

UTAP - Union Training Assistance Programme

Guide for:

1. How to log into UTAP portal – Page 2
2. How to submit Course Fee claim – Page 6
3. How to submit AI Tool Subscription claim – Page 13
4. How to find UTAP supported courses/AI Tools – Page 20
5. How to check your UTAP balance and application history – Page 25
6. Contact us – Page 31

UTAP Guide #1 :

How to log into UTAP portal

How to log into UTAP Portal

Step 1: Go to <https://www.ntuc.org.sg>

Step 2: Click on “E-Services”

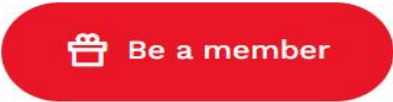


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NTUC Union Membership

Get a sign-up gift worth up to \$117* when you apply now!



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How to log into UTAP Portal

Step 3: Click on “Apply here” under Union Training Assistance Programme (UTAP)



E-Services

Union Training Assistance Programme – UTAP

Apply for UTAP training benefit to defray your training costs.

[Apply here](#)

Membership E-Statement

View your Membership information, UTAP balance and application history.

[View here](#)

Update Particulars

Update your personal particulars and employment information to receive updated information.

[Update here](#)

Workplace Advisory

Get advice and assistance on workplace issues.

[Submit a case](#)

U Care Assistance Programmes – OneCare Portal

Apply for U Care Assistance Programmes.

[Apply here](#)

How to log into UTAP Portal

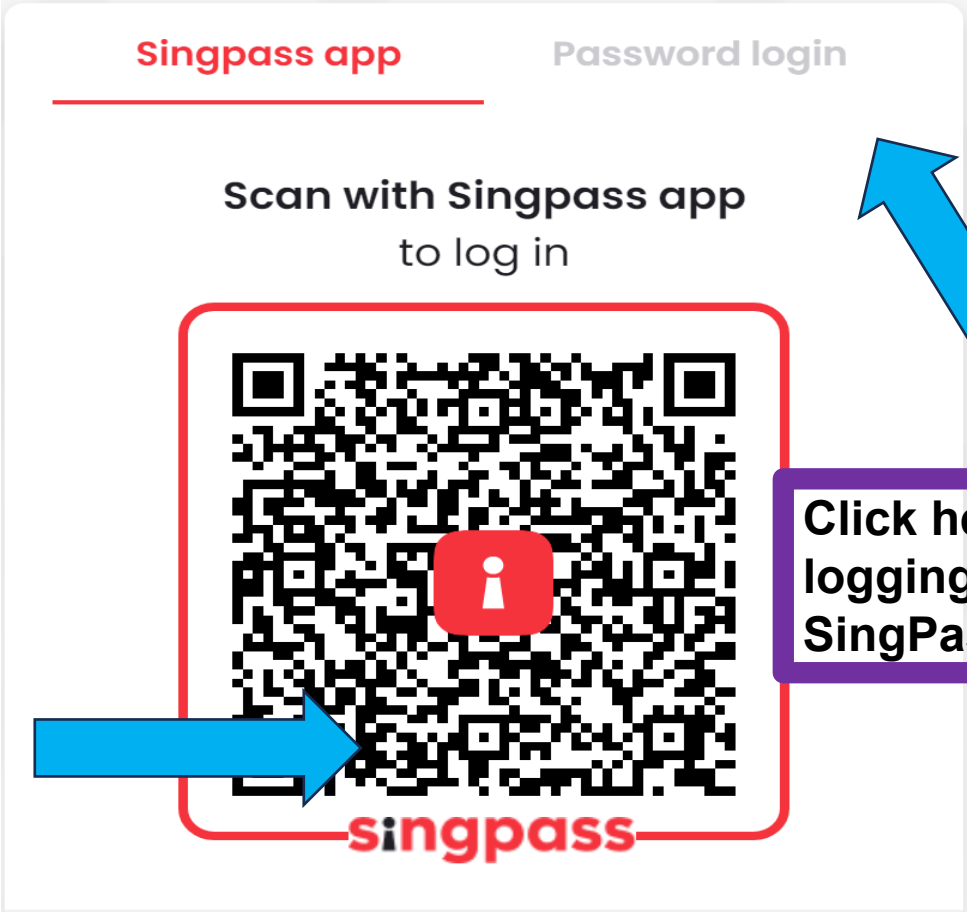
Step 4: You'll be led to a new page. Click on "Log in with SingPass"

Step 5: Log in with your SingPass account

Log in with singpass

Do not challenge me for the next 30 minutes

Scan the QR code if you are logging in with your SingPass Mobile App.



