



BUSINESS GRANTS PORTAL

ENTERPRISE DEVELOPMENT GRANT

- USER GUIDE ON SUBMISSION OF APPLICATION, CHANGE REQUEST AND CLAIM**

December 2021

CONTENT

- BGP Roles Definition In CorpPass
- New Grant Submission
- Letter of Offer Acceptance
- Change Request Submission
- Downloading Latest LOF, After Change Request Approval
- Cash Advancement Submission
- (Interim/Final) Claims Submission
- Rework Submission
- Cancel Submission



BUSINESS GRANTS PORTAL

BGP ROLES DEFINITION

September 2021



BGP ROLES DEFINITION IN CORPPASS

BGP Roles need to be updated or revised in CorpPass by Company's CorpPass Admin

“Viewer”

View

View only



“Finance department monitoring grant applications”

to view the details of all the company's grant applications/claims submitted through the business grants portal. This role should be assigned to employees who need to monitor or report such information.

*“Preparer”
(Default Role)*

View + Edit + Submit

View | Create | Edit | Withdraw | Submit



“Project Executive or Brand Manager”

to view, edit and submit applications/claims on behalf of the company. This role should be assigned to employees who oversee projects, are able to make declarations on behalf of the company, and serve as the point of contact with the processing government agency.

“Acceptor”

View + Edit + Submit + Accept

View | Create | Edit | Withdraw | Submit | Accept



“Managing Director”

Assigned users will be given all rights of the Viewer and Preparer, and must have the authority to accept the terms and conditions of the Grant Letter of Offer on behalf of the company. This role should be assigned to the Company's MD, CEO or equivalent.



BUSINESS GRANTS PORTAL

NEW GRANT SUBMISSION

September 2021



GRANT SUBMISSION PROCESS



GRANT SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are highlighted with a red box. Below the navigation bar is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this banner are three columns of content: 'Learn how to apply' with a question mark icon, 'Register for CorpPass account' with a clipboard icon, and 'Apply for a grant now' with a 'Login' button.

GRANT SUBMISSION GUIDE

- Click on 'Get new Grant'

Step 2

A Singapore Government Agency Website

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BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ [LOG OUT](#)

Jie Raphael Yong  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

[Applications !\[\]\(9615d691b76bfc1344aa6183094b8a02_img.jpg\)](#) [Change Requests](#) [Claims](#)

What would you like to do?



Edit company profile
Update your account and company details



Get new grant
Apply for a grant to support your project



Learn to apply
Find out how to apply for a grant

SkillsFuture Enterprise Credit (SFEC)

From 1 Apr 2020 to 30 Jun 2023, you are eligible for a SGD 10,000.00 **SkillsFuture Enterprise Credit (SFEC)** to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit to-date is SGD 44.444.00.

GRANT SUBMISSION GUIDE

- Select Business Sector

Step 3

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IDA Singapore LIMITED SINGAPORE BRANCH

[« Back to My Grants](#)

Progress indicator: **Select sector** (active) | Select grant | Apply for grant

Which sector best describes your business?

Agriculture	Air Transport	Arts & Culture
Building & Construction	Education	Environmental Services
Financial Services	Food & Beverages	Healthcare
IT	Land Transport	Landscape
Logistics	Manufacturing & Engineering	Maritime
Media	Professional Services	Real Estate
Retail	Security	Services
Sports & Recreation	Tourism	Wholesale Trade
Others		

[Next →](#)

GRANT SUBMISSION GUIDE

• Choose Grant Type

A Singapore Government Agency Website



My Grants

Who we are

How it works

News

FAQ

LOG OUT

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Step 4

[« 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

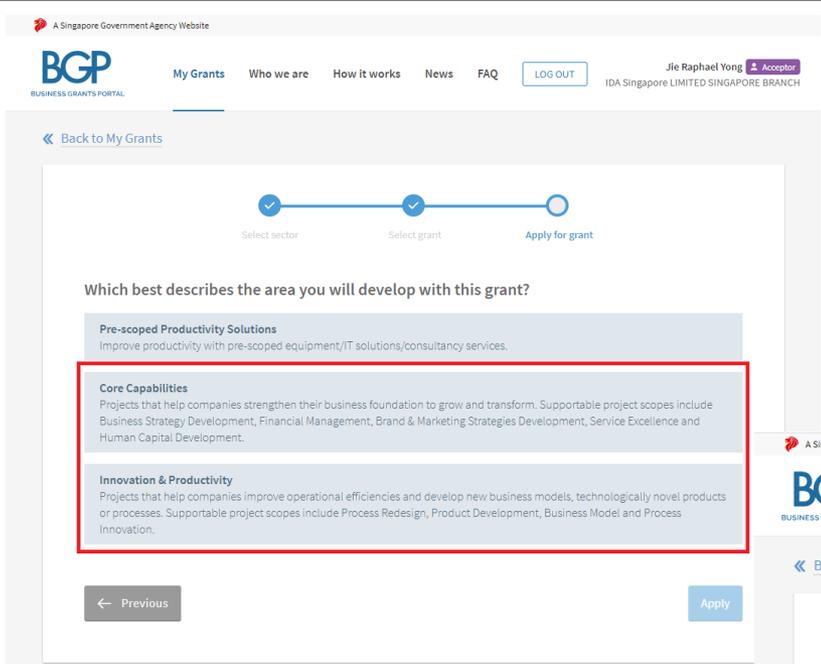
[← Previous](#)

