessment & Training  
No submission  
Add New Claim

 FINANCIAL INDUSTRY  
COMPETENCY STANDARDS

 The Institute of Banking & Finance

iii) Amend the claim according to the comments in the **Remarks** field.

**Training Claim Details**

Name of Applicant : The Financial Institution

Training Centre : The Training and Assessment Provider [\[ Edit \]](#) Total Amount : \$ 6000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[ Edit \]](#)

Programme Name : The Training Programme [\[ Edit \]](#) Claim Amount : \$ 5,400.00 \*

Remarks : The programme name does not match the invoice and certificate submitted. Please make the necessary amendments. Thank you.

\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.


Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Candidate	S1234567A	Manager	S	\$6000	<a href="#">Modify</a>	<input type="checkbox"/>

iv) Pls refer to 3.2.2 on how to amend the claim.

### 3.2.6 View Submitted / Approved / Rejected Claim

The claimant would receive a notification email for submitted / approved / rejected claim. To view the claim details of a submitted / approved / rejected claim,

i) Login and locate the claim, the claim will show “**Pending Review**” / “**Approved**” / “**Rejected**” in the **Status** column.



**FICS Funding Submission**

Applicant : The Financial Institution

[Logout Now](#)

[Change password](#)

**Assessment**



No submission

**Training**

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
430	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Rejected	<a href="#">View only</a>	-	-
429	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Approved	<a href="#">View only</a>	-	-
431	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Pending Review	<a href="#">View only</a>	-	-

**Assessment & Training**

No submission

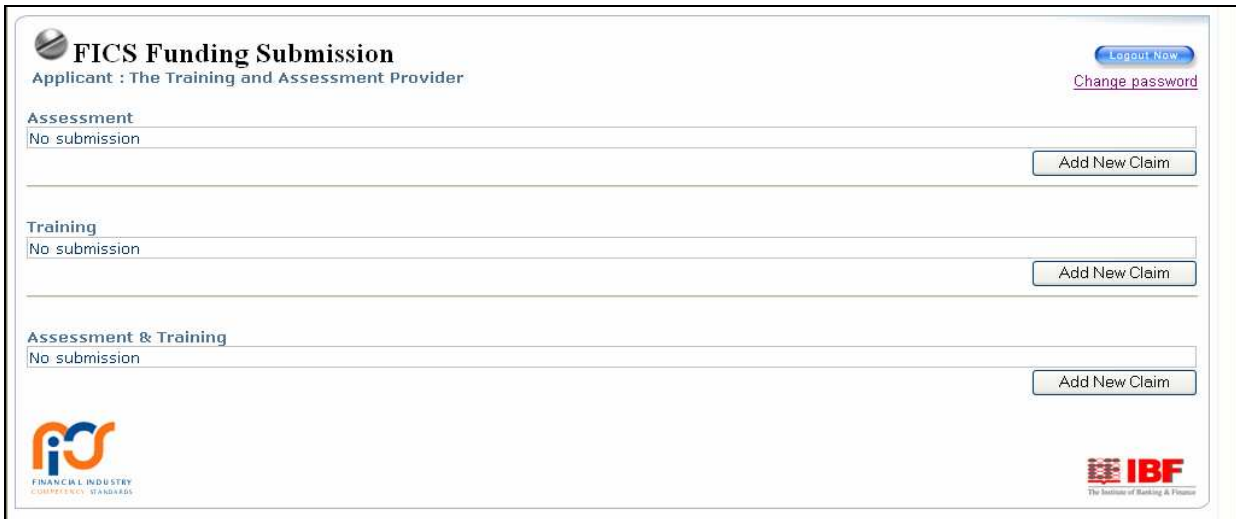
ii) Click on the “**View Only**” hyperlink to view the claim details.

### 3.3 Submitting Claim for Non-Sponsored Candidates (For Accredited Training / Assessment Service Providers Only)

#### 3.3.1 Create Draft Claim

##### A) Select Programme Scope

- i) Click on the "Add New Claim" button according to the scope of the programme (i.e. Assessment, Training or Assessment & Training).





**FICS Funding Submission**  
Applicant : The Training and Assessment Provider

[Logout Now](#)  
[Change password](#)

**Assessment**  
No submission Add New Claim

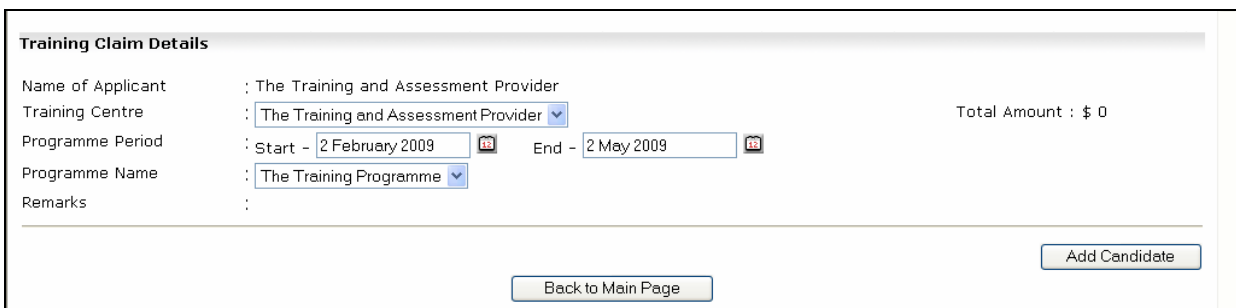
**Training**  
No submission Add New Claim

**Assessment & Training**  
No submission Add New Claim

##### B) Enter Claim Details

- i) Select the **Assessment Service Provider** or **Training Centre**, **Programme Period** and **Programme Name**.
- ii) Click on "Add Candidate" to enter the candidate's detail.



**Training Claim Details**

Name of Applicant : The Training and Assessment Provider

Training Centre : The Training and Assessment Provider Total Amount : \$ 0

Programme Period : Start - 2 February 2009 End - 2 May 2009

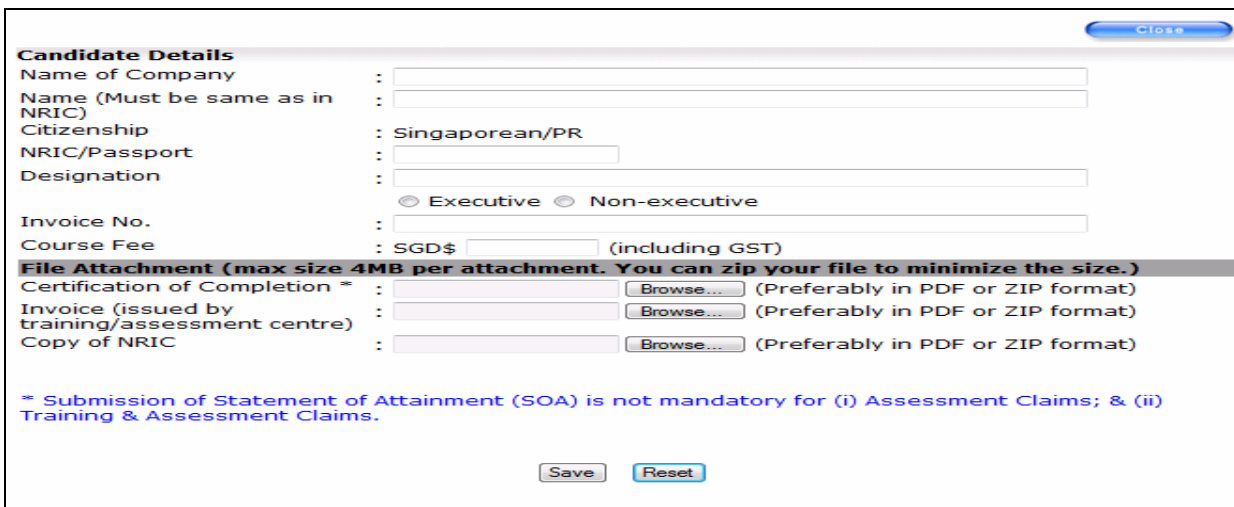
Programme Name : The Training Programme

Remarks :

