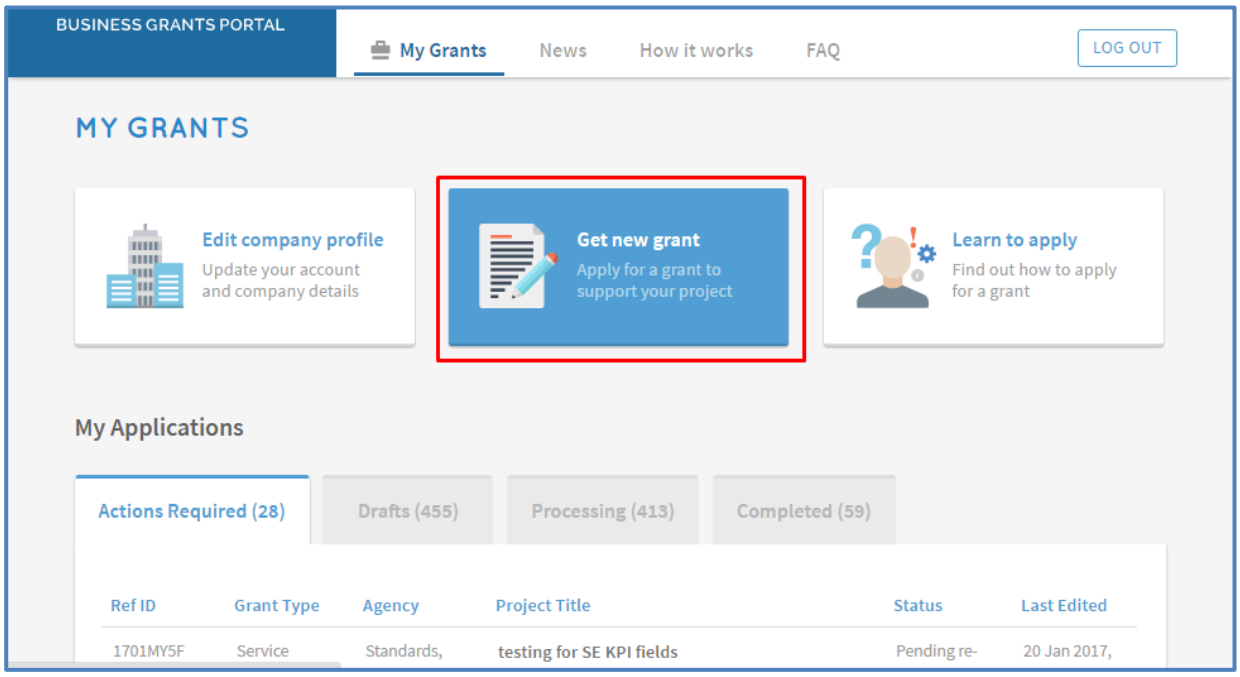
Step-by-step guide for Productivity Solutions Grant (PSG)

Application Submission

Step 1/8:

- Login to BGP > My Grants tab
- Click on 'Get new grant'



Step 2/8: Select business sector and grant type

- Select Sector that best describes your business
- Click on 'Upgrade key business areas, such as adopt technology, improve business processes or raise service standards'
- Click on 'Pre-scoped Productivity Solutions'

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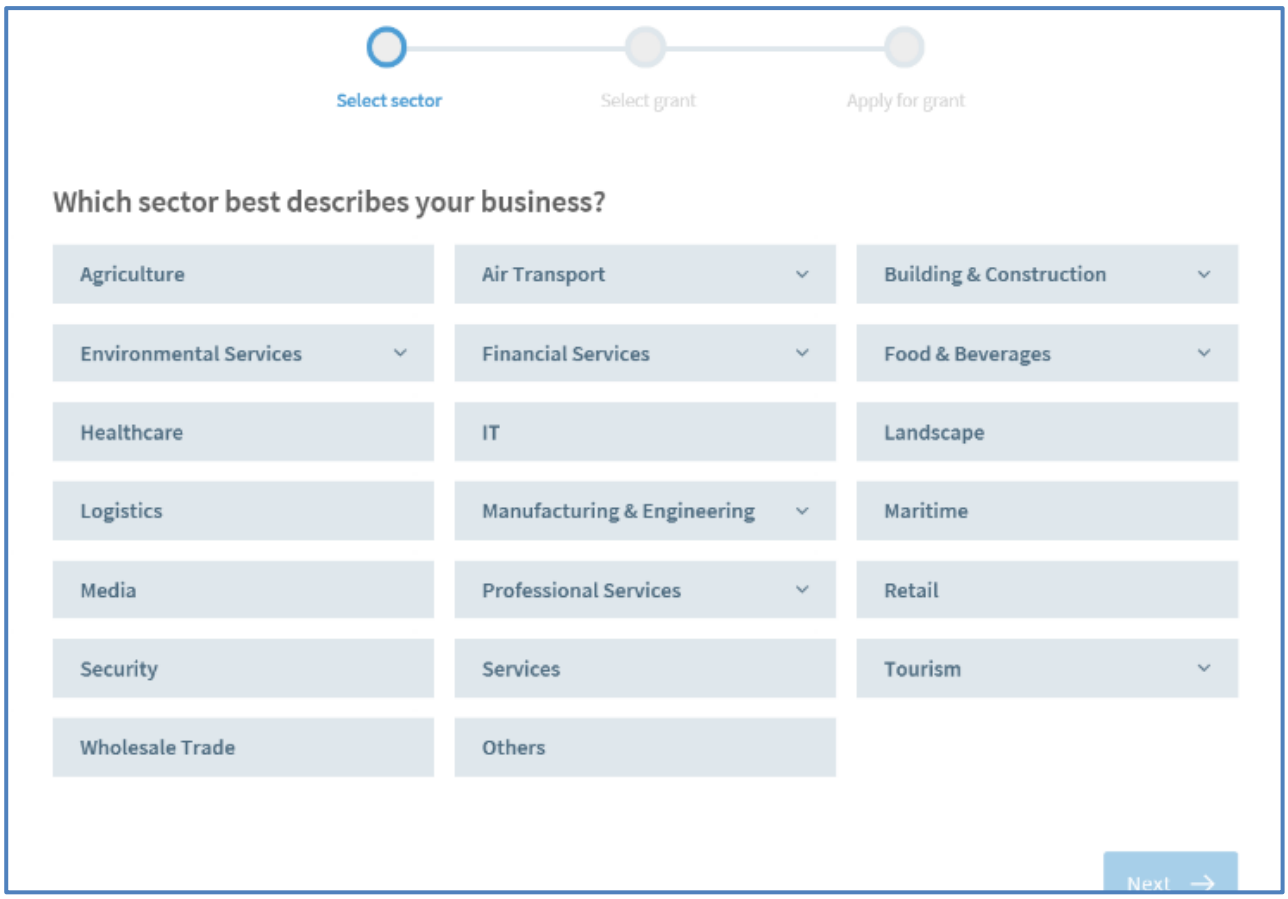

