

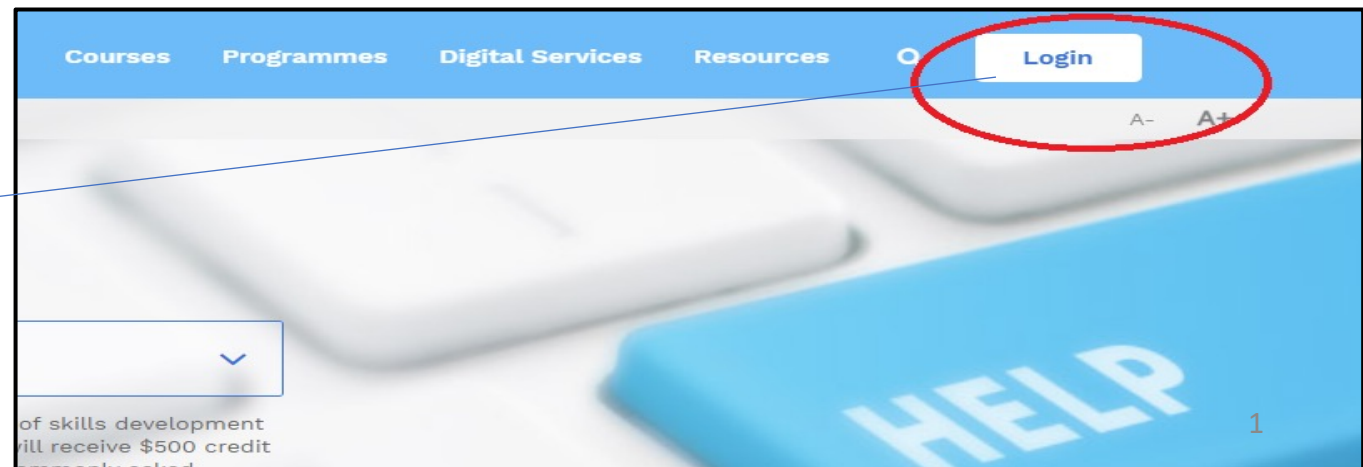
# How to submit SkillsFuture Claim?

Use this link: <https://www.skillsfuture.gov.sg/>

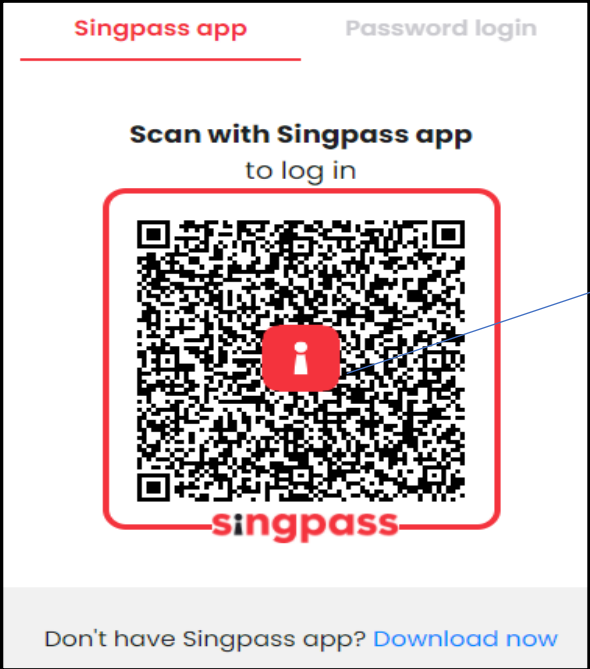
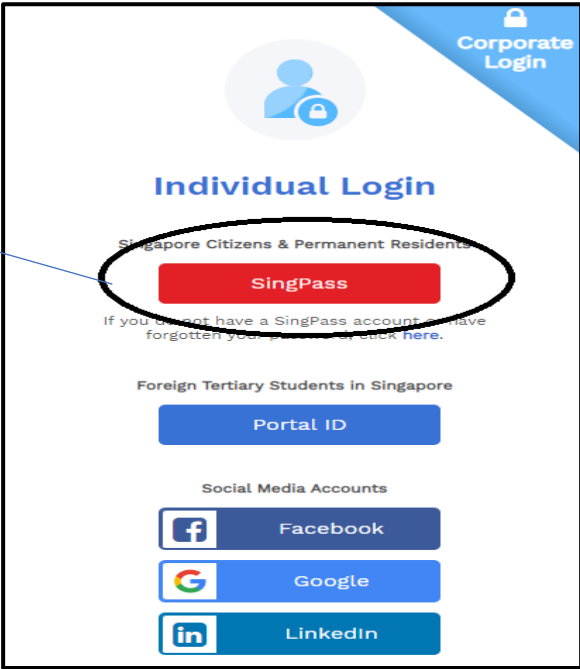
Step 1. Select e-services, SkillsFuture Credit