[Next →](#)

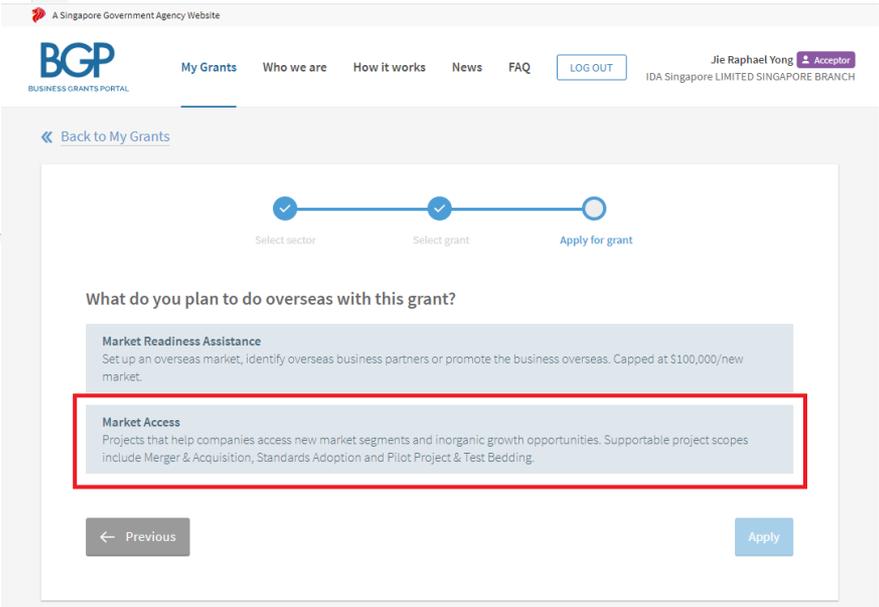
GRANT SUBMISSION GUIDE

- Select Specific Area – Core Capabilities/Innovation & Productivity/Market Access

Step 5



For EDG, Please select Core Capabilities, Innovation & Productivity or Market Access



GRANT SUBMISSION GUIDE

- Click on 'Proceed'

Step 6

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BUSINESS GRANTS PORTAL

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IDA Singapore LIMITED SINGAPORE BRANCH

You are now applying for Enterprise Development Grant (EDG).
For more information about the grant, select [learn more](#). [Learn More](#)

[Back to My Grants](#)

[Core Capabilities \(Enterprise Development Grant\)](#)

[Enterprise Transform Package](#)

GRANT ACTIONS

The Enterprise Development Grant (EDG) helps businesses prepare for growth and transformation by strengthening their business foundations.

From 1 Apr 2020, all companies applying for the Enterprise Development Grant must commit to achieving workers outcomes to qualify for up to 70% funding. Companies have to select at least 1 of 4 workers outcomes:

- Wage increment
- Redesign of existing jobs
- New jobs created
- Training for better prospects

Complete your grant application. It should take about 90 mins with complete information on hand.

You will need:

- Project proposal ([download template here](#)).
- Relevant Quotations for cost items
- Consultants' proposal (where applicable). Proposal should include a man-day breakdown of the project scope, consultants' CVs and scanned copies of recognised certification(s) for each management consultant.

Total size of files submitted (company profile and grant application attachments) must not exceed 50MB.

 **APPLICATION FORM**
View or edit your grant submission form

Last updated 0 days ago.
Drafts that have not been updated for 90 days will be deleted.

[Proceed](#)

[Delete Application](#)

GRANT SUBMISSION GUIDE

- Complete Application Form

- Make sure to complete all sections and click on 'Next'

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We have received your endorsement letter from e2i.

[← Back to Grant Actions](#)

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

Core Capabilities (Enterprise Development Grant)

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.

Is the applicant registered in Singapore? *

Yes No

Does the applicant have at least 30% [Local Equity](#)? *

Yes No

Is the applicant's [group](#) sales turnover less than or equal to S\$100m or is the applicant's group employment size less than or equal to 200? *

Yes No

Step 7

GRANT SUBMISSION GUIDE

- Complete Application Form
 - Make sure to complete all sections and click on 'Next'

Contact Details

- Please indicate the contact person so that email notifications can be sent out to applicant.
- Letter of Offer Addressee will populate in EDG letter of offer. Please ensure that Name should not be in all small caps.