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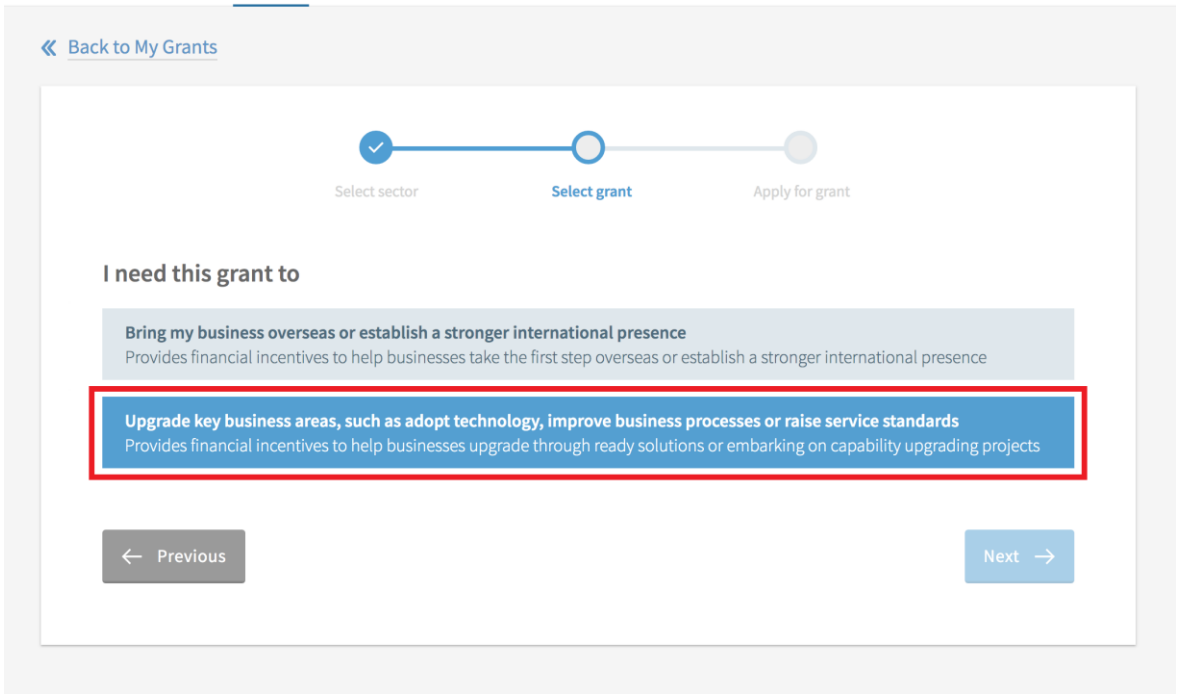

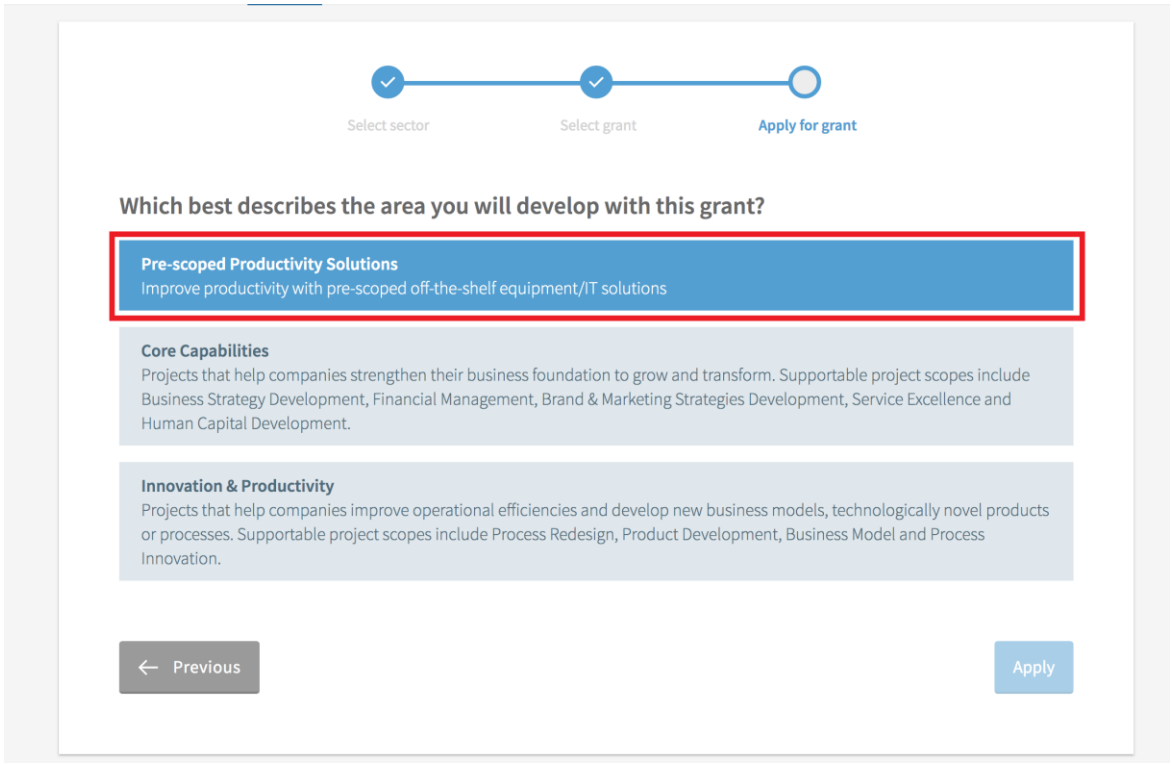

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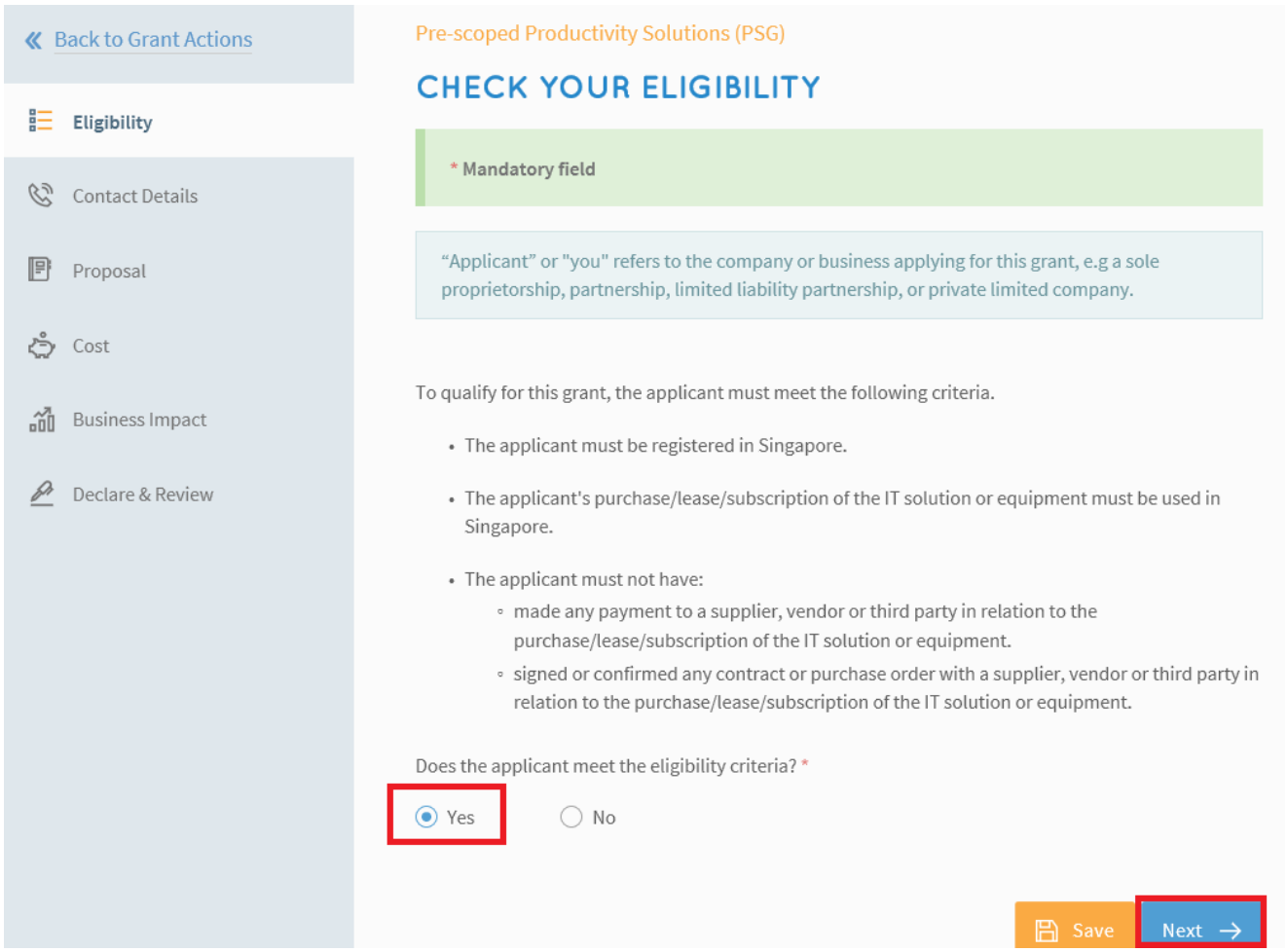
Step 3/8: Eligibility