Click here if you are logging in with your SingPass Password.

UTAP Guide #2 :

How to submit Course Fee Claim

How to submit Course Fee claim Step 1 : Click on “Course Fee claim”

Union Training Assistance Programme - UTAP



COURSE FEE CLAIM

AI TOOLS SUBSCRIPTION CLAIM

FIND A COURSE / AI TOOL SUBSCRIPTION

Members may suggest new AI tools via [this link](#). All submissions are reviewed once every 3 months.

To check your UTAP balance, please [click here](#).

How to submit Course Fee claim

Step 2: Please ensure that your contact details are correct. Please click on the “Link” if you need to update your profile

Course Fee Claim

- ▶ Click 'Cancel' to return to home page.
- ▶ Click 'Reset' to reset the form to initial stage.
- ▶ Click 'Next' will go to online detail confirmation page.

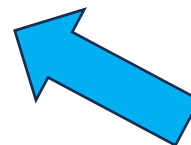
Applicant Details

Name*:

Email*:

Contact No*:

If you wish to update your email or other personal details, please visit [Link](#)



Click “ [Link](#) ” to navigate to your personal profile page to perform update.

How to submit Course Fee claim

Step 3: Fill course details. All fields are mandatory

Step 4: Upload course supporting documents

Course Details

Training Provider *:

Select Training Provider

Course Name *:

Select Course

Start Date *:

DD/MM/YYYY

End Date *:

DD/MM/YYYY

Nett Fee Paid*:

Numerical numbers only

Disclaimer: The UTAP amount displayed is the calculated UTAP benefit based on your submission. This may be adjusted during review.

Upload Supporting Documents

Maximum 5MB per file

Proof of Payment (Course Invoice/Receipt) *:

Choose File | No file chosen

Proof of Completion (Certificate/Result Slip) *:

Choose File | No file chosen

Select the training provider and course name

Select the course start and end dates

Key in the course fee amount that you had paid

Upload supporting documents in the format of JPEG/ JPG/ PDF/ PNG. Each file size should be less than 5 MB.

How to submit Course Fee claim

Step 5: Fill in your bank details if it is not auto-filled

Bank Account Information

Please review your bank account details as displayed. If there is a change in bank account or no information displayed, you are required to update your bank account details and upload a copy of your bank account statement (clearly showing both your full name and the bank account number).

Please note that:

1. We do not credit monies into a third party's bank account
2. You are required to provide a valid bank account number that belongs to you. It is your responsibility to ensure that the bank details entered in the application are correct.
3. We will credit payment by Interbank GIRO into your bank account as declared by you.

Bank Name *:

Select Bank Name

Account Holder Name *:

Account Number *:

Bank Book Cover/Bank Statement *:

Choose File

To upload e

containing account number and name.

Click on “**Next**” to proceed to Preview page.

Cancel

Next

Reset

How to submit Course Fee claim

Step 6: Check all information are accurate in the Preview page.

Step 7: Scroll down to read the Terms and Conditions and check the box.

Click the “Submit” button to submit the claim.

Course Fee Claim

- ▶ Click 'Cancel' to return to home page.
- ▶ Click 'Reset' to reset the form to initial stage.
- ▶ Click 'Next' will go to online detail confirmation page.

Preview page

Applicant Details

Name*:

Email*:

Contact No*:

If you wish to update your email or other personal details, please visit [Link](#)

Course Details

Training Provider *:

Course Name *:

Start Date *:

End Date *:

Nett Fee Paid*:

Terms and Conditions

Terms and Conditions

Service Agreement on UTAP

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.

