User Guide for Online UTAP Application

UTAP
Union Training Assistance Programme

To apply for UTAP (Union Training Assistance Programme)
Step 1: Go to **http://skillsupgrade.ntuc.org.sg**. Click 'Apply Now' to log in
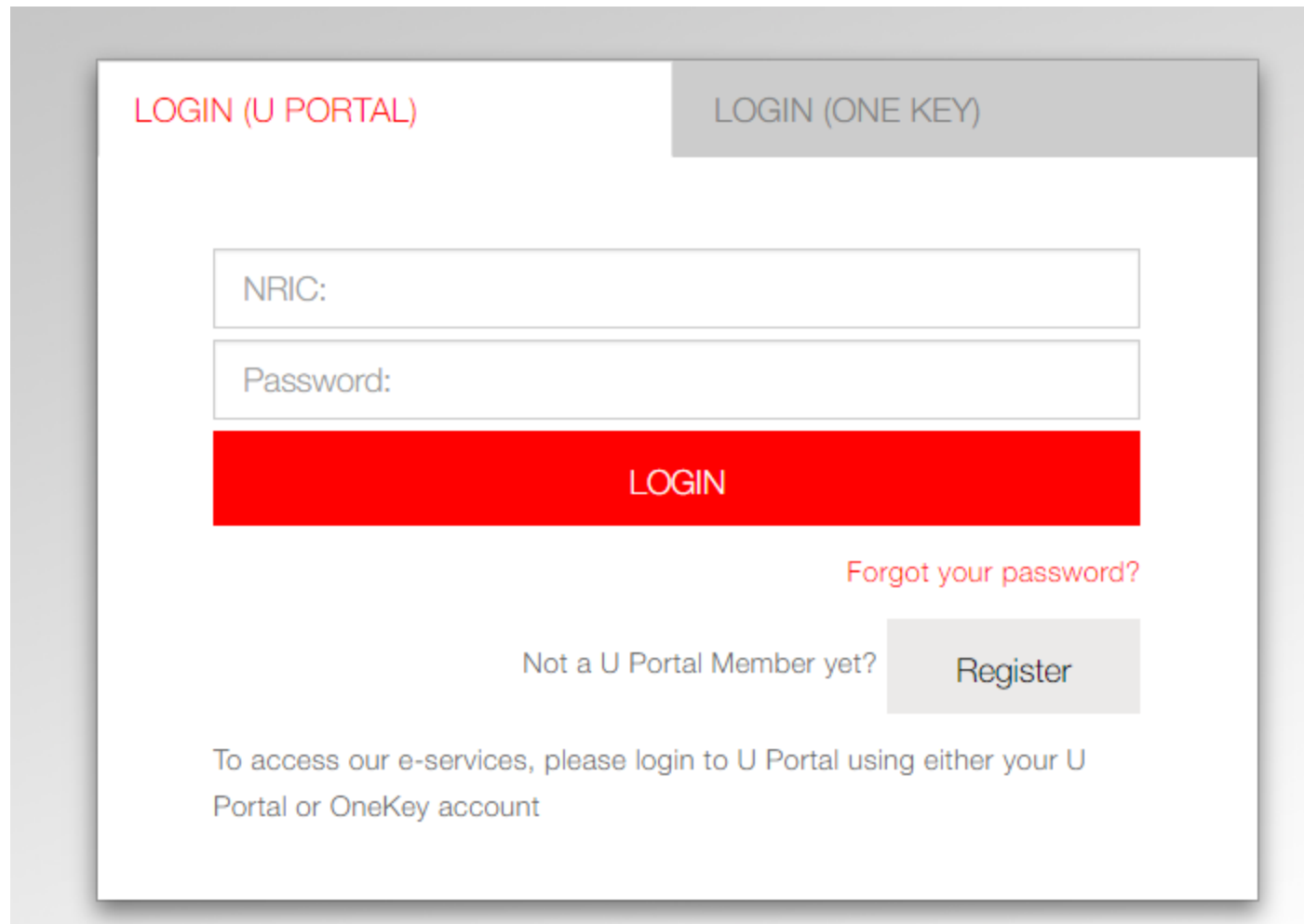
Please apply online within 6 months from course end

Step 2: Log in by entering your NRIC and Password.

LOGIN (U PORTAL)   LOGIN (ONE KEY)

NRIC:

Password:

LOGIN

Forgot your password?