- Check ‘Yes’ if you meet the eligibility criteria



Step 4/8: Contact Details

- Fill in details of the main contact person
- Fill in details of the Letter of Offer addressee

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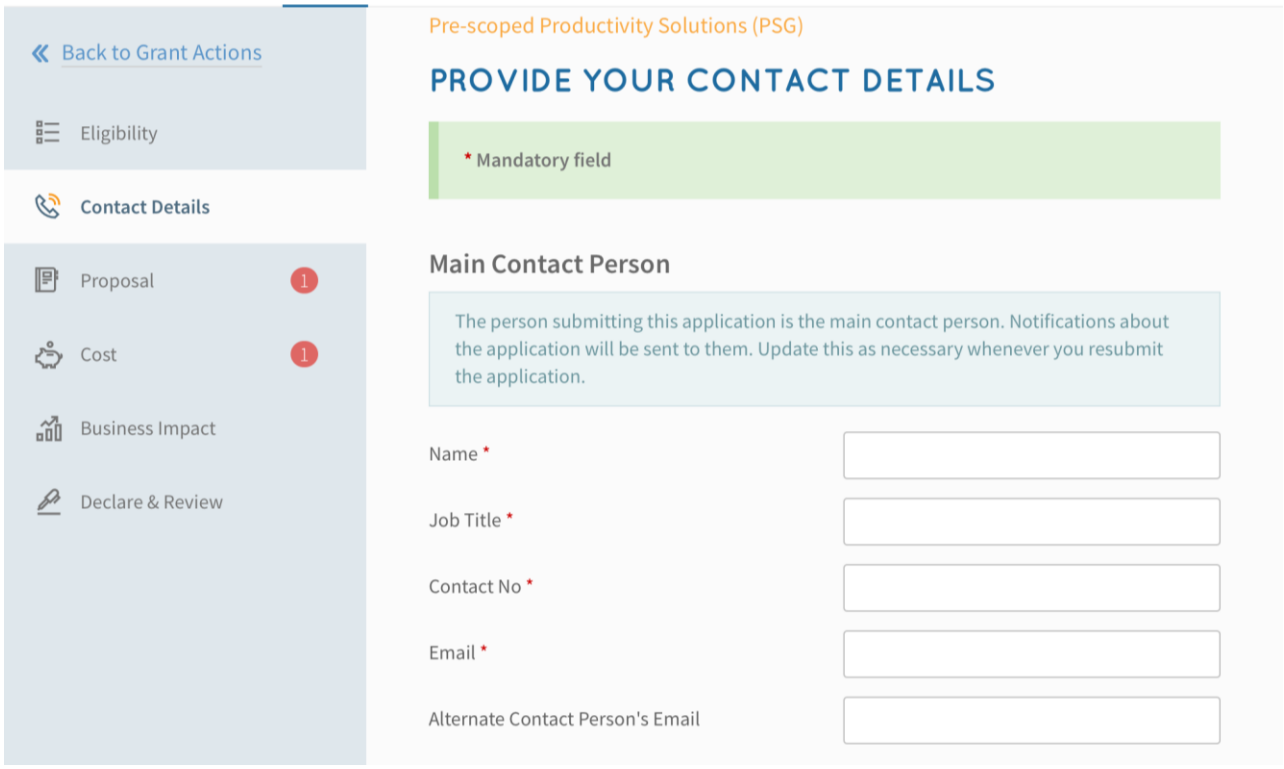