* I hereby declare that all information provided is true and correct and agree to abide and be bound by the terms and conditions

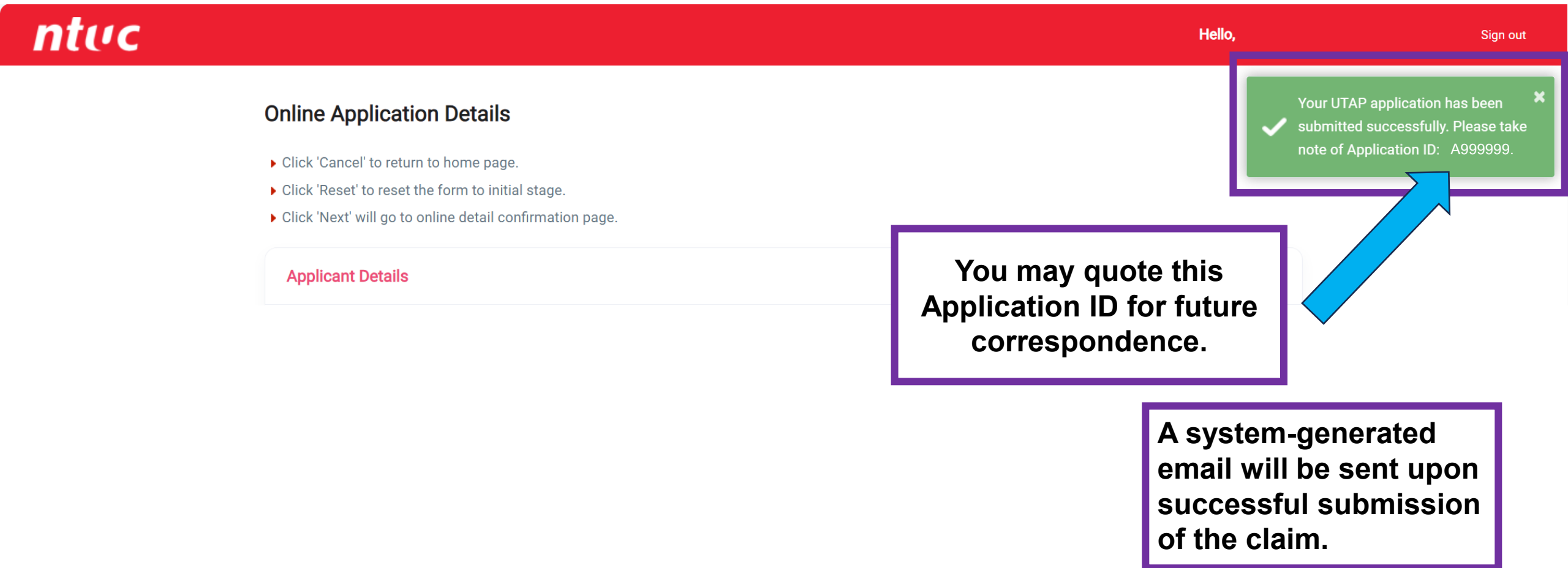
Click on "Submit"

Cancel Back **Submit**

Select the checkbox

How to submit Course Fee claim

Step 8: Upon successful submission, please note of the Application ID Number at the top right-hand corner of the page.



The screenshot shows the 'ntuc' logo in the top left corner of a red header bar. On the right side of the header, it says 'Hello,' and 'Sign out'. Below the header, the page title is 'Online Application Details'. Underneath, there are three bullet points: 'Click 'Cancel' to return to home page.', 'Click 'Reset' to reset the form to initial stage.', and 'Click 'Next' will go to online detail confirmation page.'. Below the bullet points is a section titled 'Applicant Details'. On the right side of the page, there is a green notification box with a checkmark icon and the text: 'Your UTAP application has been submitted successfully. Please take note of Application ID: A999999.'. A blue arrow points from a callout box to this notification. The callout box contains the text: 'You may quote this Application ID for future correspondence.'. Below this callout is another callout box with the text: 'A system-generated email will be sent upon successful submission of the claim.'