Not a U Portal Member yet?   Register

To access our e-services, please login to U Portal using either your U Portal or OneKey account

Step 3: Click on the red arrow beside 'Read More'

Step 4: Declare membership status before proceeding
Check on either box and click 'Submit'. If non-member, you will be led to membership sign up page

Please note that this E-service hosted by NTUC requires a minimum (or higher) Web browser of **IE 9.0 and Chrome 30**.
We seek your understanding that we may not be able to resolve your issues due to constraints / restrictions implemented by your mobile device platform and browser.

Membership Declaration

Are you holding on to this card?

Yes   No

1

If you click Yes: Proceed with UTAP application

If you click No: You will be re-directed to sign-up for NTUC Membership

Submit   Cancel

2

Clicking on "Cancel" will bring you to NTUC U Portal Homepage

Step 5: Select 'Training Provider' & 'Course Name'
Select the 'Course Start Date', 'Course End Date', employment status
Indicate 'UTAP' as funding type

Online Application

- Click 'Cancel' to return to Membership declaration page
- Click 'Submit' will go to online detail form page

Nric: *

Name: *

Date of Birth: * _____ ▦ (dd-mm-yyyy)

Course Details

Training Provider: *   Select Training Provider ▼

Course name *   Select Course ▼

*If you are unable to find your UTAP/WTS SCHEME, SUPPORTED BY UTAP approved course, you may refer to this link to contact the respective training provider

Start Date: * _____ ▦

End Date: * _____ ▦

Employment Status: *   Select Employment Status ▼

Funding Type: *   Select Funding Type ▼

1 Select your course details & employment status

2 Please select UTAP

Step 6: Fill up the remaining information required (Part 1)

Applicant Details

Application ID:

Nric:

Name:

Date of Birth: ▦ (dd-mm-yyyy)

Status: Endorsed ▾

Applicant Address and Contact Details

Postal Code:*

BLK/House No: Floor/Unit No #

Street:

Building Name:

Contact No:*

Email:*

If your address/contact is incorrect please click here to update

1 Please ensure your address & contact is updated. If not, kindly update your particulars before submitting a new application.

Course Details

Training Provider: Centre For Seniors

Course name: READY Programme (Re-Employment: Equipping and Develop

Start Date: 02-06-2015 (dd-mm-yyyy)

End Date: 03-06-2015 (dd-mm-yyyy)

Latest Gross Monthly Salary:*

2 It is compulsory to enter your salary information

Step 7: Fill up the remaining information required (Part 2)
Click 'Submit' once you have completed all compulsory fields

Bank Account Information

Please update the bank account details and upload a copy of your bank statement if:
1) You wish to change the existing bank account information or
2) If there is no bank account information displayed

Please note the following:
1) We do not pay to third party's bank account
2) This bank account update will not replace your existing bank details if you are paying your union membership

Bank Name:* 7171-THE DEVELOPMENT BANK OF SINGAPORE LTD (DBS)

Bank Branch:* 7171-081-Post Office Savings Bank

Account Holder Name:*

Account Number:*

Copy of Bank Account Number:*   Browse...

Please submit a copy of your course certificate/tax invoice/statement of attendance to UTAP@e2i.com.sg with application ID as subject title: e.g. (A123456)
Disclaimer: Funding amount is an estimate of the subsidy provided and may differ from actual funding amount

Submit   Reset   Cancel

It is compulsory to upload your bank statement/passbook bearing your full name and account no. (only PDF/JPG allowed). File size be no larger than 2MB.

To credit to another bank account, please enter the account number.

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Note: If you have exceeded the 6 months time frame to apply, you will be prompted with this message:

Sorry, you are unable to proceed because you have exceeded the time frame to apply for UTAP (within 6 months after course ends). For assistance, please contact NTUC Membership Hotline at (65) 6213 8008 or e-mail to UTAP@e2i.com.sg

Click 'Cancel' to bring you back to NTUC U Portal home page

Note: If you have membership arrears or inactive membership, you will be prompted with a message:

Sorry, you are unable to proceed. Our records show you have membership arrears. Please contact NTUC Membership Hotline at (65) 6213 8008 for assistance

Continue   Cance

You can click "Continue" to proceed with the application.

In the meantime, please contact NTUC Membership at membership@ntuc.org.sg or your respective union (Ordinary Branch members) to check on your membership status.

Clicking on "Cancel" will bring you to NTUC U Portal Homepage.
No application will be submitted.

Note: Once submitted successfully, you will see the following message:

Sucessfully Submitted

Back to Home