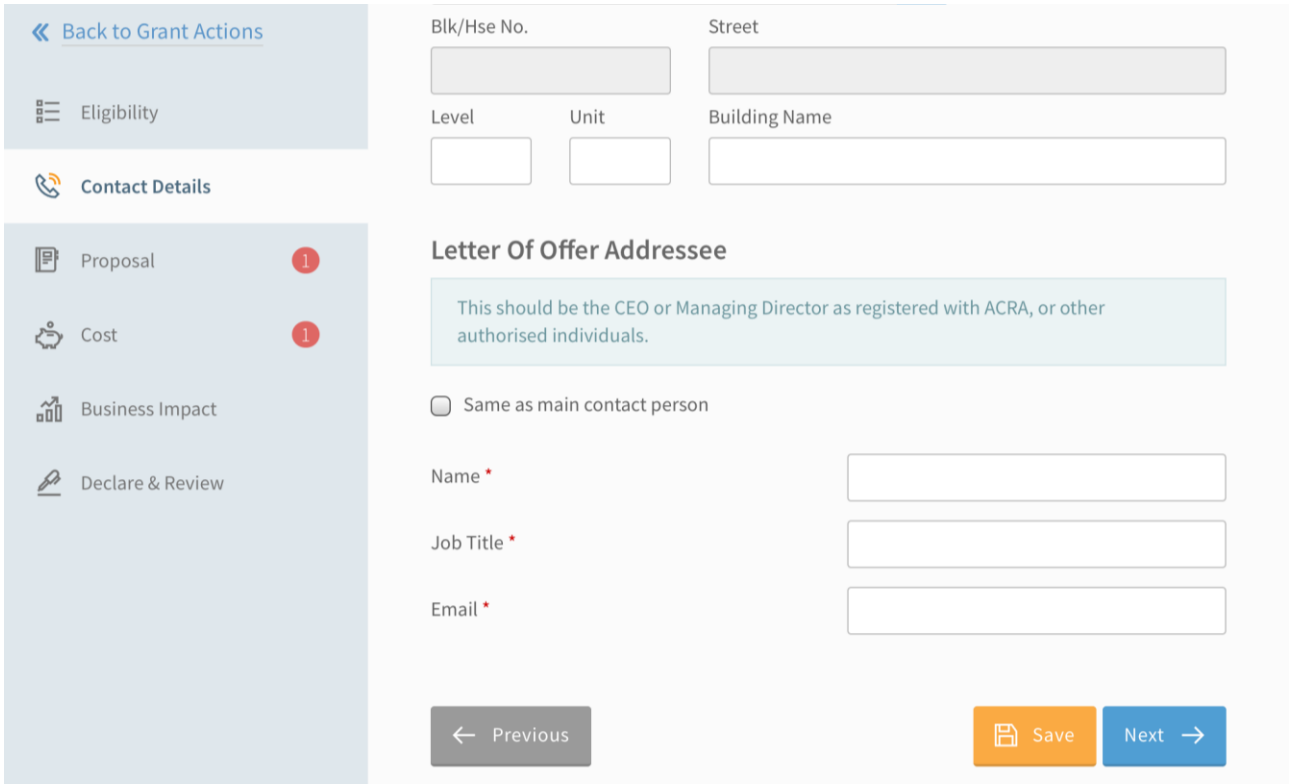

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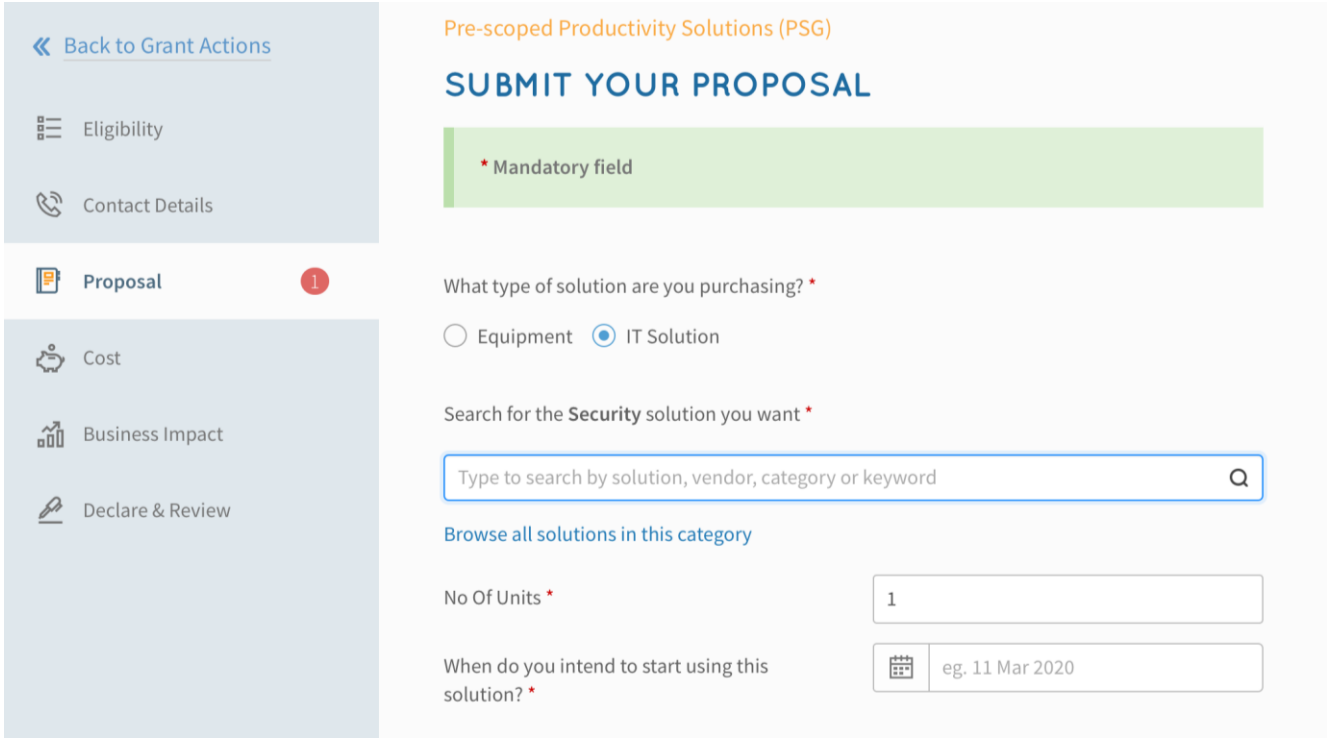
Step 5/8: Proposal

- Indicate ‘Equipment’ or ‘IT Solution’
- Select vendor and fill in details of equipment/IT solution
- Click ‘Select Files’ to upload quotation from vendor
- Fill in your deployment location



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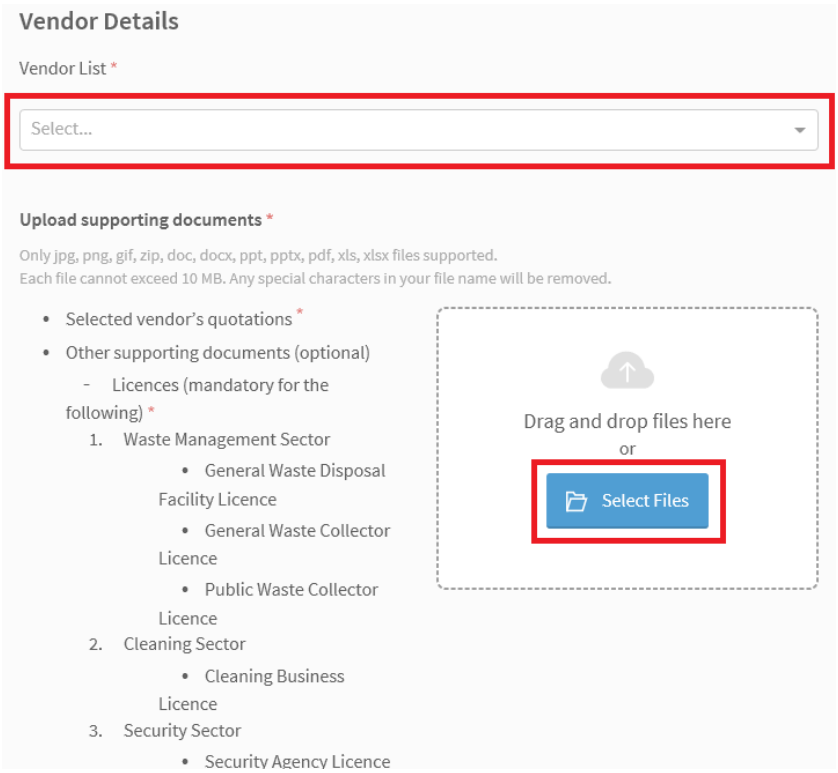