Back to Main Page Add Candidate

### C) Enter Candidate’s Details

i) State the candidate’s information and upload the required supporting documents.



**Candidate Details** Close

Name of Company :

Name (Must be same as in NRIC) :

Citizenship : Singaporean/PR

NRIC/Passport :

Designation :

Executive  Non-executive

Invoice No. :

Course Fee : SGD\$  (including GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

Certification of Completion \* :   (Preferably in PDF or ZIP format)

Invoice (issued by training/assessment centre) :   (Preferably in PDF or ZIP format)

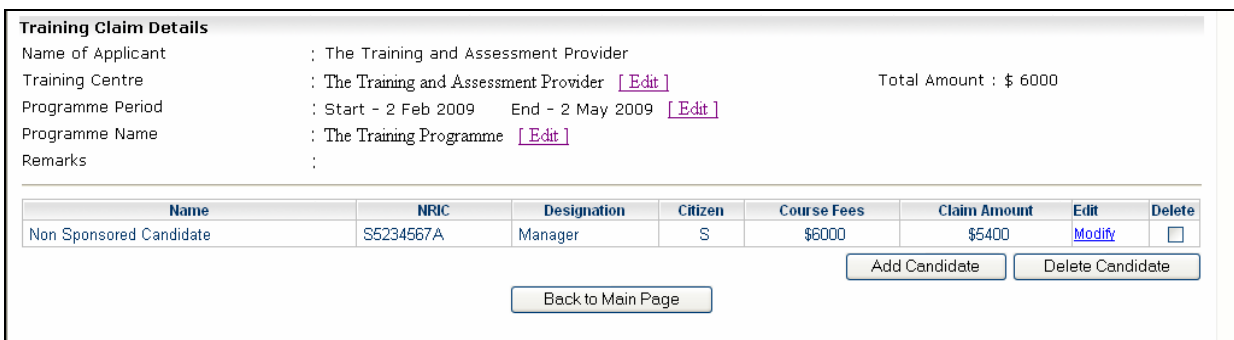
Copy of NRIC :   (Preferably in PDF or ZIP format)

\* Submission of Statement of Attainment (SOA) is not mandatory for (i) Assessment Claims; & (ii) Training & Assessment Claims.

ii) Click “Save” to save the information.

Note: Clicking on the “Reset” button will clear all information in the fields.

iii) The **Claim Details** page would appear after the information is saved.



**Training Claim Details**

Name of Applicant : The Training and Assessment Provider

Training Centre : The Training and Assessment Provider [\[Edit\]](#) Total Amount : \$ 6000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[Edit\]](#)

Programme Name : The Training Programme [\[Edit\]](#)

Remarks :

Name	NRIC	Designation	Citizen	Course Fees	Claim Amount	Edit	Delete
Non Sponsored Candidate	S5234567A	Manager	S	\$6000	\$5400	<a href="#">Modify</a>	<input type="checkbox"/>

iv) To add another candidate to the claim, click on “Add Candidate” and repeat steps (i) and (ii).

- v) Once all candidates are added to the claim, click on “**Back to Main Page**”. The saved claim would be displayed in the main page.

Status indicating “**Not assigned**” and “**Not submitted**” would appear in red under the **Claim No.** and **Submit Date** columns respectively. The claim has been saved as a **draft** and **has not been submitted** to IBF.

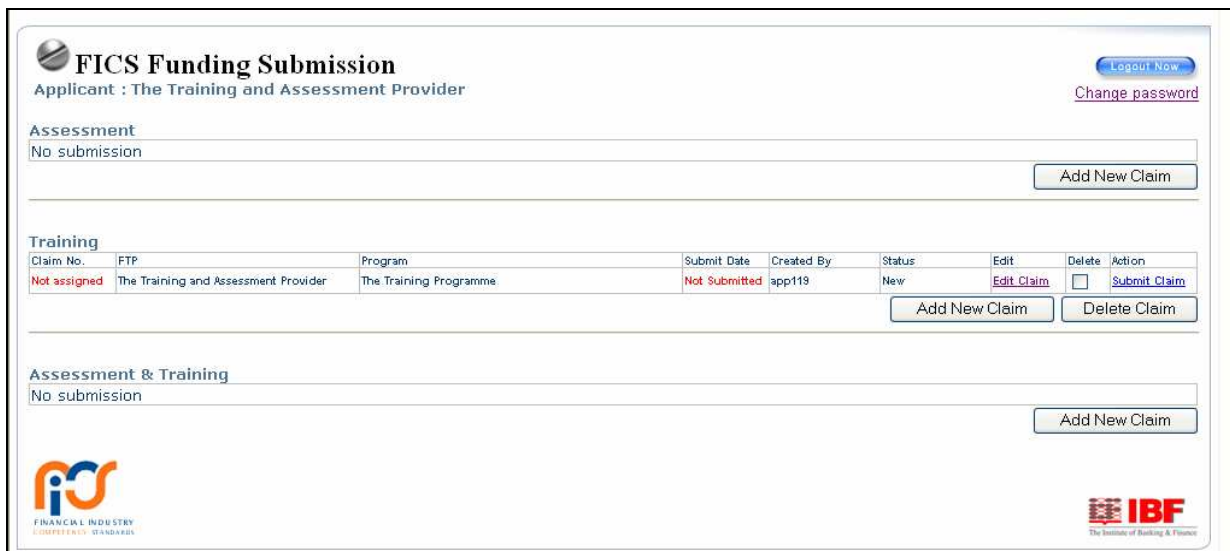


Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Training and Assessment Provider	The Training Programme	Not Submitted	app119	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

- vi) Please refer to Section 3.3.4 on how to submit the claim.

### 3.3.2 Amend Draft Claim

- i) Locate the claim that needs to be amended, click on “**Edit Claim**” to proceed to the Claim Details screen to modify the claim.



Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Training and Assessment Provider	The Training Programme	Not Submitted	app119	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

**A) Amend Programme Scope / Assessment Service Provider or Training Centre / Programme Name**

- a) To amend the programme scope, programme name, assessment service provider or training centre, click on the **“Edit”** hyperlink to go to the **“Edit Claim Header”** screen.