The screenshot shows a web application interface for grant submission. On the left is a vertical navigation menu with five items: 'Eligibility', 'Contact Details' (highlighted with a red box), 'Proposal', 'Business Impact', 'Cost', and 'Declare & Review'. The main content area is titled 'application.' and contains several form sections. The first section has five input fields for 'Name *', 'Job Title *', 'Contact No. *', 'Email *', and 'Alternate Contact Person's Email'. Below this is the 'Mailing Address' section, which includes a checkbox for 'Same as registered address in Company Profile', a 'Postal Code *' field with a search icon, and three rows of address fields: 'Block/House No.' and 'Street', 'Level' and 'Unit', and 'Building Name'. The next section is 'Letter Of Offer Addressee', which includes a text box with the instruction 'This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.', a checkbox for 'Same as main contact person', and three input fields for 'Name *', 'Job Title *', and 'Email *'.

Step 8

GRANT SUBMISSION GUIDE

- Complete Application Form
 - Make sure to complete all sections and click on 'Next'

Submit Your Proposal

- Please indicate Project Title, Start Date, End Date and Project Description
- Please upload project proposal and other supporting documents

Core Capabilities (Enterprise Development Grant)

SUBMIT YOUR PROPOSAL

* Mandatory field

Project Title *

Start Date * eg. 20 Nov 2021

End Date * eg. 20 Nov 2021

Project Duration 0 months

Project Description *

Describe your project, including the scope, outcomes and impact

4000 characters left

Project Proposal and Other Supporting Documents *

- Please download template [here](#)

Drag and drop files here
or
[Select Files](#)

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.

Step 9

GRANT SUBMISSION GUIDE

- Complete Application Form
 - Make sure to complete all sections and click on 'Next'

Explain The Business Impact

- Please provide projections that the project is expected to impact your business

Step 10

EXPLAIN THE BUSINESS IMPACT

* Mandatory field

Tell us how you expect this project to impact your business

	Now	After project		
	? Last FY *	Year 1	Year 2	Year 3
	YYYY			
? Revenue (SGD) *				
? Net Operating Profit/Loss (before Tax) (SGD) *				
? Remuneration (SGD) *				
? Depreciation (SGD) *				
No. of ? PMET jobs *				
No. of non-PMET jobs *				

Rationale for Projections *

Please provide rationale for your projections above. Otherwise, please indicate "NA".

500 characters left

GRANT SUBMISSION GUIDE

- Complete Application Form
 - Make sure to complete all sections and click on 'Next'

Provide Details of Costs

- Please enter your details of costs by clicking "Add New Item"
- For Salary cost item, you can upload relevant documentation (e.g. letter of employment, contract, etc.)
- For Consultancy cost item, you will need upload consultancy proposal and required certification

Eligibility

Contact Details

Proposal

Business Impact

Cost

Declare & Review

PROVIDE DETAILS OF COSTS

Salary		▼
Airfare	SGD 0.00	▼
Training	SGD 0.00	▼
Consultancy	SGD 0.00	▼
Hardware/Equipment & Software	SGD 0.00	▼
Materials & Consumables	SGD 0.00	▼
Intellectual Property Registration & Related Costs	SGD 0.00	▼
Acquisition of Intellectual Property Rights	SGD 0.00	▼
Testing & Certification	SGD 0.00	▼
Others	SGD 0.00	▼
Total	SGD 0.00	

Step 11

GRANT SUBMISSION GUIDE

- Declare and Review Application
- Click on 'Submit' to submit application

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We have received your endorsement letter from ezi.

Back to Grant Actions

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

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.

e. The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.

f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

The Applicant hereby acknowledges and consents to the above. *

Previous Save Review

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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.

e. The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.

f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

Cost

Declare & Review

Step 12

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Submit

GRANT SUBMISSION GUIDE

- Application submitted page

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[← Back to Grant Actions](#)

Innovation & Productivity (Enterprise Development Grant) Print

Your application has been submitted.

Ref ID:	2107DTHS	Agency Details:	Enterprise Singapore
Status:	Submitted		7777 8888
Submitted on:	01 Jul 2021, 05:23 pm		bgp.robot+esg_cdg@g mail.com

COMPANY PROFILE

Last snapshot at: 01 Jul 2021, 05:23 pm

Company Details

Company Unique Entity Number (UEN)	201325260W
Registered Company Name	IDA Singapore LIMITED SINGAPORE BRANCH
Incorporation Date	12 Aug 2009
Company Type	Local Companies

Step 13



BUSINESS GRANTS PORTAL

LETTER OF OFFER ACCEPTANCE

September 2021



LOF ACCEPTANCE PROCESS



LOF ACCEPTANCE GUIDE

Step 1

- Click on 'Login' and login using CorpPass

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BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are highlighted with a red box. Below the navigation bar is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this banner are three columns of content: 'Learn how to apply' with a question mark icon, 'Register for CorpPass account' with a CorpPass icon and a link icon, and 'Apply for a grant now' with a 'Login' button.