UTAP Guide #3 :

How to submit AI Tool Subscription claim

How to submit AI Tool Subscription claim

Step 1 : Click on “AI Tool Subscription claim”

Union Training Assistance Programme - UTAP



COURSE FEE CLAIM

AI TOOLS SUBSCRIPTION CLAIM

FIND A COURSE / AI TOOL SUBSCRIPTION

Members may suggest new AI tools via [this link](#). All submissions are reviewed once every 3 months.

To check your UTAP balance, please [click here](#).

How to submit AI Tool Subscription claim

Step 2: Page will be displayed based on whether you have submitted an AI course claim before.

AI Tool Details



If you have submitted an AI course claim, you will be directed to the AI Tool Details section. Please proceed to Page 17.

AI Tool Name *:

Subscription Start Date *:

Subscription End Date *:

Nett Fee Paid *:

Disclaimer: The UTAP amount displayed is the calculated UTAP benefit based on your submission. This may be adjusted during review.

* I declare that I have subscribed to the AI tool being claimed and that it is strictly for my own use and not shared with or used by any other party.

Attended UTAP Approved AI Course?*: Yes No

AI Course Details

Training Provider *:

If you have attended an AI course under LXP, please select training provider "Employment and Employability Institute".

Course Name *:

AI Course Start Date *:

AI Course End Date *:

If you have not submitted an AI course claim, you will be directed to the AI Course Details section. Please proceed to Page 16.

Upload Supporting Documents

Maximum 5MB per file

Proof of Completion (Certificate/Result Slip) *:

How to submit AI Tool Subscription claim

This section is not required if an AI course claim has already been submitted.



Step 3: Fill in the AI Course details. All fields are mandatory

Step 4: Upload proof of completion

Attended UTAP Approved AI Course?*: Yes No

If you select "No", you will not be eligible to proceed

AI Course Details

Training Provider *:

If you have attended an AI course under LXP, please select training provider "Employability Institute".

Course Name *:

AI Course Start Date *:

AI Course End Date *:

Select training provider and course

Select course Start and End date

Upload Supporting Documents

Maximum 5MB per file

Proof of Completion (Certificate/Result Slip) *: No file chosen

Upload supporting documents in the format of JPEG/ JPG/ PDF/ PNG. Each file size should be less than 5 MB

How to submit AI Tool Subscription claim

Step 5: Fill in the AI Tool details. All fields are mandatory

Step 6: Upload proof of payment

AI Tool Details

AI Tool Name *:

Subscription Start Date *:

Subscription End Date *:

Nett Fee Paid *:

Select AI tool Subscription

Select Subscription Start and End date

If payment was made in SGD: Enter the exact amount shown on your invoice or receipt

Disclaimer: The UTAP amount displayed is the calculated UTAP benefit based on your submission. This may be adjusted during review.

* I declare that I have subscribed to the AI tool being claimed and that it is strictly for my own use and not shared with or used by any other party.

Upload Supporting Documents For AI Tool Subscription

Upload supporting documents in the format of JPEG/ JPG/ PDF/ PNG. Each file size should be less than 5 MB

If payment was made in a foreign currency (e.g. USD): Enter the SGD amount reflected in your bank statement

Maximum 5MB per file

Proof of Payment (AI Tool Subscription Invoice/Receipt) *: No file chosen

How to submit AI Tool Subscription claim

Step 7: Check all information are accurate in the Preview page.

Step 8: Read the Terms and Conditions and check the box.

Click the “Submit” button to submit the claim.

Claim for AI Tool Subscription

- ▶ Click 'Cancel' to return to home page.
- ▶ Click 'Reset' to reset the form to initial stage.
- ▶ Click 'Next' will go to online detail confirmation page.

Preview page

Applicant Details

Name*:

Email*:

Contact No*:

If you wish to update your email or other personal details, please visit [Link](#)

AI Tool Details

AI Tool Name *:

Subscription Start Date *:

Subscription End Date *:

Nett Fee Paid *:

UTAP Amount:

Disclaimer: The UTAP amount displayed is the calculated UTAP benefit based on your submission. This may be adjusted during review.

* I declare that I have subscribed to the AI tool being claimed and that it is strictly for my own use and not shared with or used by any other party.