**Training Claim Details**

Name of Applicant : The Training and Assessment Provider

Training Centre : The Training and Assessment Provider [\[ Edit \]](#) Total Amount : \$ 6000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[ Edit \]](#)

Programme Name : The Training Programme [\[ Edit \]](#)

Remarks :

Name	NRIC	Designation	Citizen	Course Fees	Claim Amount	Edit	Delete
Non Sponsored Candidate	S5234567A	Manager	S	\$6000	\$5400	<a href="#">Modify</a>	<input type="checkbox"/>

- b) Select the **correct claim detail(s)** and click **“Save”** to save the amendments.

**Edit Claim Header**

Programme Scope :

Training Centre :

Programme Name :

**B) Amend Programme Period**

- a) To amend the programme period, click on the **“Edit”** hyperlink next to Programme Period.
- b) State the **correct programme period** and click **“Save”** to save the amendments.

**Edit Claim Header**

Programme Period : Start -  End -

### C) Amend Candidate's Information

- To amend candidate's information, click on the “**Modify**” hyperlink for the candidate.
- Amend the candidate's details accordingly and click “**Save**” when completed.

**Candidate Details**

Name of Company : The Trading Company

Name (Must be same as in NRIC) : Non Sponsored Candidate

Citizenship : Singaporean/PR

NRIC/Passport : S5234567A

Designation : Manager

Executive  Non-executive

Invoice No. : 12345

Course Fee : SGD\$ 500 (including GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

\* Certification of Completion : C:\Users\chuachoonsie\ Browse... (Preferably in PDF or ZIP format)

Invoice (issued by training/assessment centre) : C:\Users\chuachoonsie\ Browse... (Preferably in PDF or ZIP format)

Copy of NRIC : C:\Users\chuachoonsie\ Browse... (Preferably in PDF or ZIP format)

\* Submission of Statement of Attainment (SOA) is not mandatory for (i) Assessment Claims; & (ii) Training & Assessment Claims.

### D) Delete Candidate from Claim

- To delete candidate(s) from a claim, check the “**Delete**” box(es) for the candidate(s) and click on the “**Delete Candidate**” button.
- Click on “**OK**” to confirm the deletion of the selected candidate(s)

**Training Claim Details**

Name of Applicant : The Training and Assessment Provider


Training Centre : The Training and Assessment Provider [\[ Edit \]](#) Total Amount : \$ 12000

Programme Period : Start - 2 Feb 2009 End - 2 May 2009 [\[ Edit \]](#)

Programme Name : The Training Programme [\[ Edit \]](#)

Remarks :

Name	NRIC	Designation	Citizen	Course Fees	Claim Amount	Edit	Delete
Non Sponsored Candidate	S5234567A	Manager	S	\$6000	\$5400	<a href="#">Modify</a>	<input type="checkbox"/>
Non Sponsored Candidate 2	S7234567			\$6000	\$5400	<a href="#">Modify</a>	<input checked="" type="checkbox"/>

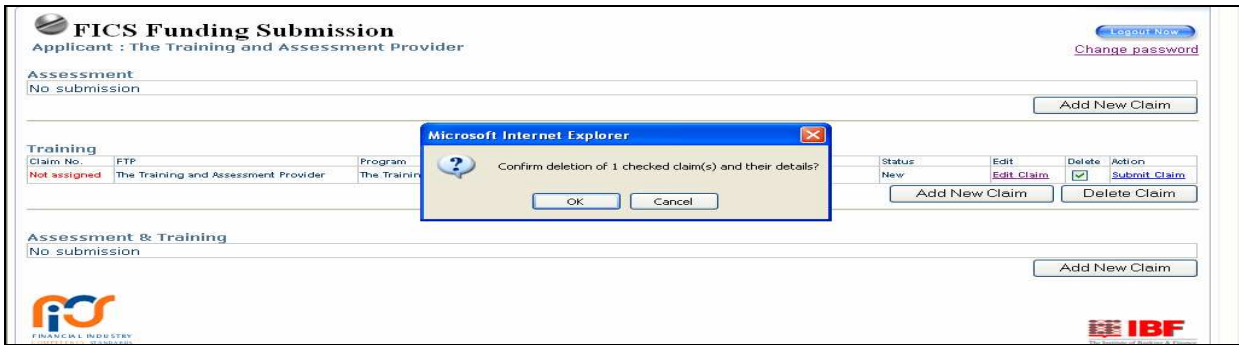

  
 Confirm deletion of 1 checked candidate(s)?

- When all necessary amendments are completed and the claim is ready for submission, click on “**Back to Main Page**” to return to the main page to submit the claim.
- Please refer to Section 3.3.4 on how to submit the claim.

### 3.3.3 Delete Claim

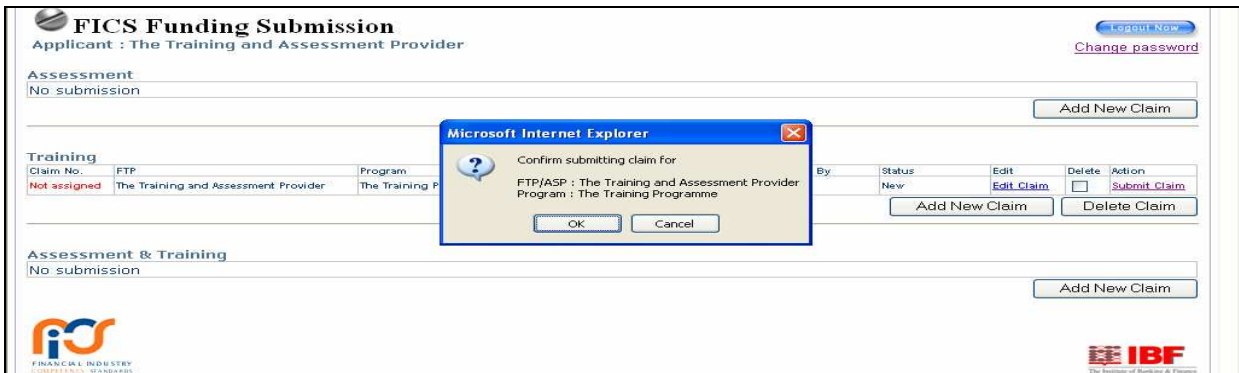
Only draft claims may be deleted (i.e. claims that have not been submitted to IBF). To delete a draft claim,

- i) Check the “Delete” box and click on the “Delete Claim” button.
- ii) Click on “OK” to confirm the deletion of the claim.



### 3.3.4 Submit Claim

- i) Click "Submit Claim" under the Action column and click “OK” to confirm the submission of the claim to IBF.



- ii) A claim number would be assigned to the submitted claim and the status column would display “Pending Review”.