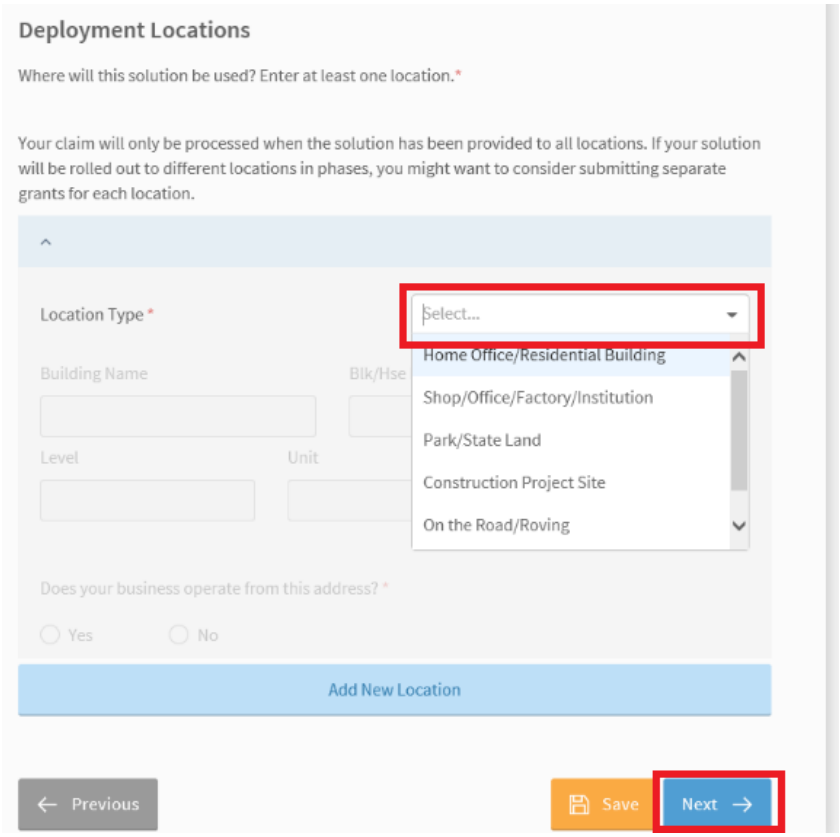

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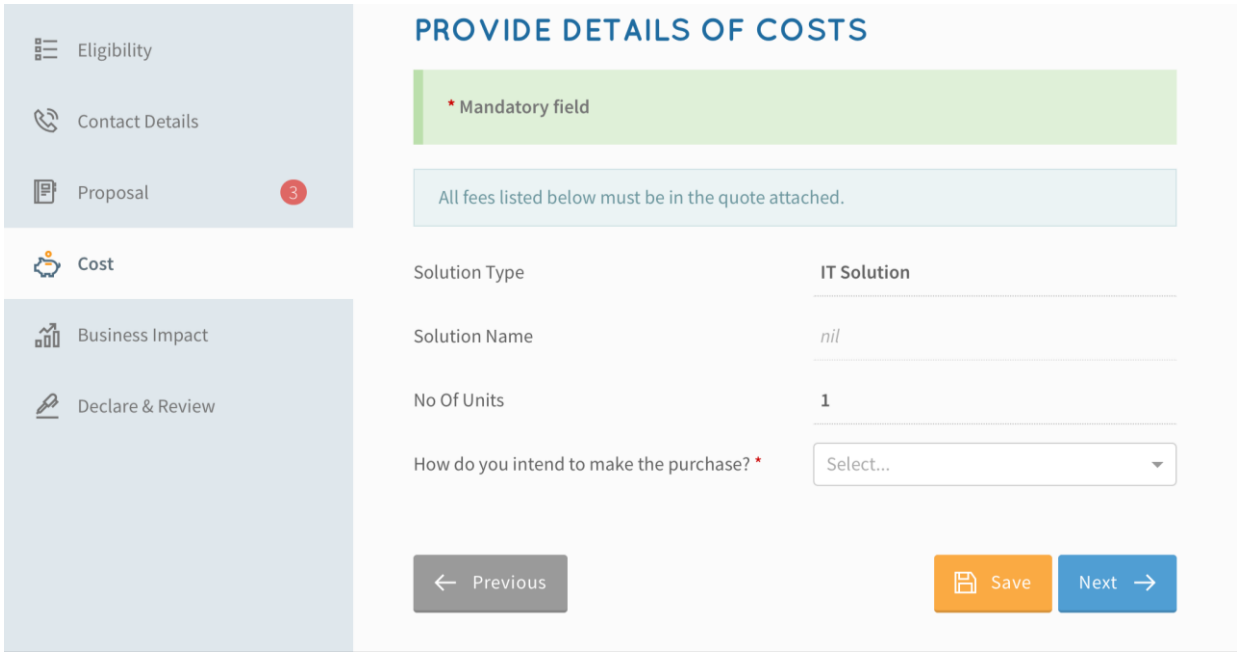
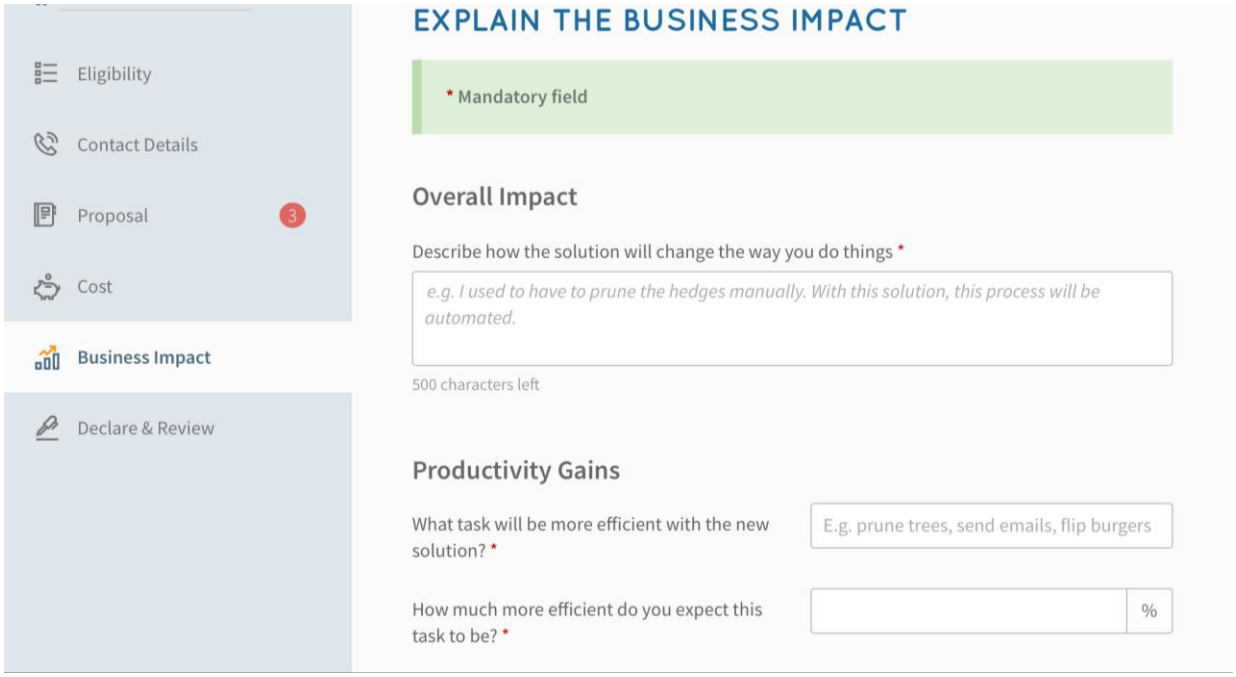
Step 6/8: Cost

- Fill in details of project cost



Step 7/8: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains



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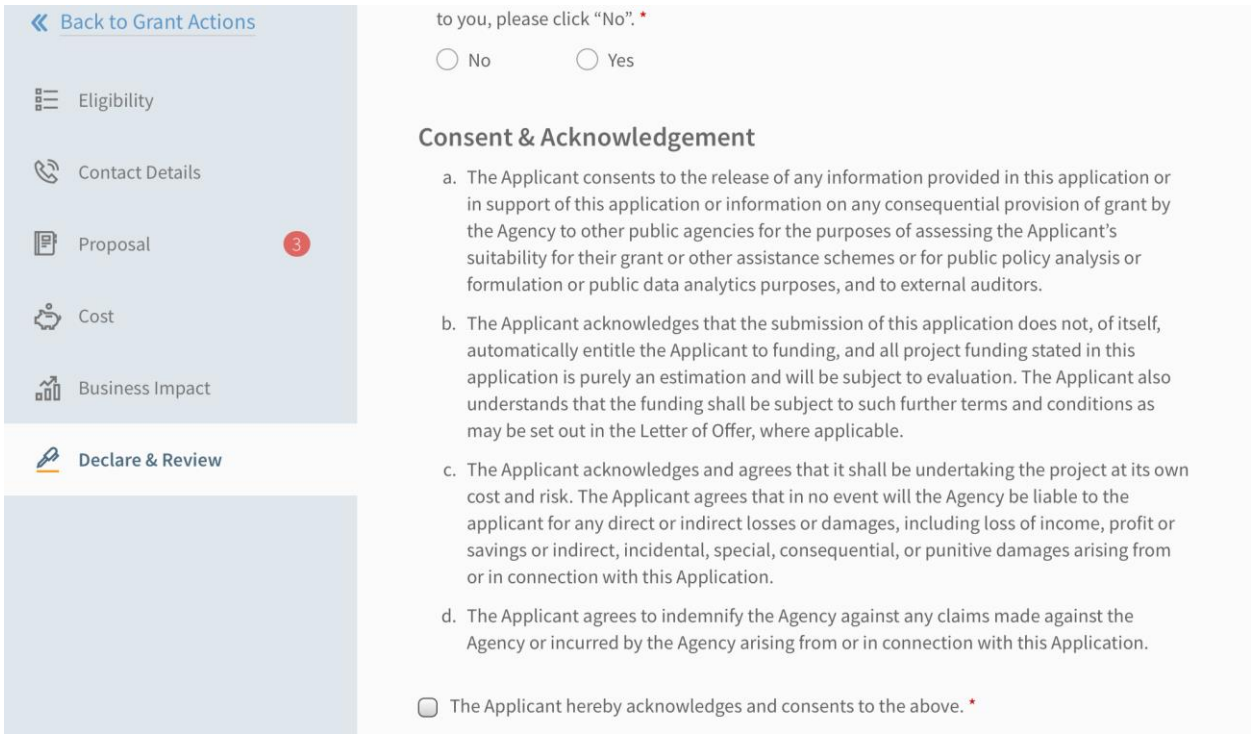
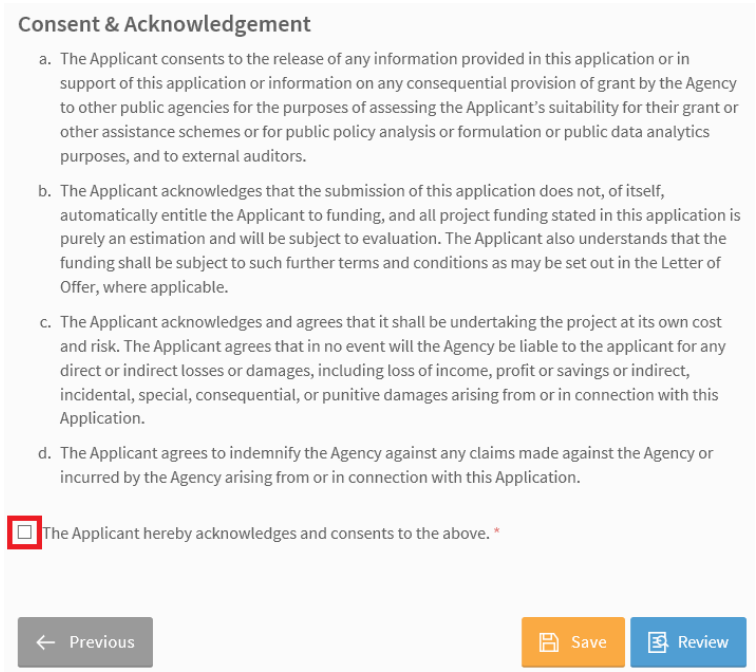
Step 8/8: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review your application and click ‘Submit’