LOF ACCEPTANCE GUIDE

Step 2

- Click on 'Applications' and then 'Updates Required'

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IDA Singapore LIMITED SINGAPORE

MY GRANTS

Applications ¹ Change Requests Claims

What would you like to do?

- Edit company profile**
Update your account and company details
- Get new grant**
Apply for a grant to support your project
- Learn to apply**
Find out how to apply for a grant

SkillsFuture Enterprise Credit (SFEC)

From 1 Apr 2020 to 30 Jun 2023, you are eligible for a SGD 10,000.00 **SkillsFuture Enterprise Credit (SFEC)** to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit to-date is SGD 44,444.00.

[View My SFEC Details](#)

My Applications

Updates Required (2) Drafts (0) Processing (12) Completed (6)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2107ZH6Z	Market Access	Enterprise Singapore	errtertr	Approved	01 Jul 2021, 04:22 pm
				Accept your offer	
2107YV3V	Innovation & Productivity	Enterprise Singapore	fhghfhgf	Approved	01 Jul 2021, 04:20 pm
				Accept your offer	

LOF ACCEPTANCE GUIDE

- Click on 'Accept your offer'

Step 3

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MY GRANTS

Applications ¹ Change Requests Claims

What would you like to do?

-  **Edit company profile**
Update your account and company details
-  **Get new grant**
Apply for a grant to support your project
-  **Learn to apply**
Find out how to apply for a grant

SkillsFuture Enterprise Credit (SFEC)

From 1 Apr 2020 to 30 Jun 2023, you are eligible for a SGD 10,000.00 **SkillsFuture Enterprise Credit (SFEC)** to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit to-date is SGD 44,444.00.

[View My SFEC Details](#)

My Applications

Updates Required (2) Drafts (0) Processing (12) Completed (6)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2107ZH6Z	Market Access	Enterprise Singapore	errtertr	Approved	01 Jul 2021, 04:22 pm
2107YV3V	Innovation & Productivity	Enterprise Singapore	fghgfhgf	Approved	01 Jul 2021, 04:20 pm

Accept your offer

LOF ACCEPTANCE GUIDE

- Review the Letter of Offer and Terms & Conditions listed
- Click on 'Accept'

Step 4

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[← Back to Grant Actions](#)

Market Access (Enterprise Development Grant)

LETTERS AND DOCUMENTS

APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded
Letter of Offer	2107ZH6Z.pdf	22 Nov 2020, 11:58 am  Download

[Download all as zip](#)

By clicking "Accept",

- I acknowledge on behalf of the Applicant that I have read and understood the terms and conditions set out in the Letter of Offer and all its enclosures.
- I confirm that all declarations and information provided in the application for this grant are true and correct.
- The Applicant accepts the award of the grant on the terms and conditions set out in the above-mentioned Letter of Offer and its enclosures.
- We undertake to ensure that all terms and conditions in the Letter of Offer and all its enclosures are complied with.

[Reject](#) [Accept](#)

- Double confirm that you are ready to accept
- Click on 'Accept'

Step 5

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Market Access (Enterprise)

LETTERS AND

Accept Letter of Offer

Are you sure you want to accept your Letter of Offer? Please make sure you have read through the Letter of Offer and its Terms and Conditions.

Cancel **Accept**

APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded
Letter of Offer	2107ZH6Z.pdf	22 Nov 2020, 11:58 am Download

[Download all as zip](#)

LOF ACCEPTANCE GUIDE

- Letter of Offer accepted page

Step 6

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IDA Singapore LIMITED SINGAPORE BRANCH

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Market Access (Enterprise Development Grant)
Enterprise Transform Package

GRANT ACTIONS

You have accepted the Letter of Offer.

Ref ID:	2107ZH6Z	Agency Details:	Enterprise Singapore
Status:	Offer accepted by Applicant		6666 7777
Submitted on:	01 Jul 2021, 04:03 pm		bgp.robot+esg_mad@gmail.com

 **APPLICATION FORM**
View or edit your grant submission form [Proceed](#)

 **HISTORY**
View history of communication and statuses [Proceed](#)

 **LETTERS AND DOCUMENTS**
Access to the letters of offer/rejection and related documents [Proceed](#)



BUSINESS GRANTS PORTAL

CHANGE REQUEST SUBMISSION

December 2021



CHANGE REQUEST SUBMISSION PROCESS

Login to BGP
using CorpPass



Click on
Submit Change
Request



Select
Project Title



Complete
Application
Form



Declaration and
Review, then
Submit



Application
Submitted

CHANGE REQUEST SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

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🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account 
You'll need this to apply for a grant

Apply for a grant now

Login

CHANGE REQUEST SUBMISSION GUIDE

Step 2

- Click on 'Change Requests'
- Click on 'Submit change request'

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MY GRANTS

Applications **Change Requests** Claims

What would you like to do?