### 3.3.5 Amendment of Returned Claim

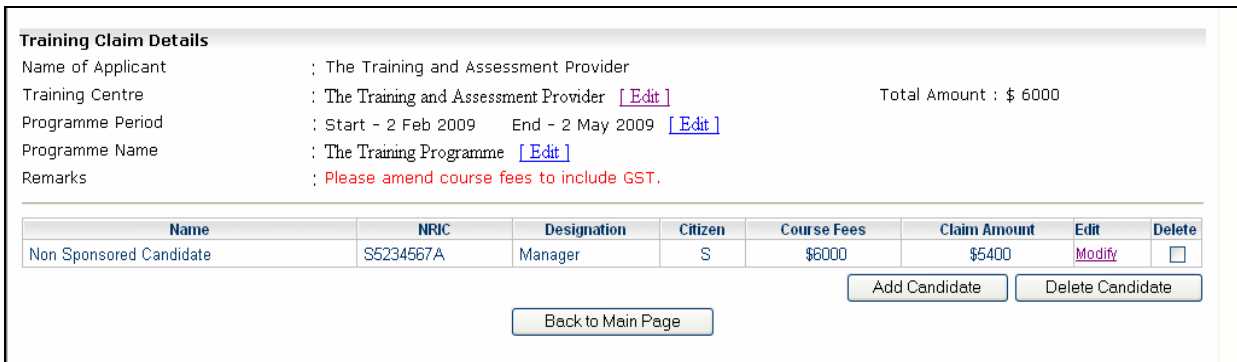
IBF may return a submitted claim to the claimant for amendment. The claimant would receive an email on the amendments required.

To amend the returned claim,

- i) Login and locate the returned claim, the claim will show “**Return**” in the **Status** column.
- ii) Click on “**Edit Claim**” to proceed to the Claim Details screen to amend the claim.



- iii) Amend the claim according to the comments in the **Remarks** field.



Name	NRIC	Designation	Citizen	Course Fees	Claim Amount	Edit	Delete
Non Sponsored Candidate	S5234567A	Manager	S	\$6000	\$5400	Modify	<input type="checkbox"/>

- iv) Pls refer to 3.3.2 on how to amend the claim

### 3.3.6 View Submitted / Approved / Rejected Claim

The claimant would receive a notification email for submitted / approved /rejected claim. To view the claim details of a submitted approved / rejected claim,

- i) Login and locate the submitted claim, the claim will show “Pending Review” /”Approved”/ “Rejected” in the **Status** column.



**FICS Funding Submission**  
Applicant : The Training and Assessment Provider

[Logout Now](#)  
[Change password](#)

---

**Assessment**

No submission

---

**Training**

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
432	The Training and Assessment Provider	The Training Programme	29/5/2009	app119	Approved	<a href="#">View only</a>	-	-
434	The Training and Assessment Provider	The Training Programme	29/5/2009	app119	Pending Review	<a href="#">View only</a>	-	-
433	The Training and Assessment Provider	The Training Programme	1/6/2009	app119	Rejected	<a href="#">View only</a>	-	-

---

**Assessment & Training**

No submission



**FICS**  
FINANCIAL INDUSTRY  
COMPETENCY STANDARDS



**IBF**  
The Institute of Banking & Finance

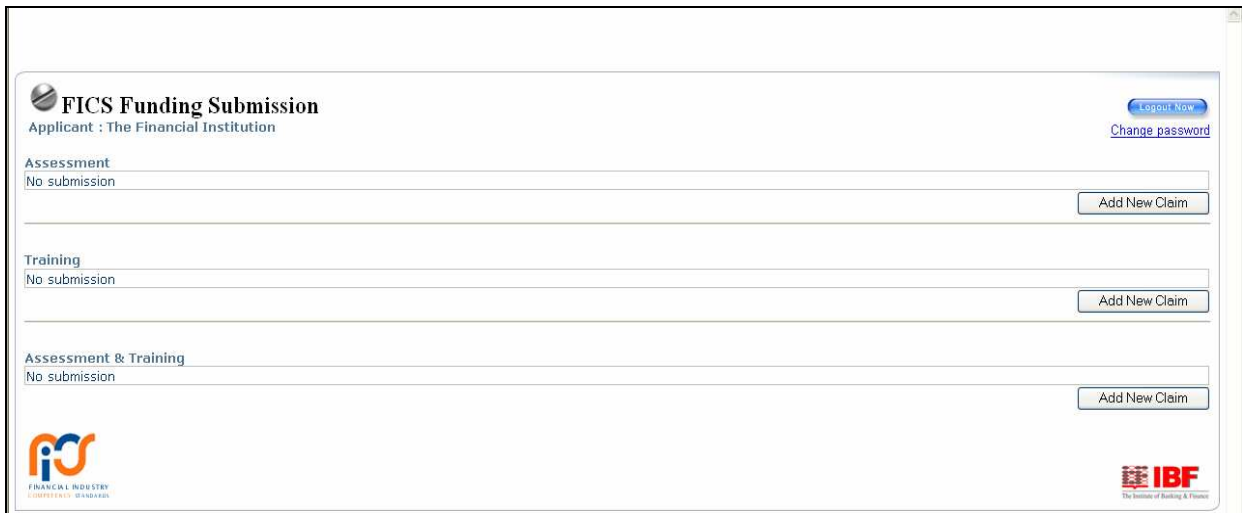
- ii) Click on the “**View Only**” hyperlink to view the details of the claim.

### 3.4 Submitting Claim for In-house Developed Programmes (For Financial Institutions Only)

#### 3.4.1 Create Draft Claim

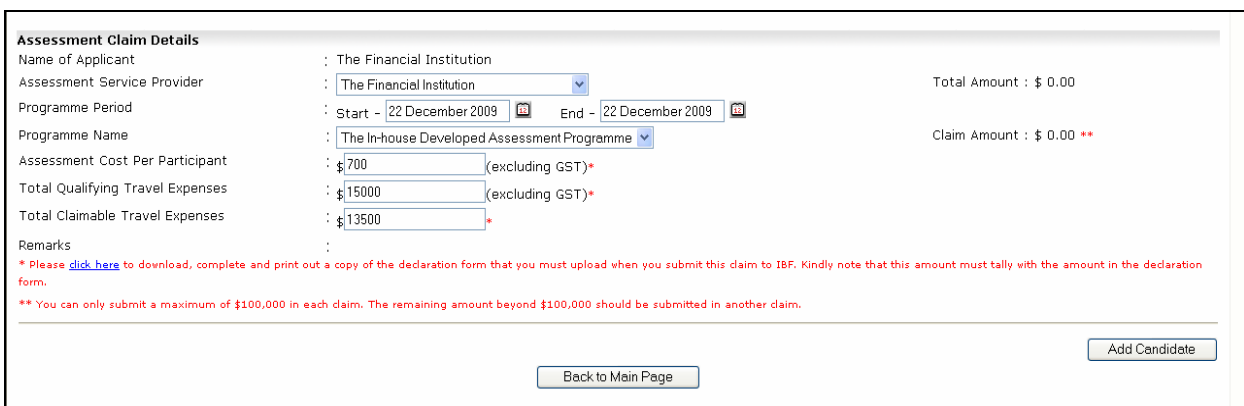
##### A) Select Programme Scope

- i) Click on the "Add New Claim" button according to the scope of the programme (i.e. Assessment, Training or Assessment & Training).



##### B) Enter Claim Details

- i) Complete all the required fields
- ii) Click on "Add Candidate" to enter the candidate's detail.



## C) Enter Candidate Details

i) State the candidate's information and upload the required supporting documents.

