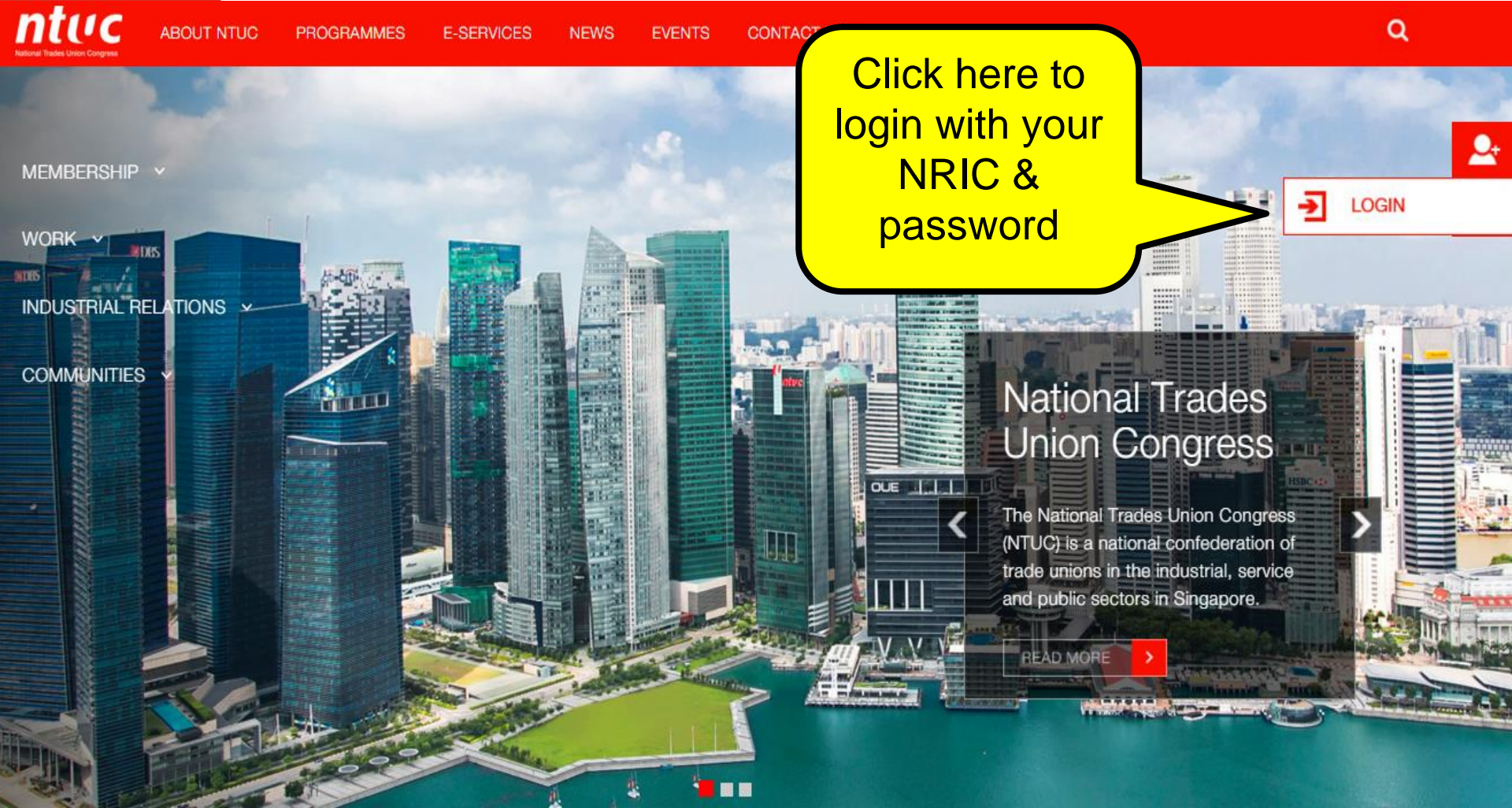


# *UTAP*

## Step-by-Step Application Guide

# Step 1: Login to your U Portal account



Click here to  
login with your  
NRIC &  
password

LOGIN

## National Trades Union Congress

The National Trades Union Congress (NTUC) is a national confederation of trade unions in the industrial, service and public sectors in Singapore.

READ MORE

# Step 2: Key in your NRIC and Password

If you do not have a U Portal account, you may click on this link to register

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

READ MORE



# Step 3: Click on e-Services, UTAP Application

## E-SERVICES

### Membership Signup

Sign up as a member and enjoy workplace protection, career placement and progression support as well as indulge in a wide range of exciting privileges today!

### Refer A Friend

### Membership Renewal

### PDPA - Update Particulars

### PDPA - Access Report

### Care & Share Services

### Consent to Marketing Messages

### Event Registration

### Holiday Facilities

### LinkPoints / Rebates / UTAP Balance

### UTAP Application

#### BE A MEMBER

NTUC Membership is open to anyone above 16 years of age, except personnel from Singapore Police Force, Singapore Prisons, Auxiliary Police bodies, foreign domestic workers and full-time students. **Please note that the NTUC membership fee is \$117 per annum** (\$9 per month from Jan-Nov & \$18 in Dec)

NRIC/FIN\*

FULL NAME\*

Mobile Number\*

Date of Birth:\*

Day

Month

Year

All fields with (\*) are mandatory.

