



Skills Future Credit Claims for Our Courses

Before you make any claims, please ensure the following:

- Sign up for the courses you want on our website at <https://www.smittencoffeetea.com/store/c4/Courses.html>
- Make sure the courses are marked “Skills Future Claimable” as these are the courses that you can claim for.
- Choose the dates you want and make the purchase online, and choose the option of whether you want to claim for the full course fees or partial payment. The course will show as \$0 when you choose this option.
- Please sign with your name as shown on your NRIC, and include your NRIC number in the reference field so that we can match your registration to your SkillsFuture credit claim.
- If you are joining the class as a group, please have all participants sign up separately for the class as each person will need their own signup confirmation email for SkillsFuture claims.
- If you are only making partial claim of the course fees, you will be required to make a payment of the balance by Paynow to UEN 201230549G (company name Necessary Provisions Pte Ltd). Please include your NRIC number in the reference field when you make the Paynow transfer.

The following submissions can be made only 2 months before the course start date:

- Login to your Skills Future account with Singpass at www.myskillsfuture.sg
- Click on Digital Services > Claim SkillsFuture Credits.
- Search for “Necessary Provisions Pte Ltd” under Training Provider, and the courses available will be listed.
- Select the course date you have signed up for and enter course fees of \$331.70 (GST inclusive) and enter the amount of SkillsFuture credit you will like to claim.

Claim Submission

BEFORE YOU BEGIN Guide and tips

Payment Details *

Fee Payable By You (Including GST)	Amount Of Credit To Claim
S\$ 331.70	S\$ 331.70

Your claim may be rejected if fees payable by you is greater than actual course fee.

- You can use screenshot of the email confirmation you receive when you registered for the class as supporting document for the claim.
- Your SkillsFuture credit claim will be made directly to us.

Other things to note:

- If you choose to take the certification by Specialty Coffee Association (SCA) course, it is mandatory that you sign up for a SCA Learner's Account at <https://scae.com/registration>. Select from the "Create an Account" dropdown menu "Become a Learner" and go through the registration process
- We will need your Learner Number for the certificate to be issued. Please email us your Learner Number to hello@smittencoffeetea.com, or just give it to us on the first day of your course.