**Candidate Details**

Name of Company : The Financial Institution

Name :

Citizenship :

NRIC/Passport :

Designation :

Executive     Non-executive

Invoice No. :

Course Fee : SGD\$ 0 (excluding GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

Certification of Completion : C:\Users\chuachoonsie\  (Preferably in PDF or ZIP format)

I declare that this candidate is based in Singapore

ii) Click “**Save**” to save the information.

**Note:** Clicking on the “**Reset**” button will clear all information in the fields.

iii) The **Claim Details** page would appear after the information is saved.

**Assessment Claim Details**

Name of Applicant : The Financial Institution

Assessment Service Provider : The Financial Institution [\[ Edit \]](#)

Programme Period : Start - 22 Dec 2009    End - 22 Dec 2009 [\[ Edit \]](#)

Programme Name : The In-house Developed Assessment Programme [\[ Edit \]](#)    Claim Amount : \$ 14,130.00 \*\*

Assessment Cost Per Participant : \$ 700.00 (excluding GST)\* [\[ Edit \]](#)

Total Qualifying Travel Expenses : \$ 15,000.00 (excluding GST)\* [\[ Edit \]](#)

Total Claimable Travel Expenses : \$ 13,500.00 \* [\[ Edit \]](#)

Remarks :

\* Please [click here](#) to download, complete and print out a copy of the declaration form that you must upload when you submit this claim to IBF. Kindly note that this amount must tally with the amount in the declaration form.

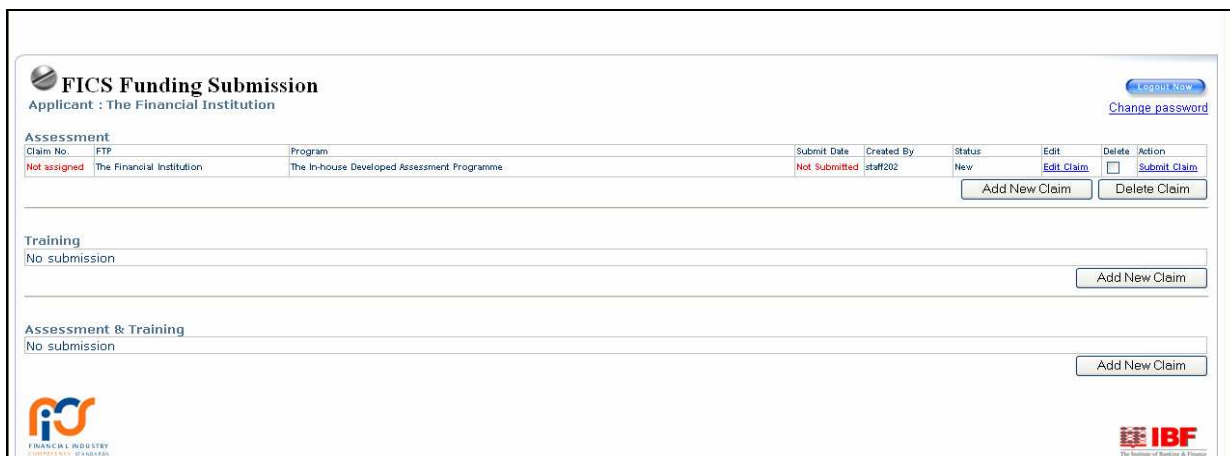
\*\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Staff	S1345678A	Manager	S	\$700.00	<a href="#">Modify</a>	<input type="checkbox"/>

iv) To add another candidate to the claim, click on “Add Candidate” and repeat steps (i) and (ii).

- v) Once all candidates are added to the claim, click on “**Back to Main Page**”. The saved claim would be displayed in the main page.

Status indicating “**Not assigned**” and “**Not submitted**” would appear in red under the **Claim No.** and **Submit Date** columns respectively. The claim has been saved as a **draft** and **has not been submitted** to IBF.



**FICS Funding Submission**  
Applicant : The Financial Institution

Assessment

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Assessment Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

Buttons: Add New Claim, Delete Claim

Training

No submission

Buttons: Add New Claim

Assessment & Training

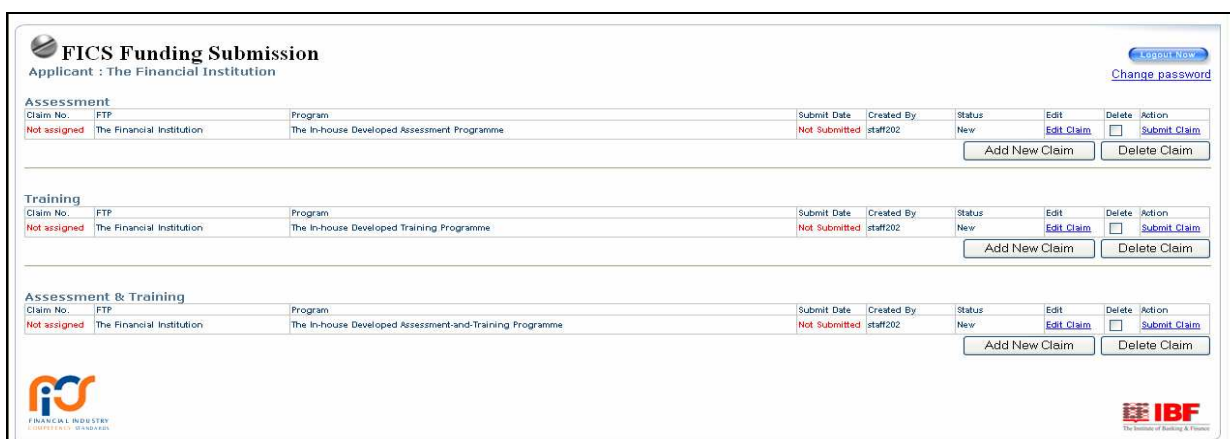
No submission

Buttons: Add New Claim

- vi) Please refer to Section 3.4.4 on how to submit the claim.

### 3.4.2 Amend Draft / Returned Claim

- i) Locate the claim that needs to be amended, click on “**Edit Claim**” to proceed to the Claim Details screen to modify the claim.



**FICS Funding Submission**  
Applicant : The Financial Institution

Assessment

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Assessment Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

Buttons: Add New Claim, Delete Claim

Training

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Training Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

Buttons: Add New Claim, Delete Claim

Assessment & Training

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Assessment-and-Training Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a>	<input type="checkbox"/>	<a href="#">Submit Claim</a>

Buttons: Add New Claim, Delete Claim

**A) Amend Assessment Service Provider / Training Centre / Programme Name / Programme Scope**

- a) To amend the assessment service provider, programme name or programme scope, click on the respective “**Edit**” hyperlink to go to the “**Edit Claim Header**” screen.