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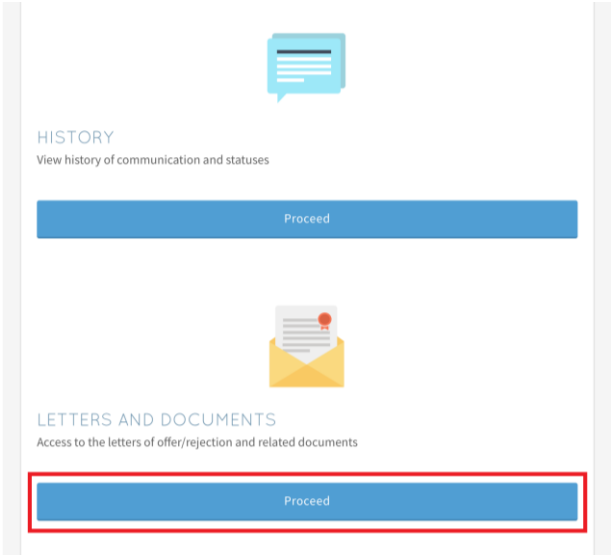
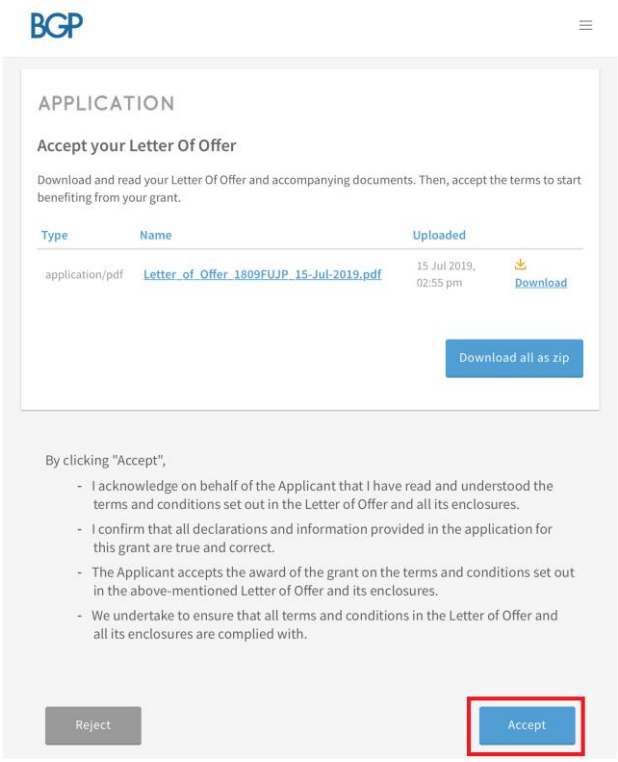
Acceptance of Letter of Offer (LOF)

Step 1/1:

- Login to BGP > 'My Grants' tab
- Click 'Proceed' in the 'Letters And Documents' section and click 'Accept'
- *CorpPass: Kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF*





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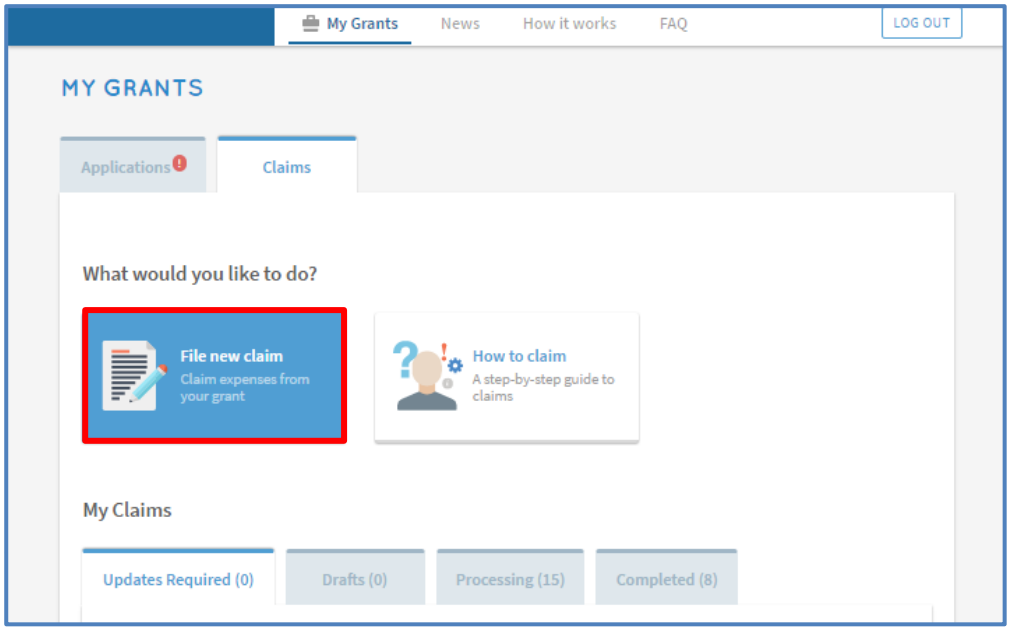
Claims Submission

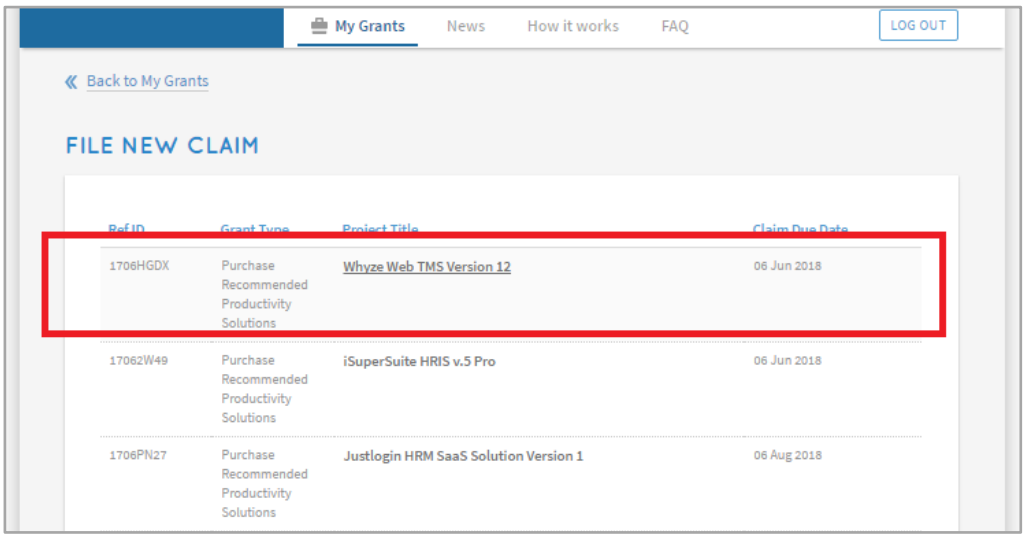
Step 1/6:

- Login to BGP > My Grants > Claims
- Click on ‘File new claim’



Step 2/6:

- Select approved grant you wish to submit claim for
- Click ‘Proceed’