Terms and Conditions

Terms and Conditions

Service Agreement on UTAP

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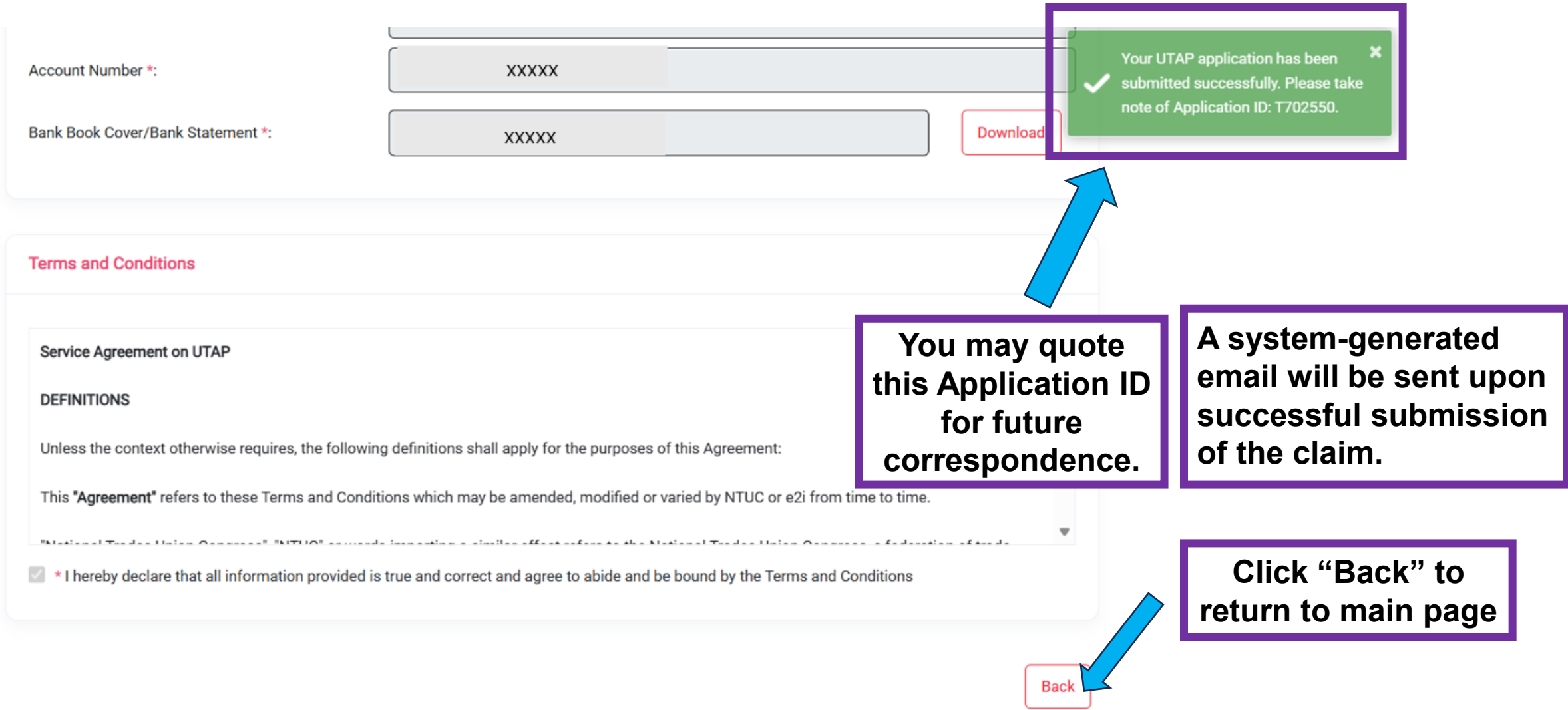
* I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions.

Click on
“Submit”

Select the
check box

How to submit AI Tool Subscription claim

Step 9: Upon successful submission, please note of the Application ID Number at the top right-hand corner of the page.