**Assessment & Training Claim Details**

Name of Applicant : The Financial Institution [ [Edit](#) ]

Assessment & Training Centre : The Financial Institution [ [Edit](#) ]

Programme Period : Start - 15 Dec 2009 End - 22 Dec 2009 [ [Edit](#) ]

Programme Name : The In-house Developed Assessment-and-Training Programme [ [Edit](#) ] Claim Amount : \$ 17,500.00 \*\*

Number of Training & Assessment Days : 10 days\* [ [Edit](#) ]

Cost of Programme Per Participant Per Training Day : \$ 700.00 (excluding GST)\* [ [Edit](#) ]

Total Qualifying Travel Expenses : \$ 15,000.00 (excluding GST)\* [ [Edit](#) ]

Total Claimable Travel Expenses : \$ 13,500.00 (excluding GST)\* [ [Edit](#) ]

Declaration Form : [ [Re-upload](#) ]

Remarks : The Number of Training & Assessment Days in the claim should tally with the value stated in the declaration form. Please amend accordingly.

\* Please [click here](#) to download, complete and print out a copy of the declaration form that you must upload when you submit this claim to IBF. Kindly note that this amount must tally with the amount in the declaration form.

\*\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Staff 3	S3345678A	Manager	S	\$7,000.00	<a href="#">Modify</a>	<input type="checkbox"/>

- b) Select the **correct claim details** and click “**Save**” to save the amendments.

**Edit Claim Header**

Programme Scope : Assessment

Assessment Service Provider : The Financial Institution

Programme Name : The In-house Developed Assessment Programme

**B) Amend Programme Period**

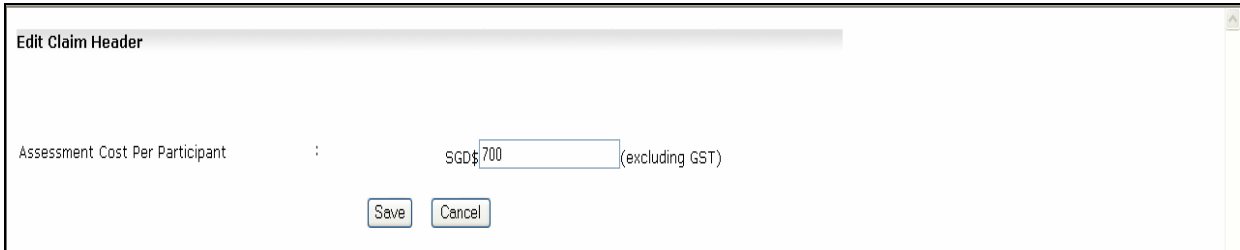
- a) To amend the programme period, click on the “**Edit**” hyperlink next to Programme Period.
- b) State the **correct programme period** and click “**Save**” to save the amendments.

**Edit Claim Header**

Programme Period : Start - 22 December 2009 End - 22 December 2009

### C) Amend Assessment / Training Cost Per Participant

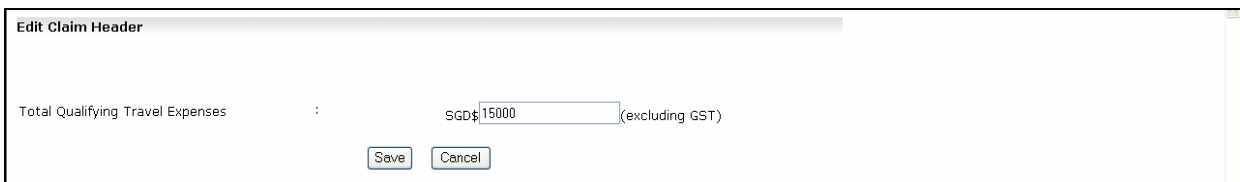
- To amend the assessment / Training cost per participant, click on the “**Edit**” hyperlink next to Assessment / Training Cost per Participant.
- State the correct Assessment Cost per Participant and click “**Save**” to save the amendments.



Assessment Cost Per Participant : SGD\$700 (excluding GST)

### D) Amend Total Qualifying Travel Expenses

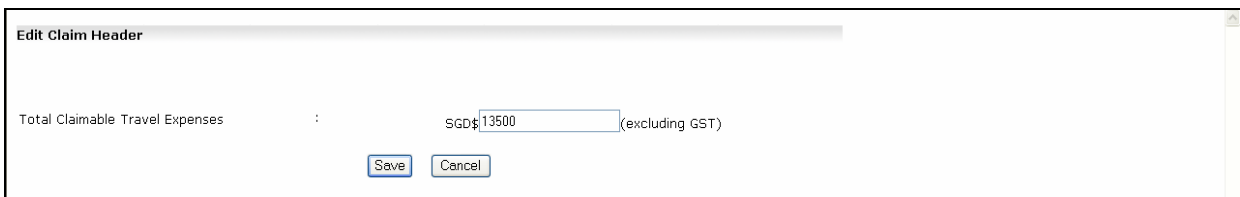
- To amend the total qualifying travel expenses, click on the “**Edit**” hyperlink next to Total Qualifying Travel Expenses.
- State the correct Total Qualifying Travel Expenses and click “**Save**” to save the amendments.



Total Qualifying Travel Expenses : SGD\$15000 (excluding GST)

### E) Amend Total Claimable Travel Expenses

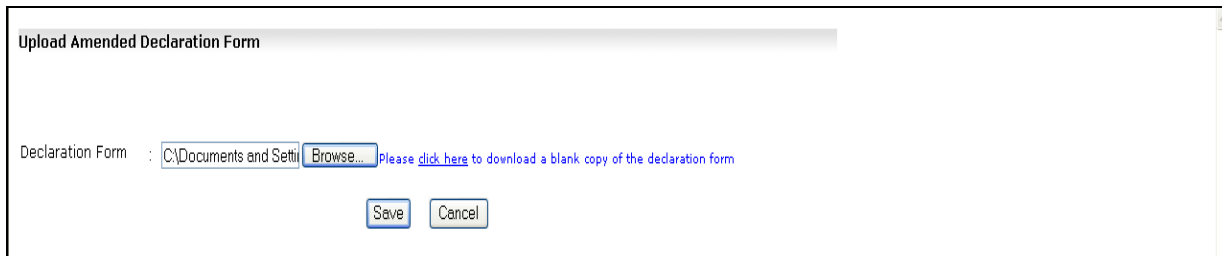
- To amend the total claimable travel expenses, click on the “**Edit**” hyperlink next to Total Claimable Travel Expenses.
- State the correct Total Claimable Travel Expenses and click “**Save**” to save the amendments.



Total Claimable Travel Expenses : SGD\$13500 (excluding GST)

## F) Upload an Amended Declaration Form

- To upload an amended declaration form, click on the “**Re-upload**” hyperlink next to Declaration Form.
- Select the amended declaration form and click “**Save**” to upload the amended declaration form.



