

# SME Talent Programme (STP)

## How to Apply?



***\*Note: If you are already a STP approved company you may proceed to Step 4 for subsequent STP internship grant applications.***

### **Step 1: Create an account on the STPNet**

- [Click here](#) to create an account on the STPNet
- You will require a [CorpPass](#) account in order to create an account on the STPNet
- If you have not registered a CorpPass account, please [Click here](#) for a step-by-step guide to register for a CorpPass account
- If you are the **CorpPass Registered Officer** (i.e. Owner, Partner, Director, Corporate Secretary), please ensure that you have appointed your **CorpPass Admin** (i.e. Director of Corporate Services – Admin, Finance, Human Resources) who may then create **CorpPass User** accounts and access to government digital services for appointed company representatives to act on your behalf. CorpPass users will need to activate their account by setting up their CorpPass ID and password in order to transact on behalf of their companies on STPNet and other government digital services

### **Step 2: Complete STP application and upload supporting documents**

- Upon logging into your STPNet account, complete the full STP application form, where you will provide details on your company (i.e. ACRA, latest Financial Statements) as well as your HR processes
- The STP AIP partner you select will assess your application
- You will be assessed based on the strength of your HR processes and your willingness to offer meaningful internship experiences to students

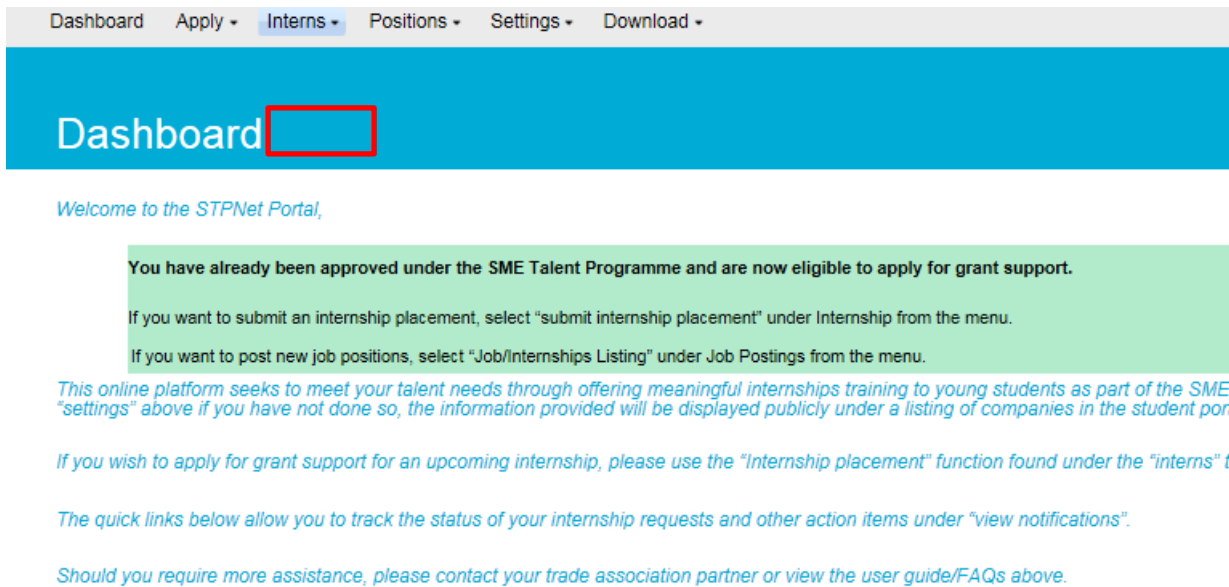
### **Step 3: Receive an email confirmation on the outcome of your application**

- You will receive an email informing you if your application has been successful
- Should your application be successful, you will be an approved Company under the STP and will be eligible to apply for **STP** grant support for a fixed duration

### **Step 4: Apply for STP grant support**

- If you wish to apply for STP grant support, you may log in to STPNet and in your Company dashboard, click on the tabs (Refer to below screenshot):

## ***Interns>Internship Placement>Continue to Placement***



Dashboard Apply ▾ Interns ▾ Positions ▾ Settings ▾ Download ▾

# Dashboard

*Welcome to the STPNet Portal,*

**You have already been approved under the SME Talent Programme and are now eligible to apply for grant support.**

If you want to submit an internship placement, select "submit internship placement" under Internship from the menu.

If you want to post new job positions, select "Job/Internships Listing" under Job Postings from the menu.

*This online platform seeks to meet your talent needs through offering meaningful internships training to young students as part of the SME "settings" above if you have not done so, the information provided will be displayed publicly under a listing of companies in the student portal.*

*If you wish to apply for grant support for an upcoming internship, please use the "Internship placement" function found under the "interns" tab.*

*The quick links below allow you to track the status of your internship requests and other action items under "view notifications".*

*Should you require more assistance, please contact your trade association partner or view the user guide/FAQs above.*

You should prepare the following information and supporting documents for each intern and submit your STP Internship application via STPNet at least 7 days before the commencement of the internship:

- A copy of the Internship Placement Letter/Email (issued by the school) with the following details:
  - Company name
  - Intern's name and NRIC
  - Internship duration (including start and end date)
  - Internship monthly stipend aligned to STP (Internship) terms (Minimum \$800 per month for ITE and polytechnic students and minimum \$1,000 per month for university students)
- Intern's year of study and current semester
- Internship job scope
- Intern's contact number and email address
- Copy of the NRIC (front and back)
- Should your application be successful, you will receive an email notification from STPNet that the STP Internship grant Letter of Offer has been generated
- You are required to log in to STPNet to accept the Letter of Offer and all the terms and conditions in order to be eligible to claim for the STP Internship grant
- Upon acceptance of the Letter of Offer on STPNet, you are advised to print and retain a copy of the confirmation receipt for your internal reference

- Please note that all STP claims must be submitted via STPNet to Enterprise Singapore within 6 months from the end of the qualifying period of the Letter of Offer. Failing which, the offer of grant for items approved but for which the Company has yet to submit claims for disbursement shall automatically lapse.
- The disbursement of STP internship claims will be made by Enterprise Singapore to the company via Interbank GIRO. You are required to mail a hardcopy GIRO form to Enterprise Singapore if you have previously not done so or if you intend to change your bank account for the crediting of approved STP claims. The GIRO form can be downloaded through STPNet during your STPNet Internship application.

Please contact your relevant STP AIP Partner if you have further queries on the STP Application process.

STP AIP Partner	Contact Number	Address
Action Community for Entrepreneurship	-	<a href="mailto:stp@ace.org.sg">stp@ace.org.sg</a> 79 Ayer Rajah Crescent JTC LaunchPad @one-north #01-13 Singapore 139955 Attn: Zack Li, SME Talent Programme
Association of Small and Medium Enterprises	6513 0354	<a href="mailto:smetalent@asme.org.sg">smetalent@asme.org.sg</a> 167 Jalan Bukit Merah Connection One Tower 4 #03-13 Singapore 150167 Attn: Ng Jingyan, SME Talent Programme
Restaurant Association of Singapore	6479 7723	<a href="mailto:adelyn.choo@ras.org.sg">adelyn.choo@ras.org.sg</a> 2985 Jalan Bukit Merah Singapore 159457 Attn: Adelyn Choo, SME Talent Programme
Singapore Food Manufacturers' Association	6221 2438	<a href="mailto:maxhu@sfma.org.sg">maxhu@sfma.org.sg</a> 9 Jurong Town Hall Road, #04-13 Singapore 609431

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