The screenshot shows a web form with two input fields: "Account Number *" containing "XXXXX" and "Bank Book Cover/Bank Statement *" containing "XXXXX". A "Download" button is visible next to the second field. A green notification box in the top right corner states: "Your UTAP application has been submitted successfully. Please take note of Application ID: T702550." Below the form is a "Terms and Conditions" section with a "Service Agreement on UTAP" and "DEFINITIONS" sub-section. A checkbox at the bottom is checked and labeled: "* I hereby declare that all information provided is true and correct and agree to abide and be bound by the Terms and Conditions". A "Back" button is located at the bottom right. Three callout boxes with purple borders and black text provide instructions: one points to the notification box, another points to the "Back" button, and a third points to the "DEFINITIONS" section. A blue arrow points from the "Back" button towards the notification box.

You may quote this Application ID for future correspondence.

A system-generated email will be sent upon successful submission of the claim.

Click "Back" to return to main page

UTAP Guide #4 :

How to find UTAP supported courses/AI Tools

1. Via Membership Log in – Page 21
2. Via Website – Page 23

Via Membership Log in

How to find UTAP supported courses/AI Tools

Step 1 : Click on “Find A Course / AI Tool Subscription”

Union Training Assistance Programme - UTAP



COURSE FEE CLAIM

AI TOOLS SUBSCRIPTION CLAIM

FIND A COURSE / AI TOOL SUBSCRIPTION

Members may suggest new AI tools via [this link](#). All submissions are reviewed once every 3 months.

To check your UTAP balance, please [click here](#).

How to find UTAP supported courses/AI Tools

Step 2: Select the checkbox next to the AI course and click "Search".

For other UTAP courses, you may proceed without selecting any checkbox



Search Course / AI Tool

Please contact the training provider for more information about the course.

Training Provider

Course Title / AI Tool Name

Industry

AI Course

Search Course / AI Tool

Please contact the training provider for more information about the course.

Training Provider

Course Title / AI Tool Name

Industry

AI Course

If you are interested in a course that is not found here, the Training Provider may submit the course application to utap_tp_support@ntuc.org.sg.

Or, you may write in to UTAP@e2i.com.sg for advice on courses eligible for UTAP.

List of UTAP Supported Courses/ AI Tools

10 entries per page Search:

Course Title	Training Provider	Effective Date	Expiry Date	Industry
XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX

Via Website

How to find UTAP supported courses/AI Tools

Step 1: Go to <https://www.ntuc.org.sg>

Step 2 : Navigate to “How we help”



Memberships / NTUC Membership

NTUC Union Membership

Get a sign-up gift worth up to \$117* when you apply now!

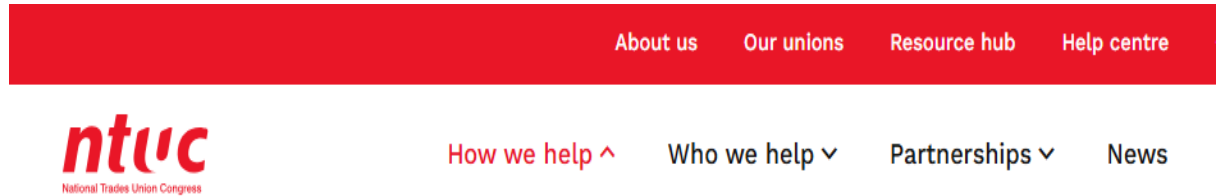
 Be a member



Work, live, and play with NTUC Union Membership



Step 3: Select “Explore all programmes”



More than a trade union

Here to make life better for every worker in Singapore, from all walks of life. Find a programme that suits your needs.

[Explore all programmes >](#)

Develop your career

Get a headstart, upgrade and upskill to stay relevant and competitive

Protect your work rights

Tap on support and advisory services to safeguard your interests

Care for your family and health

Gain access to benefits for every family member

How to find UTAP supported courses/AI Tools

Step 4: Click on the “Learn more” under Union Training Assistance Programme (UTAP)

Step 5: Scroll down the page to “How to submit UTAP Claim?” section and select “UTAP supported courses



- How we help ▾
- Who we help ▾
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- News
- Events
- Memberships ▾
- Q Search

All Programmes

All Programmes

Topics ▾

1 - 10 of 32 results

Popularity ▾

Audience ▾

NTUC Starter Membership

Slay your day-to-day with NTUC Starter's Work, Live and Play perks!

