CDG CLAIMS SUBMISSION GUIDELINES

Please prepare the documents required according to the type of claim submission before logging on to Enterprise Singapore Grant Portal ("ESGP") for your claim submission. The documents should be uploaded onto the Portal unless otherwise stated.

I.   Giro Form

For first-time grant applicants, please download and fill in the GIRO form for a one-time set up of the GIRO account. Send the original GIRO form by Post to SPRING at:

Attn: Finance Department
1 Fusionopolis Walk
#01-02 South Tower, Solaris
Singapore 138628

II.   Preparation of Interim/Final Project Report

The progress report summarizes the status of the project and reports that the outcomes or deliverables have been met adequately. The following serves as a possible guide to how your Progress/Final report can be structured. The report needs to be submitted on company letterhead with each claim for disbursement. Please try to keep the report between 1-2 pages.

1. Project Progress
Please describe current status of project with reference to stipulated deliverables in Annex 2 of Letter of Offer. Please attach product/process/service/design outcome/applications specifications, brochures and photograph available as of point of submission of claim. If this is the final claim all stipulated deliverables should have been met.

2. Capability development
Please provide details of capability developed to date as a result of the project. This should be in terms of new processes/technology adopted by company, expertise acquired (*e.g. managerial, technical, innovative, etc.*), and manpower training undergone by the development team *(including number of people trained, type of training, skills learnt, etc.)*.

For final report, please provide a summary of the overall capability developed in the course of the project.

III. Claim Submission Preparation

INTERIM CLAIM on Declaration
(Applicable for projects approved from 10th Feb 2014 onwards with qualifying project period ≥ 1 year; to be submitted after 6th month mark)

- **Interim Project Report**

FINAL CLAIM

(Also applicable to interim claim for projects approved before 10th Feb 2014.)

- ✓ **Final Project Report** *(Please refer to II. Preparation of Interim/Final Project Report)*

- ✓ **Supporting Documents for Cost Items** – To upload onto the Portal or send by Post to appointed auditor**.**
    - **Salary** – CPF statement *(any 1 month within the project period per staff)* or employment pass/work permit for foreign employees

    - **Equipment & Software** – Invoices, Delivery Orders, Receipts & Hire-purchase agreement if applicable

    - **Other Costs** – Invoices & Receipts

(Airfare; Training; Materials & Consumables; Consultancy; Mystery Audit; IP Rights Acquisition; IP Registration; Testing & Certification; Relocation; Audit Fee; Others)

- ✓ **Certificates** *(Only applicable to Enhancing Quality & Standards projects)*

- ✓ **Copy of S Class Health Check Application Form & Payment Receipt**
(Only applicable to Service Excellence projects, unless otherwise exempted)

Please ensure the **actual expenses stated in your claim summary table** *(excluding GST) correspond with the amount* in the supporting documents. If the supporting document includes items you are not claiming for, please highlight only those that you are claiming for.

For Human Capital Development – Leadership Development (Interim and Final Claim)

Type of claim	What is it?	Documents required
Interim Claim	This claim is submitted after each semester you complete.	• **Invoices and receipts** to show that company has paid for course fees for this semester • **Exam results transcript** to show that employee has attended and completed the semester
Final Claim	This claim can only be submitted after the entire course is completed.	• **Invoices and receipts** for remaining semesters • **Exam results transcript** • **Graduation Certificate** or Letter of Completion from School
Bond Completion (Not applicable for EMBA courses sponsored)*	If the grant approved is an MDS grant and a bond is involved, 20% of the grant amount is withheld until the sponsored individual completes the bond period with the company. This "bond completion" claim is thus submitted after the required bond duration is completed.	• **Company letter** to confirm that employee has served the bond duration. State official start and end date of the bond, **signed** by both the company management and sponsored employee • **CPF statements** of last 3 months of bond period

Please check the Letter of Offer issued to you to confirm if a bond is required to be served by the sponsored individual. Typically, individuals sponsored for a Masters or MBA course must serve a 2-year bond with the SME upon course completion.

Important Information

▪ Please ensure that the final or "bond completion" claim is submitted within 6 months of the end of the qualifying period stated in the Letter of Offer.

▪ When using the portal, please ensure that your company has assigned proxies or officers to perform transactions on the company's behalf. Please refer to ESGP Access Rights Guide for more information.

▪ If the claim submission contains incomplete information or insufficient supporting documents, the auditor or ESG Officer may send the claims back to your company for rework. It is the company's responsibility to

ensure that the necessary actions are closely followed up, and that all information is completely and accurately submitted. Delays in disbursement will result should there be any incomplete submissions.

- It is within the company's discretion to either submit claims on an interim basis after each semester completed, or consolidate all claims into one submission after the course is completed