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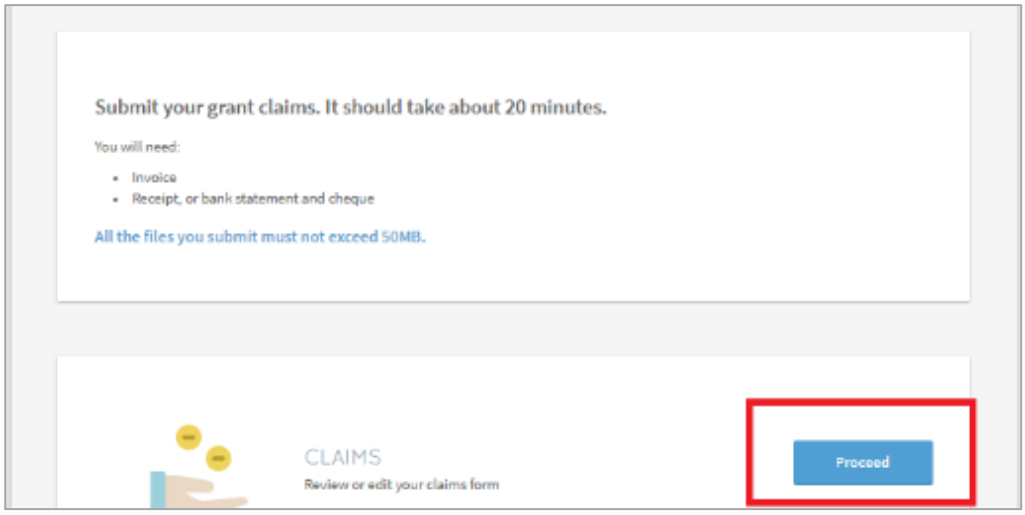
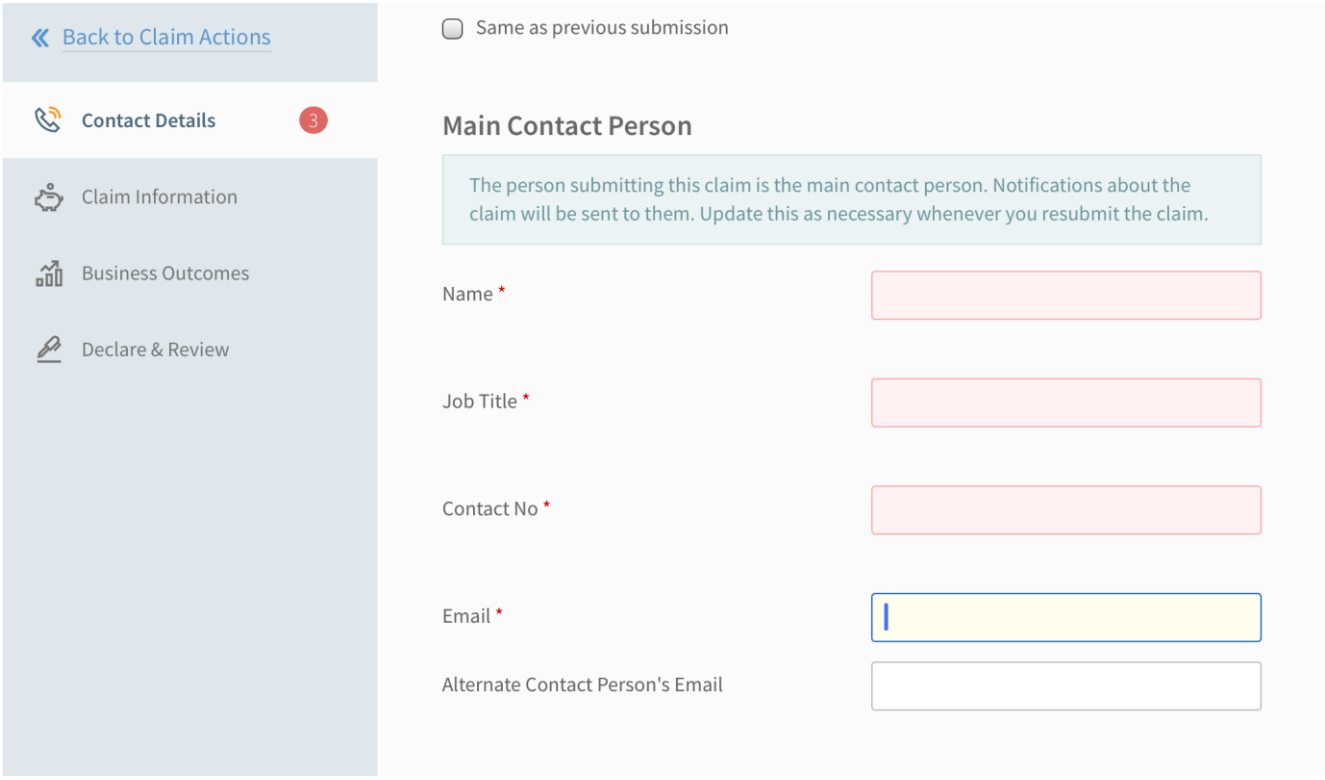


Step 3/6: Contact Details

- Fill in your contact details



Step 4/6: Claim Information

- Fill in your claim information
- Upload supporting documents
- Fill in payment details

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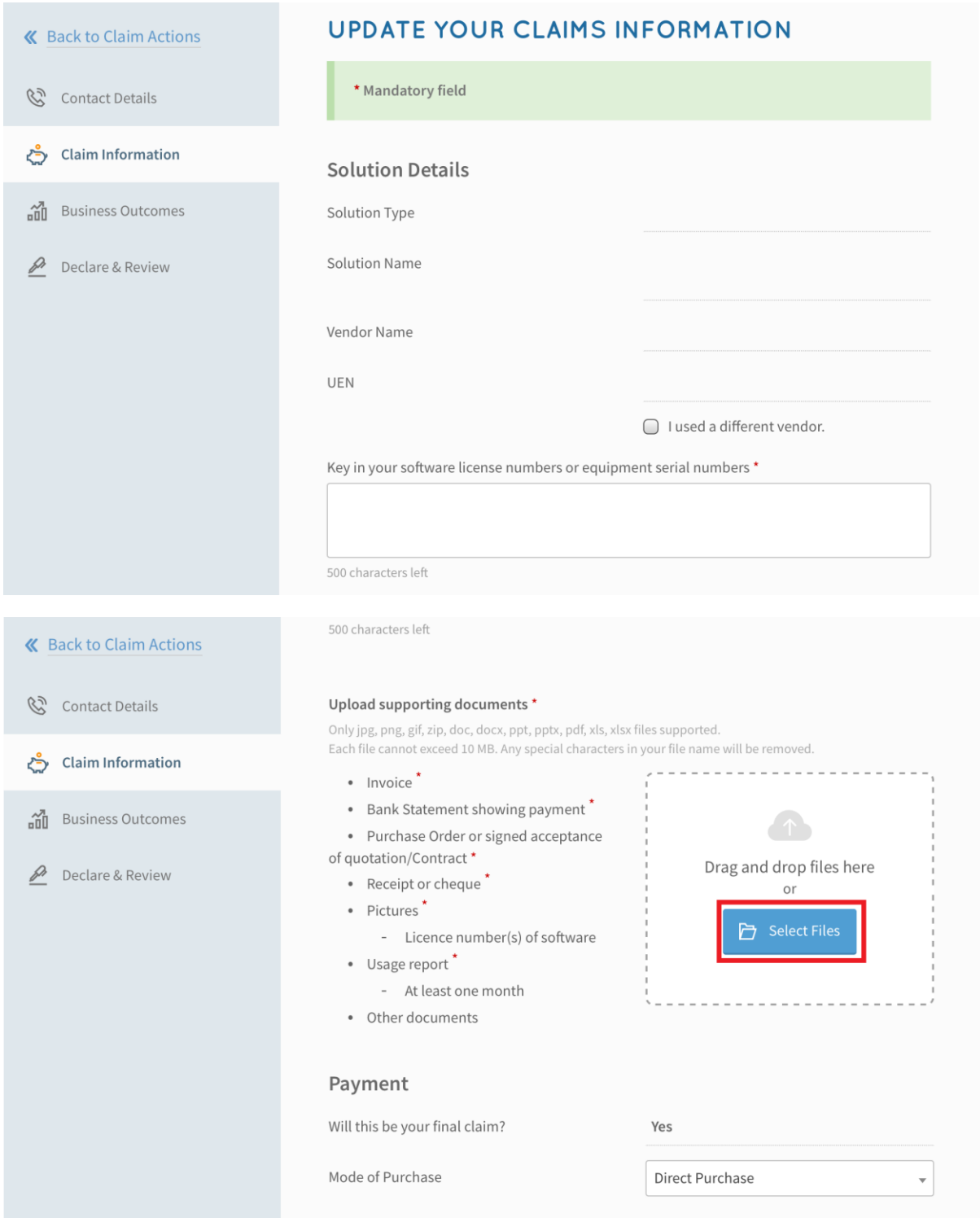
- Fill in deployment location
- Fill in your claim amount