Submit

Click here to apply for  
UTAP

## E-SERVICES

Membership Signup

Refer A Friend

Membership Renewal

PDPA - Update Particulars

PDPA - Access Report

Care & Share Services

Consent to Marketing Messages

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Holiday Facilities

LinkPoints / Rebates / UTAP Balance

UTAP Application

UTAP is a training benefit for NTUC members to defray their cost of training. Login to apply for courses supported under UTAP now!

Click 'Read More' to proceed

## UTAP Application

UTAP is a training benefit for NTUC members to defray their cost of training. Login to apply for courses supported under UTAP now!

READ MORE



# Step 4: Declare your NTUC Membership



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.

Click 'Yes' to proceed

## Membership Declaration



Are you holding on to this card?

Yes

No

Click 'No' if you are not an NTUC member. You will be re-directed to the membership sign up page

Submit

Cancel

# Step 5: Fill in your course information

## Course Details

Training Provider: \*

Course name \*

*\*With effect from 1 Oct 2015, we only accept applications for training allowance under <http://skillupgrade.ntuc.org.sg/> for more information.*

Start Date: \*

End Date: \*

Employment Status: \*

Funding Type: \*

Select your training provider and course. If the training provider's name is not in the drop-down list, try looking under 'Employment and Employability Institute'.

Select your employment status, followed by 'UTAP' as funding type.

## Terms and Conditions

### DEFINITIONS

Unless the context otherwise requires, the following definitions shall apply for the purposes of this Agreement:

This "Agreement" refers to these Terms and Conditions which may be amended, modified or varied by NTUC or e2i from time to time.

"National Trades Union Congress", "NTUC" or words importing a similar effect refers to the National Trades Union Congress, a federation of trade unions in the republic of Singapore and registered under the Trade Unions Act, Cap 333.

\* I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions

Submit

Reset

Cancel

# Step 6: Check that your particulars are correct

## Applicant Details

Application ID:

Nric:

Name:

Date of Birth:   (dd-mm-yyyy)

Status:

## 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

## Course Details

Training Provider:

Course name:

Start Date:  (dd-mm-yyyy)

End Date:  (dd-mm-yyyy)

Latest Gross Monthly Salary: \*



# Step 7: Ensure your bank account information is correct

It is compulsory to upload your bank statement/passbook with your full name and account no. (only PDF/JPG allowed). File size should not be bigger than 2MB.

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

## 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 fees via monthly GIRO.

Bank Name:\*

Bank Branch:\*

Account Holder Name:\*

Account Number:\*

Copy of Bank Account Number:\*

Please note that your application may be subjected to audit checking, as and when requested by e2i/NTUC via e-mail. You may be required to submit supporting documents (i.e. course fee receipt, tax invoice, certificate) to substantiate your claims.

Submit

Reset

Cancel

# Step 8: When you're ready, click 'Submit'



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.



Successfully Submitted

[Back to Home](#)

→ Upon successful submission, you will receive an e-mail notification on your application status.

You may be required by NTUC/e2i to submit supporting documents.

If all in order, you will receive your UTAP funding within 4 to 6 weeks by GIRO or cheque (if your bank account information cannot be verified).

# UTAP Application Status

You may go to the 'E-SERVICES' tab at Home Page. Click on 'LinkPoints/Rebates/UTAP Balance' to track the status of your claims.

Update Particulars

Hi \_\_\_\_\_, you have \_\_\_\_\_ remaining UTAP Amount to claim!

## Past Application

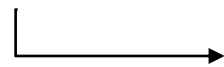
Application ID	Course Name	Date Start	Date End	Application Status	UTAP Fund			
_____	_____	06-01-2015	01-02-2015	_____	\$250.00			
_____	_____	10-12-2014	12-12-2014	_____	\$250.00			

Make New Application

# Error Messages



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](mailto:UTAP@e2i.com.sg)



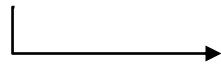
Late applications will be rejected. Click 'Cancel' to go back to Home Page.



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

Cancel



You may click "Continue" to proceed with your UTAP application, which will be on-hold until you have cleared your membership arrears.

Clicking on "Cancel" will bring you back to Home Page. No application will be submitted.

# Contact Us

**For more information, you may contact:**

## **Membership Enquiries**

Submit your enquiry [online](#)

Hotline: (65) 6213 8008

*Ordinary Branch members can contact your respective union for assistance.*

## **Course Funding Enquiries**

Email: [UTAP@e2i.com.sg](mailto:UTAP@e2i.com.sg)

## **NTUC Members' Hub**

No. 1, Marina Boulevard

#B1-01, One Marina Boulevard, Singapore 018989

Operating hours:

Monday - Friday: 9.00am to 6.00pm

Saturday: 9.00am to 2.00pm

Closed on Sundays & Public Holidays.