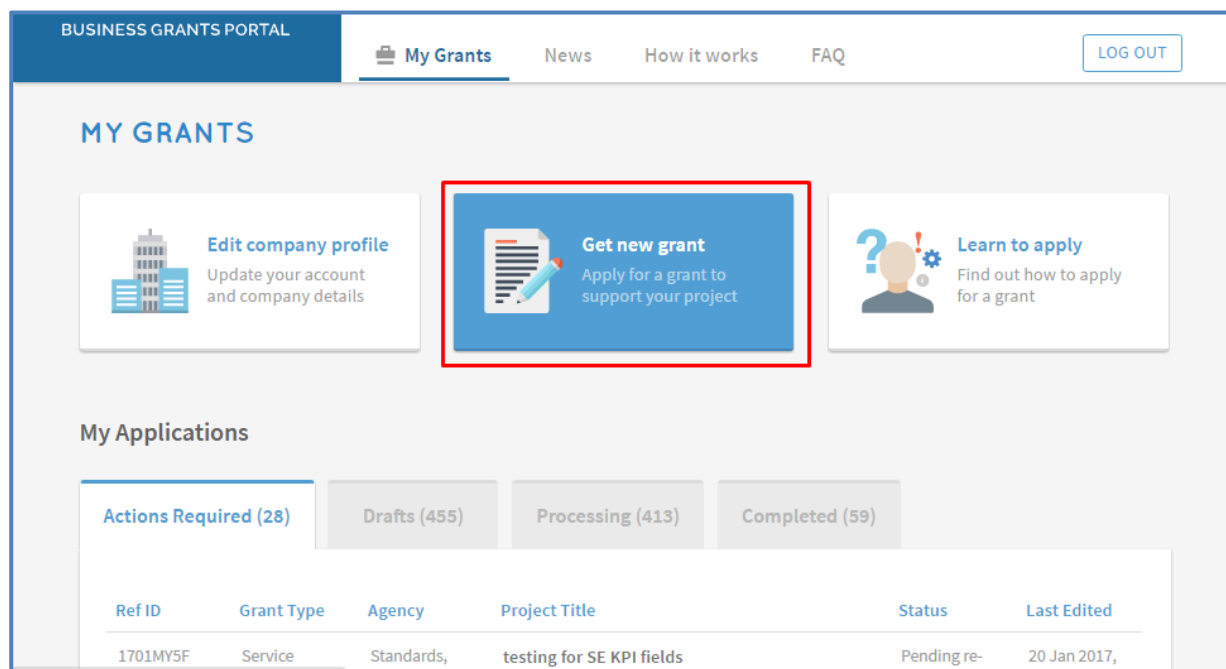


Step-by-step guide for Productivity Solutions Grant (PSG)

Application Submission

Step 1/8:

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



The screenshot shows the 'BUSINESS GRANTS PORTAL' interface. The 'My Grants' tab is selected in the navigation bar. The main content area is titled 'MY GRANTS' and features three primary action cards: 'Edit company profile', 'Get new grant' (highlighted with a red box), and 'Learn to apply'. Below these cards is a 'My Applications' section with filters for 'Actions Required (28)', 'Drafts (455)', 'Processing (413)', and 'Completed (59)'. A table lists application details, including Ref ID, Grant Type, Agency, Project Title, Status, and Last Edited date.

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
1701MY5F	Service	Standards,	testing for SE KPI fields	Pending re-	20 Jan 2017,

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'

Select sector Select grant Apply for grant

Which sector best describes your business?

Agriculture	Air Transport ▾	Building & Construction ▾
Environmental Services ▾	Financial Services ▾	Food & Beverages ▾
Healthcare	IT	Landscape
Logistics	Manufacturing & Engineering ▾	Maritime
Media	Professional Services ▾	Retail
Security	Services	Tourism ▾
Wholesale Trade	Others	

[Next →](#)

[← Back to My Grants](#)



I need this grant to

Bring my business overseas or establish a stronger international presence

Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence

Upgrade key business areas, such as adopt technology, improve business processes or raise service standards

Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects

[← Previous](#)

[Next →](#)



Which best describes the area you will develop with this grant?

Pre-scoped Productivity Solutions

Improve productivity with pre-scoped off-the-shelf equipment/IT solutions

Core Capabilities

Projects that help companies strengthen their business foundation to grow and transform. Supportable project scopes include Business Strategy Development, Financial Management, Brand & Marketing Strategies Development, Service Excellence and Human Capital Development.

Innovation & Productivity

Projects that help companies improve operational efficiencies and develop new business models, technologically novel products or processes. Supportable project scopes include Process Redesign, Product Development, Business Model and Process Innovation.

[← Previous](#)

[Apply](#)

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore's products and services through quality and standards.