Submit change request
Request edits to your grant

How to make a change request
A step-by-step guide to change requests

My Change Requests

[Updates Required \(0\)](#) [Drafts \(0\)](#) [Processing \(0\)](#) [Completed \(0\)](#)

CHANGE REQUEST SUBMISSION GUIDE

- Click on title of the project under “Project Title”

Step 3

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[FAQ](#)

[LOG OUT](#)

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IDA Singapore LIMITED SINGAPORE BRANCH

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SUBMIT CHANGE REQUEST

What application is this change request for?

Ref ID	Grant Type	Project Title	Claim Due Date
2107ZH6Z	Market Access	errterre	24 Aug 2021

Click on Project Title to submit your change request



CHANGE REQUEST SUBMISSION GUIDE

- Click on 'Proceed'

Step 4

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Market Access (Enterprise Development Grant)

CHANGE REQUEST

You can submit a change request now.

Depending on your request, you might need to provide:

- Project proposal (download template [here](#)).
- Relevant Quotations for cost items
- Consultants' proposal (where applicable). Proposal should include a man-day breakdown of the project scope, consultants' CVs and scanned copies of [recognised certification\(s\)](#) for each management consultant.

The agency reserves the right to request for additional supporting documents.

All the files you submit must not exceed 50MB.



CHANGE REQUEST
Submit a change request

[Proceed](#)

[Delete Change Request](#)

CHANGE REQUEST SUBMISSION GUIDE

- Complete Change Request Form
- Make sure to make changes on the required fields in each sections and click on 'Next'

Step 5

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IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to Change Request Actions](#)

 **Contact Details**

 Project Details

 Cost Details

 Declare & Review

You are submitting a change request for this application: 2107ZH6Z

UPDATE CONTACT DETAILS

* Mandatory field

Auto-fill from previous submission

Main Contact Person

Notifications about the change request will be sent to the main contact person. Update this, if needed.

Name *

Job Title *

Contact No. *

CHANGE REQUEST SUBMISSION GUIDE

- Complete Change Request Form
- Make sure to make changes on the required fields in each sections and click on 'Next'

Update Project Details

- Support Start And End Date

Please note that Claim Due Date will be automatically updated to 6 months from revised Support End Date.

Project Title

Start Date *

End Date *

Project Duration

- Check Claim Due to revise Claim Due Date

Applicant **can only revise either** Start and End Date **OR** Claim Due Date

- Check Support Start and End Date to revise Project Qualifying Period

- Claim Due Date

Claim Due Date *

Reason for Change Request *

500 characters left

Supporting Documents

Drag and drop files here
or

Step 6

CHANGE REQUEST SUBMISSION GUIDE

- Complete Change Request Form
- Make sure to make changes on the required fields in each sections and click on 'Next'

Step 7

« Back to Change Request Actions

Contact Details

Project Details

Cost Details

Declare & Review

UPDATE COST DETAILS

* Mandatory field

Which cost categories would you like to update? If there are no updates needed, proceed to "Declare & Review".

Cost Categories

Salary

Airfare

Training

Consultancy

- Click on "Cost Categories" If you need to make changes to cost items. Please click on "Add New Item" if you are adding a new cost item or "I want to make a change" to revise your cost item

CHANGE REQUEST SUBMISSION GUIDE

- Declare and Review Change Request
- Click on 'Submit'

Step 8

A Singapore Government Agency Website

BGP My Grants Who we are How it works News FAQ LOG OUT Ng Raphael Jia Acceptor IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to Change Request Actions](#)

- Company Profile
- Contact Details
- Project Details
- Cost Details
- Declare & Review**

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.

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

[← Previous](#) [Submit](#)

CHANGE REQUEST SUBMISSION GUIDE

- Change Request Submitted page

Step 9

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT

Ng Raphael Jia  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to Change Request Actions](#)

Market Access (Enterprise Development Grant) 

Your change request has been submitted.