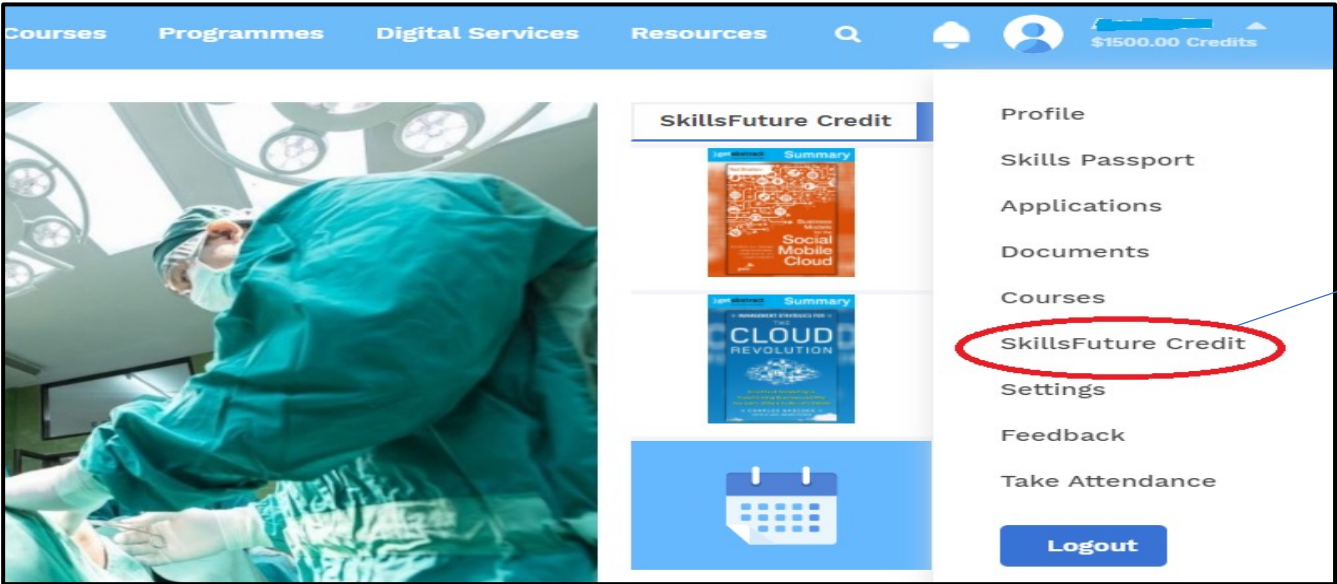
Step 2. Enter login



Step 3. Select SingPass



Step 4. Either login using SingPass App or Full NRIC & Password (OTP will be sent to your mobile phone)



Step 5. Update your Profile and Select SkillsFuture Credit

Step 6. Click on 'Proceed to Submit a Claim'

Account Details

Available SkillsFuture Credit	\$1,000.00
Available Career Transition Credit	\$500.00
Open Claims	\$0.00

Sort By [dropdown] 2021 [dropdown]

Claim Applications (0) Credit T

**Proceed to Submit a Claim**

Account Details

Available SkillsFuture Credit \$1,000.00

Available Career Transition Credit \$500.00

Open Claims \$0.00

**Claim Submission**

BEFORE YOU BEGIN

1. Complete your profile if this is your first time submitting a claim
2. Register for course and have the invoice/receipt issued by the training provider ready to be submitted
3. Check that your invoice/receipt contains the following:
  - Name as per NRIC
  - Name of training provider

Select a course

Search by Course Name/Ref No.  Search

Training Provider: COMFORT TRANSPORTATION PTE LTD

Step 7. Select a course under Training Provider. Enter Comfort Transportation Pte Ltd

**< Claim Submission**

**BEFORE YOU BEGIN** Guide and tips 

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**PRIVATE HIRE CAR DRIVER'S VOCATIONAL LICENCE (PDVL)**  
Course code: TGS-2017506751  
Training Provider: COMFORT TRANSPORTATION PTE LTD