Visit www.enterprisesg.gov.sg for more information.

Step 3/8: Eligibility

- Check 'Yes' if you meet the eligibility criteria

[← Back to Grant Actions](#)

Eligibility

- Contact Details
- Proposal
- Cost
- Business Impact
- Declare & Review

Pre-scoped Productivity Solutions (PSG)

CHECK YOUR ELIGIBILITY

*** Mandatory field**

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant's purchase/lease/subscription of the IT solution or equipment must be used in Singapore.
- The applicant must not have:
 - made any payment to a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.
 - signed or confirmed any contract or purchase order with a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.

Does the applicant meet the eligibility criteria? *

Yes No

[Save](#) [Next →](#)

Step 4/8: Contact Details

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

[← Back to Grant Actions](#)

- Eligibility
- Contact Details**
- Proposal 1
- Cost 1
- Business Impact
- Declare & Review

Pre-scoped Productivity Solutions (PSG)

PROVIDE YOUR CONTACT DETAILS

* Mandatory field

Main Contact Person

The person submitting this application is the main contact person. Notifications about the application will be sent to them. Update this as necessary whenever you resubmit the application.

Name *	<input type="text"/>
Job Title *	<input type="text"/>
Contact No *	<input type="text"/>
Email *	<input type="text"/>
Alternate Contact Person's Email	<input type="text"/>

[← Back to Grant Actions](#)

- Eligibility
- Contact Details**
- Proposal 1
- Cost 1
- Business Impact
- Declare & Review

Blk/Hse No.	Street	
<input type="text"/>	<input type="text"/>	
Level	Unit	Building Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.

Same as main contact person

Name *	<input type="text"/>
Job Title *	<input type="text"/>
Email *	<input type="text"/>

[← Previous](#)

[Save](#)

[Next →](#)

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

[← Back to Grant Actions](#)

☰ Eligibility

☎ Contact Details

📄 Proposal 1

💰 Cost

📊 Business Impact

✍️ Declare & Review

Pre-scoped Productivity Solutions (PSG)

SUBMIT YOUR PROPOSAL

*** Mandatory field**

What type of solution are you purchasing? *

Equipment IT Solution

Search for the **Security** solution you want *

🔍

[Browse all solutions in this category](#)

No Of Units *

When do you intend to start using this solution? *

Vendor Details

Vendor List *

Select...

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.

Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Selected vendor's quotations *
- Other supporting documents (optional)
 - Licences (mandatory for the following) *
 - 1. Waste Management Sector
 - General Waste Disposal Facility Licence
 - General Waste Collector Licence
 - Public Waste Collector Licence
 - 2. Cleaning Sector
 - Cleaning Business Licence
 - 3. Security Sector
 - Security Agency Licence

Drag and drop files here
or

Select Files

Deployment Locations

Where will this solution be used? Enter at least one location. *

Your claim will only be processed when the solution has been provided to all locations. If your solution will be rolled out to different locations in phases, you might want to consider submitting separate grants for each location.

Location Type *

Select...

- Home Office/Residential Building
- Shop/Office/Factory/Institution
- Park/State Land
- Construction Project Site
- On the Road/Roving

Building Name

Blk/Hse

Level

Unit

Does your business operate from this address? *

Yes

No

Add New Location

← Previous

Save

Next →

Step 6/8: Cost

- Fill in details of project cost

☰ Eligibility

☎ Contact Details

📄 Proposal 3

🏠 Cost

📊 Business Impact

✍ Declare & Review

PROVIDE DETAILS OF COSTS

* Mandatory field

All fees listed below must be in the quote attached.

Solution Type	IT Solution
Solution Name	nil
No Of Units	1
How do you intend to make the purchase? *	Select...

← Previous Save Next →

Step 7/8: Business Impact

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

☰ Eligibility

☎ Contact Details

📄 Proposal 3

🏠 Cost

📊 Business Impact

✍ Declare & Review

EXPLAIN THE BUSINESS IMPACT

* Mandatory field

Overall Impact

Describe how the solution will change the way you do things *

e.g. I used to have to prune the hedges manually. With this solution, this process will be automated.