Ref ID:	2107ZH6Z-CR01	Agency Details:	Enterprise Singapore
Status:	Submitted		6666 7777
Submitted on:	02 Jul 2021, 02:22 pm		bgp.robot+esg_mad@gmail.com

COMPANY PROFILE

Company Details

Company Unique Entity Number (UEN)	201325260W
Registered Company Name	IDA Singapore LIMITED SINGAPORE BRANCH
Incorporation Date	12 Aug 2009
Company Type	Local Companies
Business Constitution	Sole Proprietor
Status	LIVE COMPANY



BUSINESS GRANTS PORTAL

DOWNLOADING LATEST LOF, AFTER CHANGE REQUEST APPROVAL

December 2021



DOWNLOADING LATEST LOF, AFTER CHANGE REQUEST APPROVAL



DOWNLOADING LATEST LOF GUIDE

Step 1

- Click on 'Login' and login using CorpPass

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account 
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are also present. Below the navigation bar, there is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this, there are three columns of content: 'Learn how to apply' with a 'Find out how to apply for a grant' link, 'Register for CorpPass account' with an external link icon and the text 'You'll need this to apply for a grant', and 'Apply for a grant now' with a 'Login' button. The 'LOG IN' button in the top right corner is highlighted with a red box.

DOWNLOADING LATEST LOF GUIDE

Step 2

- Click on 'Change Requests'
- Click on 'Completed'

The screenshot displays the BGP user interface. At the top left is the BGP logo. The navigation menu includes 'My Grants', 'Who we are', 'How it works', 'News', and 'FAQ', with a 'LOG OUT' button on the right. Below the navigation is a horizontal menu with three items: 'Applications' (with a red exclamation mark), 'Change Requests' (highlighted with a red box and a red exclamation mark), and 'Claims' (with a red exclamation mark). The main content area is titled 'What would you like to do?' and contains two cards. The first card, 'Submit change request', features a document icon and a pencil, with the text 'Request edits to your grant'. The second card, 'How to make a change request', features a person icon with a question mark and a gear, with the text 'A step-by-step guide to change requests'. Below this is the 'My Change Requests' section, which contains four buttons: 'Updates Required (1)', 'Drafts (0)', 'Processing (6)', and 'Completed (23)'. The 'Completed (23)' button is highlighted with a red box.

BGP My Grants Who we are How it works News FAQ LOG OUT

Applications **Change Requests** Claims

What would you like to do?

Submit change request
Request edits to your grant

How to make a change request
A step-by-step guide to change requests

My Change Requests

Updates Required (1) Drafts (0) Processing (6) **Completed (23)**

DOWNLOADING LATEST LOF GUIDE

- Select the title of the project under “Project Title”

Step 3

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ [LOG OUT](#)

Ng Raphael Jia **Acceptor**
IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

Applications **Change Requests** Claims

What would you like to do?

Submit change request
Request edits to your grant

How to make a change request
A step-by-step guide to change requests

My Change Requests

Updates Required (0) Drafts (0) Processing (0) **Completed (1)**

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2107ZH6Z-CR01	Market Access	Enterprise Singapore	errterre	Approved	02 Jul 2021, 02:43 pm

DOWNLOADING LATEST LOF GUIDE

- Click on 'View' under 'Letters and Documents'

Step 4

A Singapore Government Agency Website

BGP [My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#) Ng Raphael Jia  **Acceptor**
IDA Singapore LIMITED SINGAPORE BRANCH

	CHANGE REQUEST View your change request	View
	GRANT APPLICATION View your grant application form	View
	HISTORY View the history of this application	View
	LETTERS AND DOCUMENTS Access the documents related to your application	View

DOWNLOADING LATEST LOF GUIDE

- Click on 'Download' or 'Download all as zip'

Step 5

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

[My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#)

Ng Raphael Jia  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to My Change Requests](#)

Market Access (Enterprise Development Grant)

LETTERS AND DOCUMENTS

CHANGE REQUESTS

Type	Name	Uploaded	
ChangeRequest::LetterOfOffer	2107ZH6Z.pdf	03 Jan 2020, 10:40 am	 Download

[Download all as zip](#)

APPLICATION

You have accepted the Letter of Offer.

Type	Name	Uploaded	
Letter of Offer	2107ZH6Z.pdf	22 Nov 2020, 11:58 am	 Download



BUSINESS GRANTS PORTAL

CASH ADVANCEMENT SUBMISSION

December 2021



CASH ADVANCEMENT PROCESS



CASH ADVANCEMENT SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

CASH ADVANCEMENT SUBMISSION GUIDE

Step 2

- Click on 'Claims'
- Click on 'File new claim'

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ [LOG OUT](#)

Ng Raphael Jia Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

Applications Change Requests **Claims**

What would you like to do?