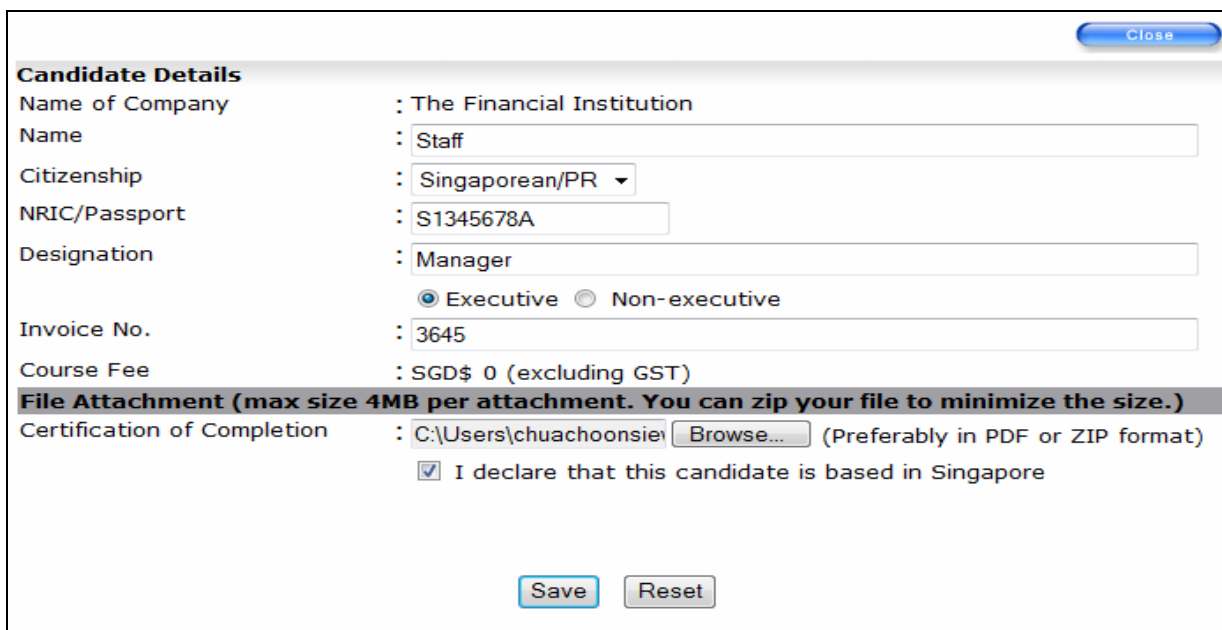
Upload Amended Declaration Form

Declaration Form : C:\Documents and Settings\... Browse... Please [click here](#) to download a blank copy of the declaration form

Save Cancel

## G) Amend Candidate’s Information

- To amend candidate’s information, click on the “**Modify**” hyperlink for the candidate.
- Amend the candidate’s details accordingly and click “**Save**” when completed.



Candidate Details

Name of Company : The Financial Institution

Name : Staff

Citizenship : Singaporean/PR

NRIC/Passport : S1345678A

Designation : Manager

Executive  Non-executive

Invoice No. : 3645

Course Fee : SGD\$ 0 (excluding GST)

**File Attachment (max size 4MB per attachment. You can zip your file to minimize the size.)**

Certification of Completion : C:\Users\chuachoonsie\... Browse... (Preferably in PDF or ZIP format)

I declare that this candidate is based in Singapore

Save Reset

## H) Delete Candidate(s) from Claim

- To delete candidate(s) from a claim, check the “**Delete**” box(es) for the candidate(s) and click on the “**Delete Candidate**” button.

b) Click “OK” to confirm the deletion of the selected candidate(s).



**Assessment Claim Details**

Name of Applicant : The Financial Institution  
 Assessment Service Provider : The Financial Institution [Edit]  
 Programme Period : Start - 22 Dec 2009 End - 22 Dec 2009 [Edit]  
 Programme Name : The In-house Developed Assessment Programme [Edit] Claim Amount : \$ 14,130.00 \*\*  
 Assessment Cost Per Participant : \$ 700.00 (excluding GST)\* [Edit]  
 Total Qualifying Travel Expenses : \$ 15,000.00 (excluding GST)\* [Edit]  
 Total Claimable Travel Expenses : \$ 13,500.00 \* [Edit]

Remarks :  
 \* Please [click here](#) to download, complete and print out a copy of the declaration form that you must upload when you submit this claim to IBF. Kindly note that this amount must tally with the amount in the declaration form.  
 \*\* You can only submit a maximum of \$100,000 in each claim. The remaining amount beyond \$100,000 should be submitted in another claim.

Name	NRIC	Designation	Citizen	Course Fees	Edit	Delete
Staff	S1345678A	Manager	S	\$700.00	Modify	<input checked="" type="checkbox"/>

Buttons: Add Candidate, Delete Candidate

Microsoft Internet Explorer dialog box: Confirm deletion of 1 checked candidate(s)?  
 Buttons: OK, Cancel

ii) When all necessary amendments are completed and the claim is ready for submission, click on “Back to Main Page” to return to the main page to submit the claim.

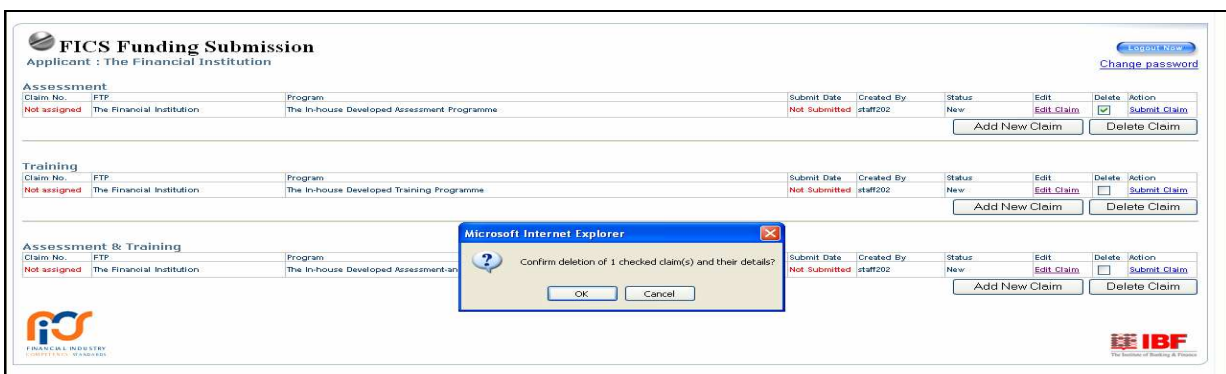
**Note:** When amending a returned claim, the initial documents that were already submitted need not be resubmitted unless changes are required in the documents. Re-uploading the documents again will overwrite the files that were previously submitted.

iii) Please refer to Section 3.4.4 on how to submit the claim.

### 3.4.3 Delete Claim

Only draft claims may be deleted (i.e. claims that have not been submitted to IBF). To delete a draft claim,

- i) Check the “Delete” box and click on the “Delete Claim” button.
- ii) Click on “OK” to confirm the deletion of the claim.