500 characters left

Productivity Gains

What task will be more efficient with the new solution? *

E.g. prune trees, send emails, flip burgers

How much more efficient do you expect this task to be? *

%

Step 8/8: Declare & Submit

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

[Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal 3
- Cost
- Business Impact
- Declare & Review**

to you, please click "No". *

No Yes

Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

b. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.

c. The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.

d. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

The Applicant hereby acknowledges and consents to the above. *

Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

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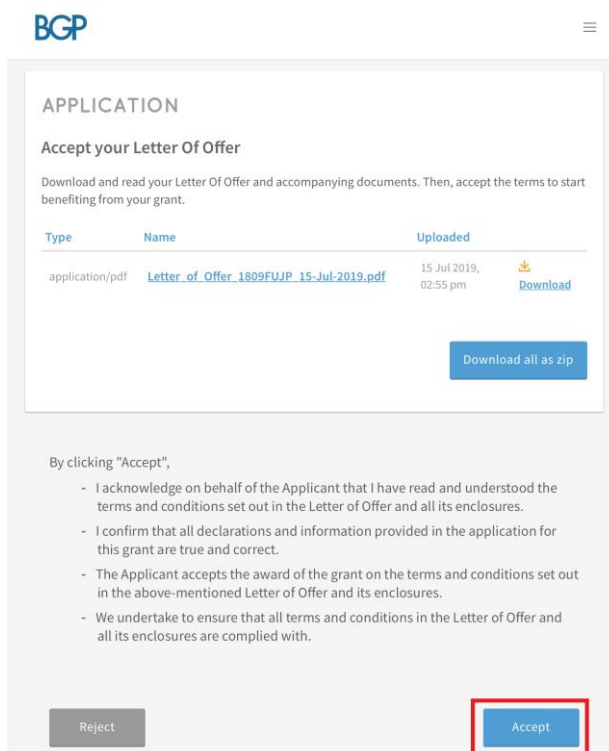
The Applicant hereby acknowledges and consents to the above. *

[← Previous](#) [Save](#) [Review](#)

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



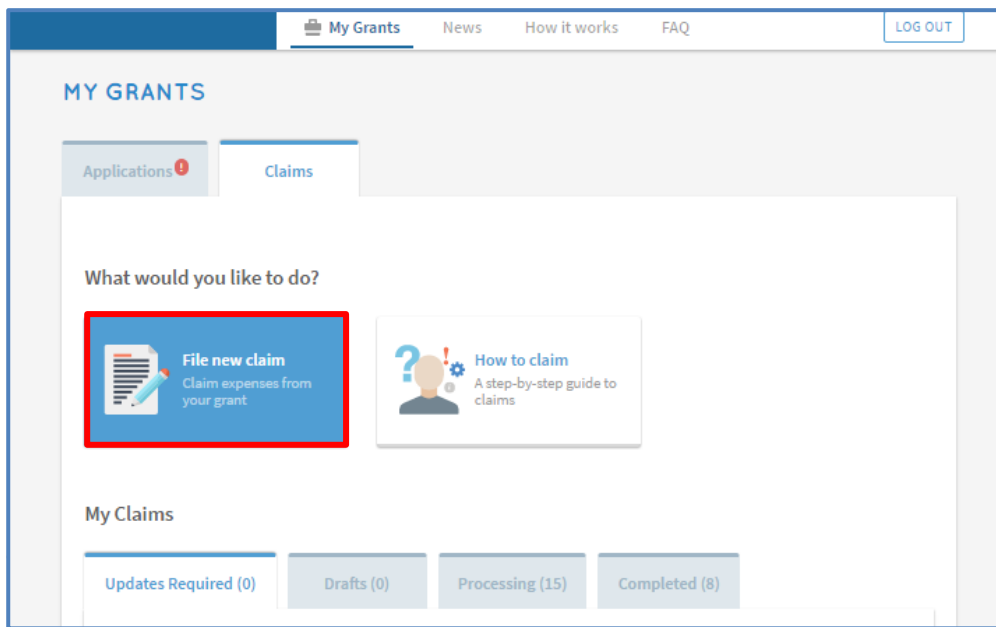
Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore's products and services through quality and standards.

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Claims Submission

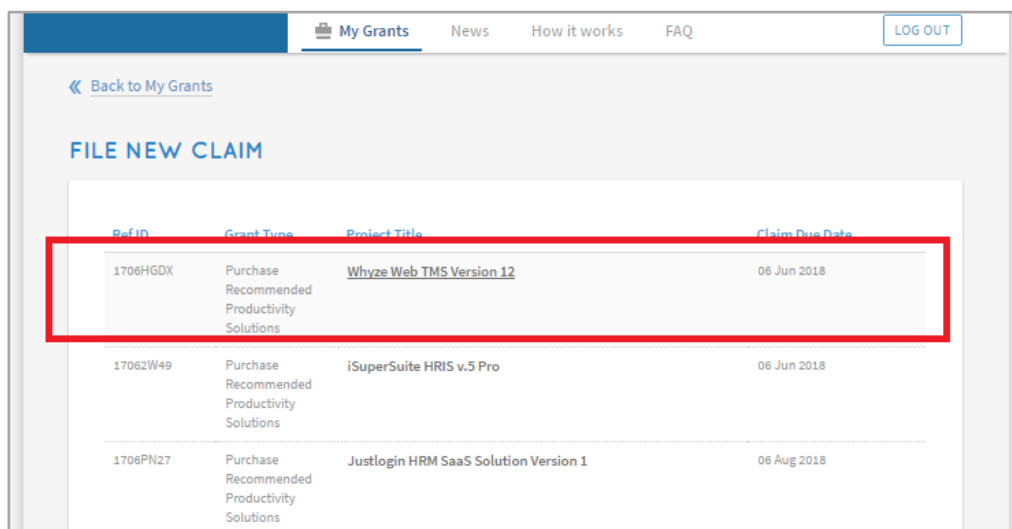
Step 1/6:

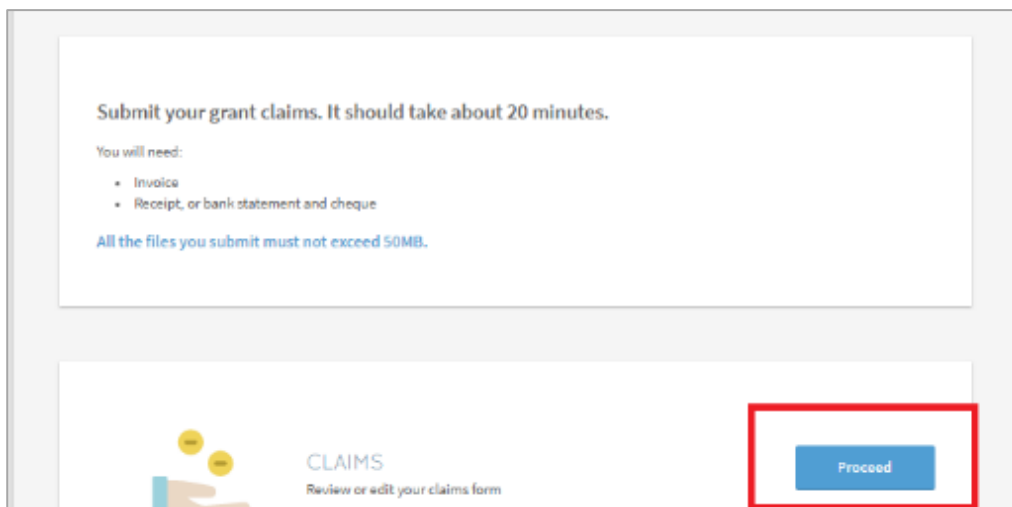
- Login to BGP > My Grants > Claims
- Click on 'File new claim'



Step 2/6:

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





Step 3/6: Contact Details

- Fill in your contact details

[← Back to Claim Actions](#)

Same as previous submission

Contact Details 3

Main Contact Person

The person submitting this claim is the main contact person. Notifications about the claim will be sent to them. Update this as necessary whenever you resubmit the claim.

Name *

Job Title *

Contact No *

Email *

Alternate Contact Person's Email

Step 4/6: Claim Information

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

- Fill in deployment location
- Fill in your claim amount

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

UPDATE YOUR CLAIMS INFORMATION

* Mandatory field

Solution Details

Solution Type

Solution Name

Vendor Name

UEN

I used a different vendor.

Key in your software license numbers or equipment serial numbers *

500 characters left

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

500 characters left

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls,xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Invoice *
- Bank Statement showing payment *
- Purchase Order or signed acceptance of quotation/Contract *
- Receipt or cheque *
- Pictures *
 - Licence number(s) of software
- Usage report *
 - At least one month
- Other documents

Drag and drop files here
or

Payment

Will this be your final claim?

Mode of Purchase

[← Back to Claim Actions](#)

[Contact Details](#)

Claim Information

[Business Outcomes](#)

[Declare & Review](#)

Postal Code *

Blk/Hse No. Street

Level Unit Building Name

Does your business operate from this address? *

Yes No

Is your address a shared office? *

Yes No

Add New Location

[← Previous](#)
[Save](#)
[Next →](#)

Step 5/6: Business Outcomes

- Fill in details of business outcomes

[← Back to Claim Actions](#)

[Contact Details](#)

[Claim Information](#)

Business Outcomes

[Declare & Review](#)

Same as previous submission

What task will be more efficient with the new solution? *

How much more efficient is this task now? * %

How much is the reduction of man-hours for this task with the solution? * %

We need a response for this field

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. Your feedback will not affect your grant disbursement.

500 characters left

[← Previous](#)
[Save](#)
[Next →](#)

Step 6/6: Declaration & Submit

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

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

No Yes

Select an option

Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct.

b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

The Applicant hereby acknowledges and consents to the above. *

Acknowledge and consent to the terms to proceed

[← Previous](#) [Save](#) [Review](#)