File new claim
Claim expenses from your grant

How to claim
A step-by-step guide to claims

My Claims

[Updates Required \(0\)](#) [Drafts \(0\)](#) [Processing \(0\)](#) [Completed \(1\)](#)

CASH ADVANCEMENT SUBMISSION GUIDE

- Click on “Title of the project under “Project Title”

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

[My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#)

Ng Raphael Jia  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

[« Back to My Grants](#)

FILE NEW CLAIM

Ref ID	Grant Type	Project Title	Claim Due Date
2107ZH6Z	Market Access	errterre	24 Aug 2021

Step 3

CASH ADVANCEMENT SUBMISSION GUIDE

- Click on 'File Cash Advancement'

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT

Ng Raphael Jia Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

← Back to My Grants

FILE NEW CLAIM

A You are eligible for a cash advancement

You are eligible for a cash advancement of **\$2,000.99**. Kindly submit the proof of project commencement for approval. You will no longer be able to apply for cash advancement once you filed a claim successfully.

Close **File Cash Advancement** File Claim

Ref ID	Grant ID	Grant Name	Grant Type	Grant Status	Grant Due Date
2107ZH6Z	M				Aug 2021

Step 4

CASH ADVANCEMENT SUBMISSION GUIDE

- Click on 'Proceed'

A Singapore Government Agency Website

BGP [My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#) Ng Raphael Jia [Acceptor](#)
IDA Singapore LIMITED SINGAPORE BRANCH

Ref ID:	2107ZH6Z	Approved Grant Amount:	SGD 3,100.99
Grant Type:	Market Access & Development	Cash Advanced:	SGD 0.00
Agency:	Enterprise Singapore	Claim Due Date:	24 Aug 2021
	6666 7777	No. of approved Cash	0 of 1
	bgp.robot+esg_mad@gmail.com	Advancements:	

Submit your cash advancement. It should take about 20 minutes.

You will need:

- Required documents in Letter of Offer

All the files you submit must not exceed 50MB.

 **CASH ADVANCEMENT**
Review or edit your cash advancement form

[Proceed](#)

[Delete Cash Advancement](#)

Step 5

CASH ADVANCEMENT SUBMISSION GUIDE

- Complete Application Form
 - Make sure to complete all sections and click on 'Next'

Step 6

A Singapore Government Agency Website

BGP My Grants Who we are How it works News FAQ [LOG OUT](#) Ng Raphael Jia [Accept](#)
IDA Singapore LIMITED SINGAPORE BRAN

[← Back to Claim Actions](#)

Contact Details

Cash Advancement Information

Declare & Review

Main Contact Person

Notifications about the cash advancement will be sent to the main contact person. Update this, if needed.

Name *

Job Title *

Contact No. *

Email *

Alternate Contact Person's Email

Mailing Address

Postal Code *

Block/House No. Street

CASH ADVANCEMENT SUBMISSION GUIDE

- Complete Cash Advancement Form
 - Make sure to complete all sections and click on 'Next'

Back to Claim Actions

Contact Details

Cash Advancement Information

Declare & Review

You are submitting a cash advancement for this application: 21082M29

UPDATE CASH ADVANCEMENT INFORMATION

* Mandatory field

Project Details

Project Title: training project

Project Description: training capability

Upload supporting documents *

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

- Required documents in Letter of Offer *
- Other documents

Drag and drop files here or

Select Files

Blank_Document_for...port.pdf 18 Nov 2021, 03:21 pm 0.02MB

Tag this document *

Required documents in Letter of Offer

Other documents

Approved Grant SGD 76,283.00

Cash Advancement Amount SGD 15,256.60

Funds Transfer Method *

How would you like your cash advancement to be paid? * PayNow GIRO

Remarks

Fill in any additional remarks here

500 characters left

Step 7

- Click on Cash Advancement Information.
- Upload documents and Funds Transfer Method (E.g. Corporate PayNow or GIRO)

CASH ADVANCEMENT SUBMISSION GUIDE

- Declare and Review Cash Advancement Form
- Click on 'Submit' to submit Cash Advancement

Step 7

The screenshot displays the BGP (Business Grant Programme) website interface for a user named Ng Raphael Jia. The page is titled 'Cash Advancement Information' and is part of the 'Declare & Review' process. The user is currently on the 'Consent & Acknowledgement' section, which contains several questions and a declaration checkbox. The 'Submit' button is highlighted with a red box.

Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct. Yes No

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 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. *

[← Previous](#) [Save](#) [Review](#)

Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct. Yes No

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.