**FICS Funding Submission**  
 Applicant : The Financial Institution

Buttons: [Logout](#), [Change password](#)

Assessment	Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Assessment Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a> <input checked="" type="checkbox"/>	<a href="#">Delete Claim</a>	<a href="#">Add New Claim</a>	<a href="#">Delete Claim</a>

Training	Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Training Programme	Not Submitted	staff202	New	<a href="#">Edit Claim</a> <input type="checkbox"/>	<a href="#">Delete Claim</a>	<a href="#">Add New Claim</a>	<a href="#">Delete Claim</a>

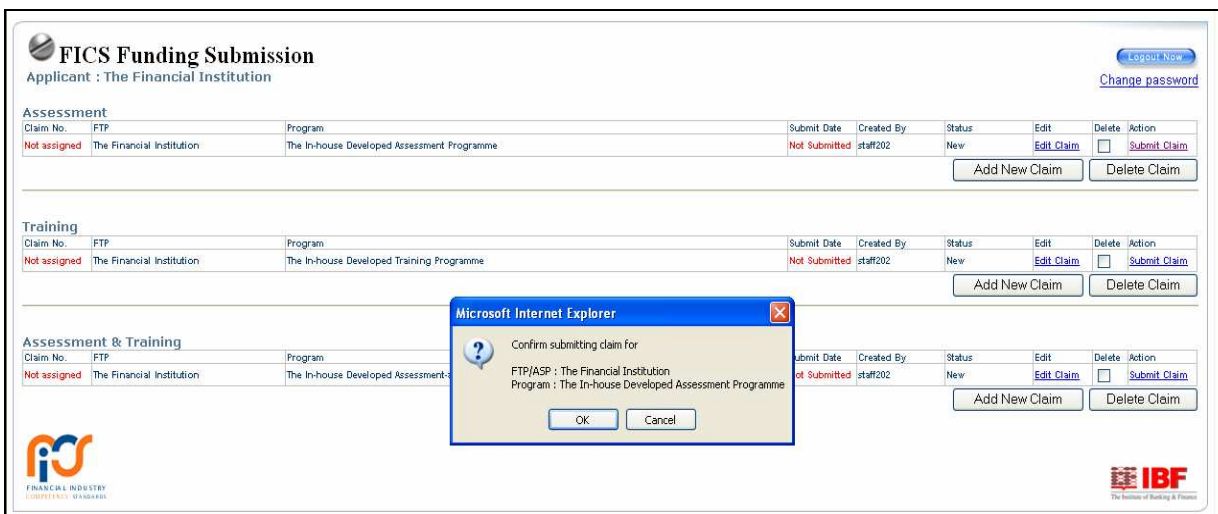
Assessment & Training	Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
Not assigned	The Financial Institution	The In-house Developed Assessment-an	Not Submitted	staff202	New	<a href="#">Edit Claim</a> <input type="checkbox"/>	<a href="#">Delete Claim</a>	<a href="#">Add New Claim</a>	<a href="#">Delete Claim</a>

Microsoft Internet Explorer dialog box: Confirm deletion of 1 checked claim(s) and their details?  
 Buttons: OK, Cancel

Logos: FICS Financial Industry, IBF The Institute of Banking & Finance

### 3.4.4 Submit Claim

- i) Click "**Submit Claim**" under the **Action** column and click "**OK**" to confirm the submission of the claim to IBF.



The screenshot shows the 'FICS Funding Submission' interface for 'Applicant: The Financial Institution'. It displays three sections: Assessment, Training, and Assessment & Training. Each section contains a table with columns for Claim No., Program, Submit Date, Created By, Status, Edit, Delete, and Action. A modal dialog box titled 'Microsoft Internet Explorer' is overlaid on the 'Assessment & Training' section, asking to confirm submitting a claim for 'FTP/ASP: The Financial Institution Program: The In-house Developed Assessment Programme'. The dialog has 'OK' and 'Cancel' buttons.

### Submission of a New Claim

- ii) **Browse and upload** the completed **declaration form and invoices**. Click on the **Submit** button to submit your claim.



The screenshot shows the 'Submit Declaration Form' page. It contains the following information:

- Training Centre : The Financial Institution
- Programme Name : The In-House Developed Program
- Programme Cost Per Training : 700
- Day Per Participant
- Number of Training Days : 3
- Total Claimable Travel Expenses : 13500

**File Attachment (max size 5MB per attachment)**  
Please ensure that all the following documents are scanned into one PDF file and uploaded:

- Duly completed, signed and stamped declaration form
- Relevant invoice(s) to support the amounts stated in the declaration form

Declaration Form and Invoices (in PDF format) :

If you have not completed the declaration form, please [click here](#) to download a blank copy of the declaration form

- iii) A claim number would be assigned to the submitted claim and the status column would display "Pending Review".

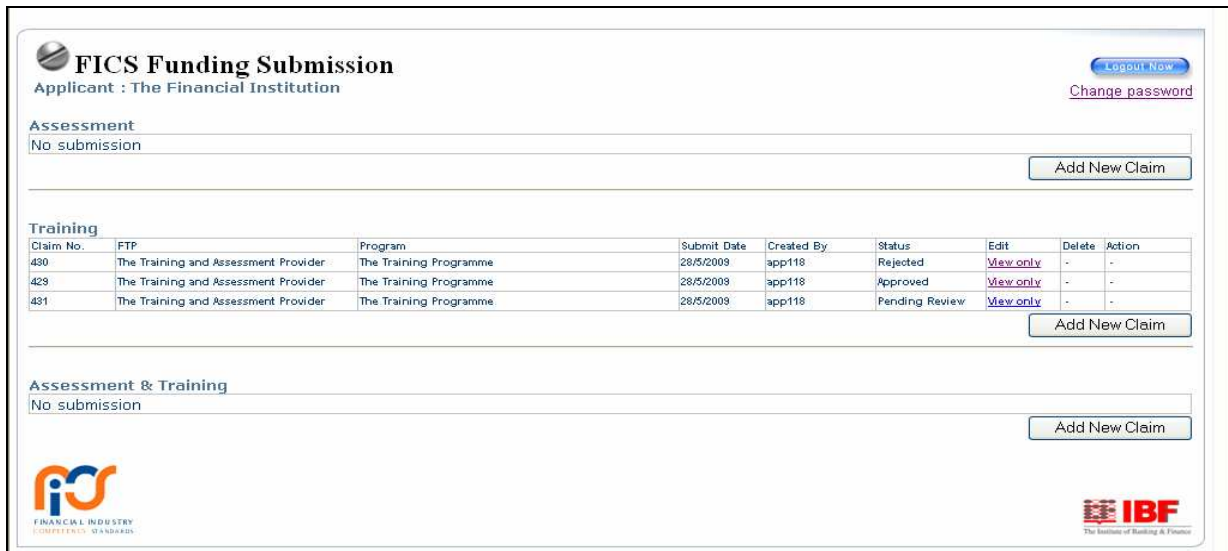
### Submission of an Amended Claim

- iv) There would be no change to the claim number and the status column would display "Pending Review".

### 3.4.5 View Submitted / Approved / Rejected Claim

The claimant would receive a notification email for submitted / approved / rejected claim. To view the claim details of a submitted / approved / rejected claim,

- i) Login and locate the claim, the claim will show “**Pending Review**” / “**Approved**” / “**Rejected**” in the **Status** column.



**FICS Funding Submission**  
Applicant : The Financial Institution

Assessment  
No submission

Training

Claim No.	FTP	Program	Submit Date	Created By	Status	Edit	Delete	Action
430	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Rejected	<a href="#">View only</a>	-	-
429	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Approved	<a href="#">View only</a>	-	-
431	The Training and Assessment Provider	The Training Programme	28/5/2009	app118	Pending Review	<a href="#">View only</a>	-	-

Assessment & Training  
No submission

- ii) Click on the “**View Only**” hyperlink to view the claim details.