[Learn more >](#)

Union Training Assistance Programme (UTAP)

Receive funding in your journey to upskill or reskill

[Learn more >](#)

Version5/May2026

Overview

Who can apply

How to apply

course/ assessment commencement, throughout the entire course/ assessment duration and at the point of claim.

How to submit UTAP Claim?

Step 1: Check for **UTAP supported courses.**

Step 2: Register for course with training provider and attend training. For course information and enrolment, please contact the training provider.

Step 3: Log in using Singpass and submit **UTAP/UTAP-Lite claim** within 6 months after course completion. Late claims will be rejected.

UTAP Guide #5 :

How to check your UTAP balance and application history

1. Via Membership Log in – Page 26
2. Via Website – Page 29

Via Membership Log in

How to check your UTAP balance and application history

Step 1 : Access the link below to view your UTAP balance

Union Training Assistance Programme - UTAP



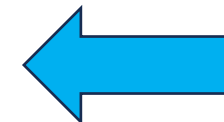
COURSE FEE CLAIM

AI TOOLS SUBSCRIPTION CLAIM

FIND A COURSE / AI TOOL SUBSCRIPTION

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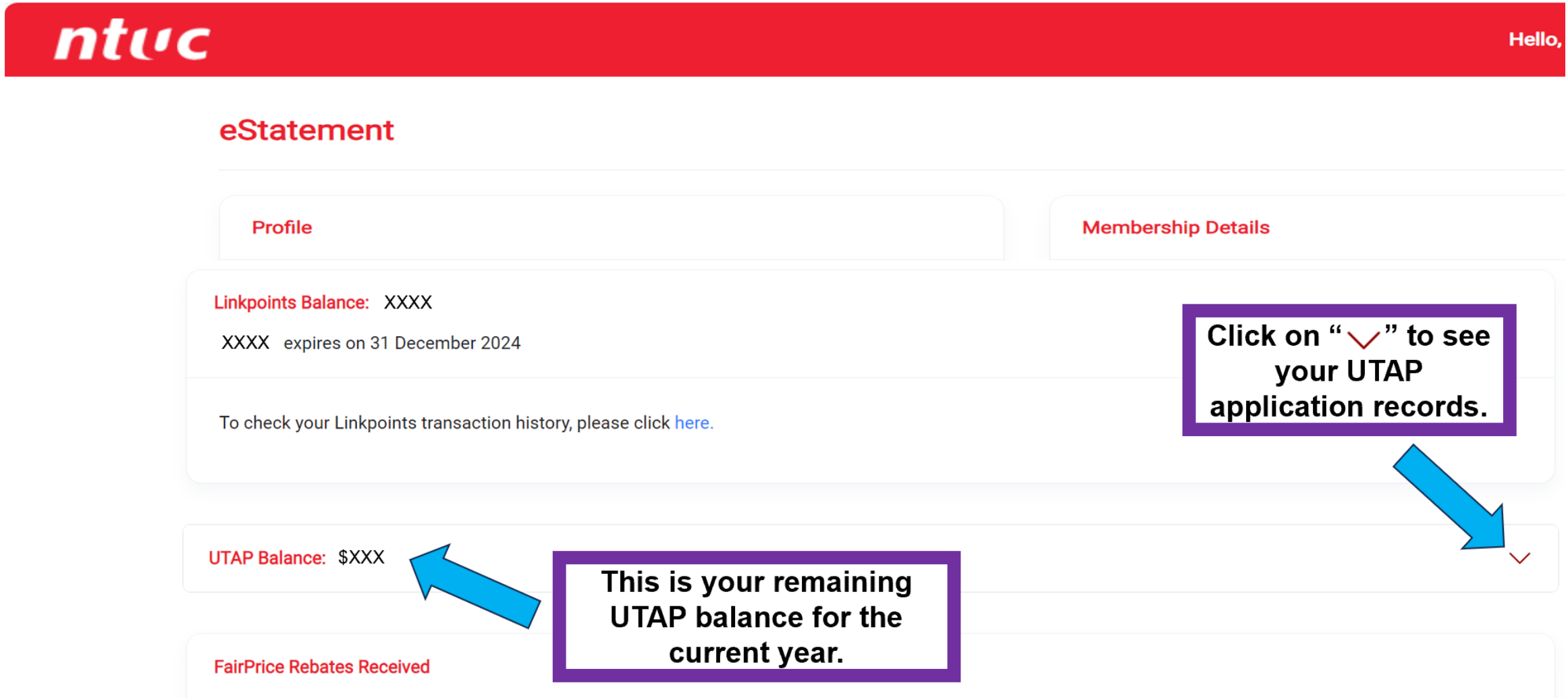
To check your UTAP balance, please [click here](#).



