

WDA.IFD.16.9.0.C.V19

5 August 2009

Dear Sir/ Mdm

NOTICE ON THE UPDATE OF UNIQUE ENTITY NUMBER (UEN) AND NRIC FIELDS UNDER SDF EASYNET (SEN)

1 On 1 November 2008, the Singapore Workforce Development Agency (WDA) launched Phase 1 of the SkillsConnect system, an e-portal which serves as a central gateway for our business partners (i.e. training organisations and companies) to apply for accreditation of WSQ and NSRS courses. Phase 2 of the SkillsConnect system, which provides for applications and claims on training assistance, is currently under development with more information to be released closer to its launch date.

2 As part of our on-going communications to update our business partners, we would like to highlight two (2) important features which are crucial to the deployment of Phase 2 of the SkillsConnect system:

i) **Unique Entity Number (UEN)**

From 1 January 2009, all entities that are registered in Singapore, such as businesses, local companies, limited liability partnerships (LLPs), societies, representative offices, healthcare institutions and trade unions, would have been issued an Unique Entity Number (UEN) as its identification number. The UEN shall be used for your interaction with government agencies and shall replace all other identification numbers previously issued to you by different government agencies such as ACRA.

As part of the conversion exercise, WDA would be converting all entities' registered identification numbers in the current SDF EasyNet System to UENs in preparation for access to the SkillsConnect system.

ii) **NRIC Numbers of Organisation CEO and Contact Person**

Only authorised personnel who are employees of and representing the Organisation will be allowed to transact in the SkillsConnect system on behalf of the Organisation via SingPass.

3. Registered users of the SDF EasyNet System will have to do the following:

- i) update the NRIC field to the CEO and contact person particulars
- ii) ensure that the particulars are the same as that in your Organisations' records in e-Services Authorisation System (EASY) now. For details on EASY, please go to:
<https://mytax.iras.gov.sg/ESVWeb/default.aspx?target=EASYHome>

In addition, please note that the contact person will be the appointed Management Representative as he/she will then be the authorised personnel to transact on behalf of your Organisation in the SkillsConnect system subsequently.

4. This exercise will commence from **11 August 2009**. You will be prompted to enter the NRIC numbers upon logging in to the current SDF EasyNet system. This information will then be stored and there will not be further prompts for future logins.

5. Should you require further clarification, please do not hesitate to contact us at 6883 5885 or email at wda_sdf@wda.gov.sg.

Yours faithfully,
Sharon Tan (Ms)
for Chief Executive
Singapore Workforce Development Agency

This is a computer-generated letter. No signature is required.