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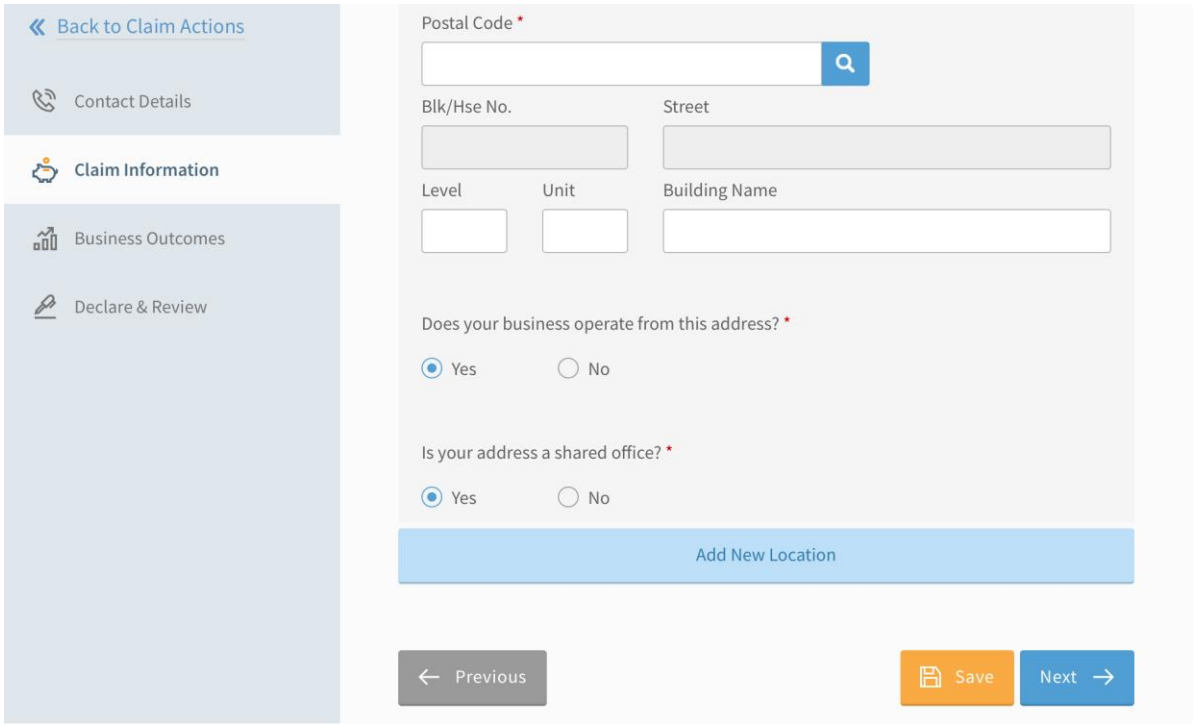
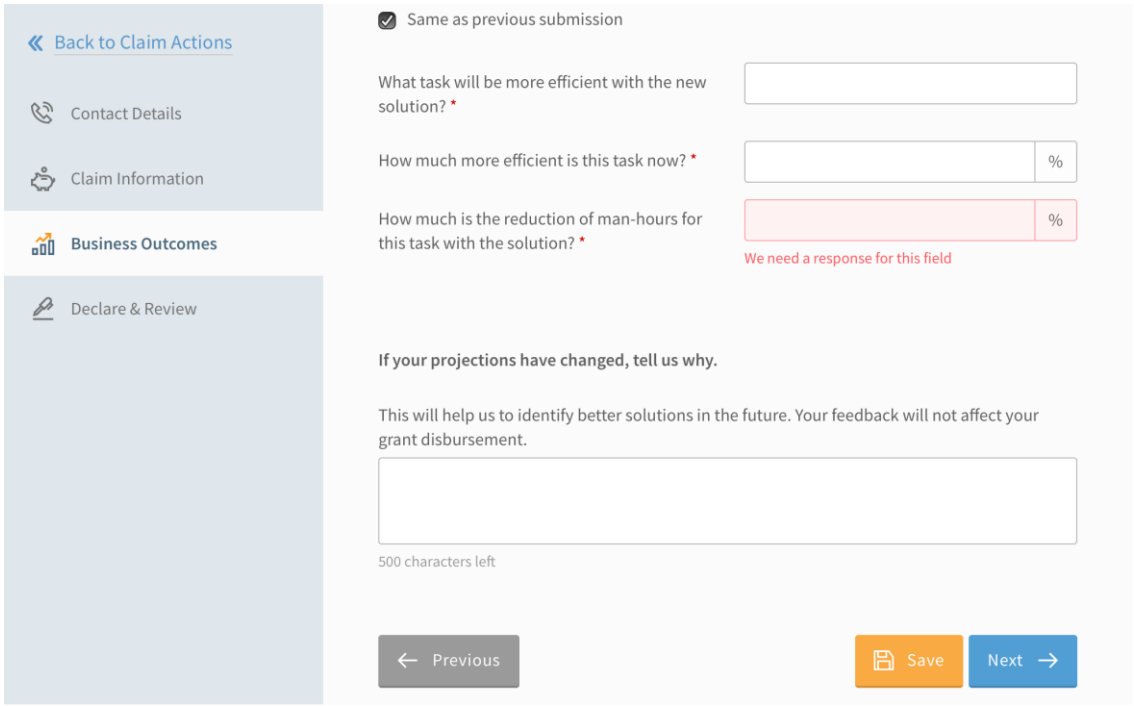


Step 5/6: Business Outcomes

- Fill in details of business outcomes



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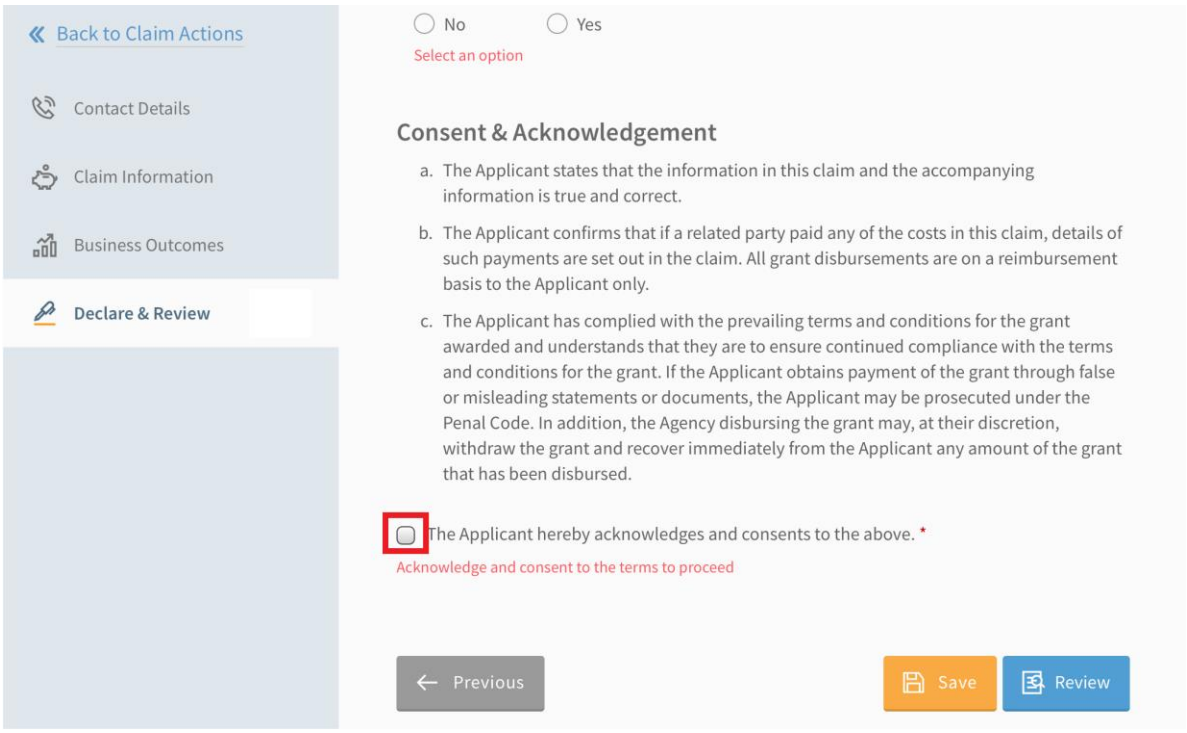
Step 6/6: Declaration & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review claim and click ‘Submit’



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