Course Support Period(s):  
24/10/2019 to 31/03/2021



**TAXI DRIVER'S VOCATIONAL LICENCE (TDVL)**  
Course code: TGS-2017506750  
Training Provider: COMFORT TRANSPORTATION PTE LTD

Course Support Period(s):  
24/10/2019 to 31/03/2021


**Step 8. Select Course by clicking the "Arrow".**

**< Claim Submission**

**BEFORE YOU BEGIN** Guide and tips 

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**Enter course start date \***

18/03/2021 

When entering course start date for Massive Open Online Courses (MOOC) offered by:

- Overseas training providers, indicate course start date as the purchase date of the course
- Local training providers, indicate course start date as provided by the training provider

**Step 9. Enter the Course Start Date.**

Fee Payable By You (Including GST)

S\$

Amount Of Credit To Claim

S\$

**Step 10. Enter the claim amount accordingly into:-  
“ Fee Payable By You (Including GST) & Amount of Credit To Claim” as :-**

- TDVL:-\$243.00 (For both Fee Payable By You & Amount Of Credit To Claim)**
- PDVL:-\$135.00 (For both Fee Payable By You & Amount Of Credit To Claim)**
- PTCC:-\$129.60 (For both Fee Payable By You & Amount Of Credit To Claim)**
- BDVL:\$108.00 (For both Fee Payable By You & Amount Of Credit To Claim)**
- 3Hrs Taxi Refresher:-\$43.20 (For both Fee Payable By You & Amount Of Credit To Claim)**
- 5Hrs Taxi Refresher:-\$48.60 (For both Fee Payable By You & Amount Of Credit To Claim)**
- 3Hrs Private Hire Car Refresher \$43.20 (For both Fee Payable By You & Amount Of Credit To Claim)**

**Step 11. Upload the supporting documents  
To upload the “Registration of Course” Letter**

**Sample of Registration of Course letter.**

Comfort Transportation Pte Ltd  
City Car Rental  
Company Registration No. 10004040  
Company Registration No. 10004040

**REGISTRATION OF COURSE**

**Attendee Details**

Name: Trained's full name as per NRIC

**Course Details**

Course Name: Private Hire Car Driver's Vocational Licence Refresher Course (PRC)

Course Code: \_\_\_\_\_

Course Date: \_\_\_\_\_

**Training Venue:** ComfortDelGro Taxi Business Training Hub  
CityCar Building  
600 Sin Ming Ave  
Singapore 575723  
Level 4

**Fee Payable:**

Type of Fee	Amount
Course Fee	\$42.80 (GST included)
<b>Total</b>	<b>\$ 42.80 (GST included)</b>
<b>SPC CLAIMABLE AMT</b>	<b>\$ 42.80 (GST included)</b>
<b>BALANCE PAYMENT</b>	<b>\$ _____ (GST included)</b>

**Upload Supporting Documents \***

Please submit official invoices/ receipts as supporting documents.

Where payment details are available only in a foreign currency in the invoices/ receipts, please also provide your credit card or bank statement showing the Singapore Dollar equivalent paid

Tap to upload documents

0 KB/5MB

I have read and agreed to the [SkillsFuture Credit Terms & Conditions](#) \*

**Submit**

Click a tick

**Step 12. Enter Submit.**  
**A pop-up for your declaration will appear. Click on Agree and Submit.**

The screenshot shows the MySkillsFuture user interface. On the left, under 'Account Details', there are three summary cards: 'Initial Available Credits' at \$866.25, 'Available Career Transition Credit' at \$500.00, and 'Open Claims' at \$133.75. Below these are buttons for 'Proceed to Submit a Claim' and 'View Course Enrolments'. The main content area shows a claim for 'PRIVATE HIRE CAR DRIVER'S VOCATIONAL LICENCE (PDVL)' which is 'Approved'. Claim details include: Claim ID: 2002637128, Claim Amount: \$133.75, Pay To: Pay to TP, Course Start Date: 02/04/2022, and Training Provider: COMFORT TRANSPORTATION PTE LTD. A supporting document 'OMAR.pdf' (432.90 KB) is listed. At the bottom of the claim details are buttons for 'Cancel Claim' and 'View Less ^'.

**Step 13. Click onto "View More" to view the "Full Claim Details".**  
**Screen shot a copy of the "Approval".**