**Click Here to view your
UTAP Balance**

How to check your UTAP balance and application history

Step 2: The “UTAP Balance” shown is for the remaining UTAP amount claimable in current year



ntuc Hello,

eStatement

Profile Membership Details

Linkpoints Balance: XXXX
XXXX expires on 31 December 2024

To check your Linkpoints transaction history, please click [here](#).


UTAP Balance: \$XXX

FairPrice Rebates Received

Click on “v” to see your UTAP application records.

This is your remaining UTAP balance for the current year.

How to check your UTAP balance and application history

Step 3: Click on “” to see the history of your UTAP applications.

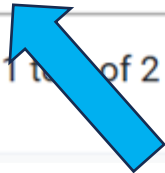
UTAP Balance: \$XXX



Application History

Claim ID	Course/ AI Tool Name	Application Date	Application Status	UTAP Fund Claimed
A702551	XXXXX	XXXXX	XXXXX	XXX
T702552	XXXXX	XXXXX	XXXXX	XXX

Showing 1 to of 2 entries



Click on the Application ID to view the application details.

How to check your UTAP balance and application history

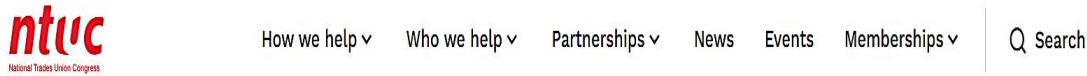
Step 1: Go to <https://www.ntuc.org.sg>

Step 2: Navigate to "Log In"



Step 3: You will be redirected to the Singpass login page

Step 4: Sign in using your Singpass account



Memberships / NTUC Membership

NTUC Union Membership

Get a sign-up gift worth up to \$117* when you apply now!



Every Worker Matters

Work, live, and play with NTUC Union Membership



Singpass app
Password login

Scan with Singpass app to log in



Scan the QR code if you are logging in with your SingPass Mobile App.

Click here if you are logging in with your SingPass Password.




How to check your UTAP balance and application history

Step 3: Select “E-Services”

Step 4: Click on “View here” under Membership E-Statement



Memberships / NTUC Membership

NTUC Union Membership

Get a sign-up gift worth up to \$117* when you apply now!



Every Worker Matters

Be a member

Work, live, and play with NTUC Union Membership



Versions/May2026

E-Services

E-Services

Union Training Assistance Programme - UTAP

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[Apply here](#)

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NTUC Care Assistance Programmes

Apply for NTUC Care Assistance Programmes

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Membership E-Statement

View your Membership information, UTAP balance and application history.

[View here](#)

Workplace Advisory

Get advice and assistance on workplace issues.

[Submit a case](#)

Pay membership fees

Pay for your outstanding membership fees or change your recurring payment mode.

[Click here](#)

For further assistance, please connect with us through these channels

Membership Enquiries:

1. Chat with NTUC Virtual Assistant - Nicole at <https://www.ntuc.org.sg/uportal/contact-us> or click [here](#).
2. Call Membership Hotline: **6213 8008** (Monday - Friday 9.00am to 5.30pm and Saturday 9.00am to 12.30pm)

UTAP related Enquiries:

Please email to UTAP@e2i.com.sg or visit our website at <https://www.ntuc.org.sg> for more information.