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

[Submit](#)

CASH ADVANCEMENT SUBMISSION GUIDE

- Cash Advancement Submitted page

The screenshot displays the BGP Business Grants Portal interface. At the top, it identifies itself as a Singapore Government Agency Website. The BGP logo and 'BUSINESS GRANTS PORTAL' are on the left. Navigation links include 'My Grants', 'Who we are', 'How it works', 'News', and 'FAQ'. A 'LOG OUT' button is present. The user is logged in as 'Ng Raphael Jia' with the role of 'Acceptor' at 'IDA Singapore LIMITED SINGAPORE BRANCH'. The main content area is titled 'Market Access (Enterprise Development Grant)' and includes a 'Print' button. A central message states 'Your cash advancement has been submitted.' Below this, submission details are provided: Ref ID: 2107ZH6Z-CLA01 (highlighted in red), Status: Submitted, Submitted on: 02 Jul 2021, 03:20 pm, Agency Details: Enterprise Singapore, 6666 7777, and email: bgp.robot+esg_mad@gmail.com. A 'COMPANY PROFILE' section shows the last ACRA refresh at 01 Jul 2021, 04:00 pm. The 'Company Details' table lists: Company Unique Entity Number (UEN) as 201325260W, Registered Company Name as IDA Singapore LIMITED SINGAPORE BRANCH, and Incorporation Date as 12 Aug 2009. A left sidebar contains navigation options: 'Back to Claim Actions', 'Company Profile', 'Contact Details', 'Cash Advancement Information', and 'Declare & Review'. A blue 'Step 8' callout is positioned on the far left.

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT

Ng Raphael Jia Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

Market Access (Enterprise Development Grant) [Print](#)

Your cash advancement has been submitted.

Ref ID:	2107ZH6Z-CLA01	Agency Details:	Enterprise Singapore
Status:	Submitted		6666 7777
Submitted on:	02 Jul 2021, 03:20 pm		bgp.robot+esg_mad@gmail.com

COMPANY PROFILE

Last ACRA refresh at: 01 Jul 2021, 04:00 pm

Company Details

Company Unique Entity Number (UEN)	201325260W
Registered Company Name	IDA Singapore LIMITED SINGAPORE BRANCH
Incorporation Date	12 Aug 2009

Back to Claim Actions

Company Profile

Contact Details

Cash Advancement Information

Declare & Review

Step 8



BUSINESS GRANTS PORTAL

(INTERIM/FINAL) CLAIMS SUBMISSION

December 2021



CLAIMS PROCESS



CLAIMS SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are highlighted with a red box. Below the navigation bar is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this banner are three columns of content: 'Learn how to apply' with a question mark icon, 'Register for CorpPass account' with a CorpPass icon and a link icon, and 'Apply for a grant now' with a 'Login' button.

CLAIMS SUBMISSION GUIDE

- Click on 'Claims'
- Click on 'File new claim'

Step 2

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT

Ng Raphael Jia Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

Applications Change Requests **Claims**

What would you like to do?

File new claim
Claim expenses from your grant

How to claim
A step-by-step guide to claims

My Claims

Updates Required (0) Drafts (0) Processing (0) Completed (1)

CLAIMS SUBMISSION GUIDE

- Click on title of project

Step 3

 A Singapore Government Agency Website

BGP

BUSINESS GRANTS PORTAL

[My Grants](#)

[Who we are](#)

[How it works](#)

[News](#)

[FAQ](#)

[LOG OUT](#)

Ng Yong Raphael

 **Acceptor**

IDA Singapore LIMITED SINGAPORE BRANCH

[« Back to My Grants](#)

FILE NEW CLAIM

Ref ID	Grant Type	Project Title	Claim Due Date
2107ZH6Z	Market Access	errterre	24 Aug 2021

CLAIMS SUBMISSION GUIDE

- If there is a pop-up, Click 'File Claim', otherwise ignore this step

Step 4

The screenshot displays the BGP Business Grants Portal interface. At the top, it identifies itself as a Singapore Government Agency Website. The navigation menu includes 'My Grants', 'Who we are', 'How it works', 'News', 'FAQ', and a 'LOG OUT' button. The user is logged in as 'Ng Raphael Jia' with the role of 'Acceptor' at the 'IDA Singapore LIMITED SINGAPORE BRANCH'. A pop-up notification is centered on the screen, titled 'A You are eligible for a cash advancement'. The message states: 'You are eligible for a cash advancement of \$2,000.99. Kindly submit the proof of project commencement for approval. You will no longer be able to apply for cash advancement once you filed a claim successfully.' The pop-up contains three buttons: 'Close', 'File Cash Advancement', and 'File Claim'. The 'File Claim' button is highlighted with a red rectangular border. In the background, a table with columns for 'Ref ID' and 'Due Date' is partially visible, showing a row with the value '2107ZH6Z'.

CLAIMS SUBMISSION GUIDE

- Click on 'Proceed'

Step 5

A Singapore Government Agency Website

BGP [My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#) Ng Yong Raphael  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

Ref ID:	21072H6Z	Approved Grant Amount:	SGD 3,100.99
Grant Type:	Market Access & Development	Amount Claimed:	SGD 2,000.99
Agency:	Enterprise Singapore 6666 7777 bgp.robot+esg_mad@gmail.com	Claim Due Date:	24 Aug 2021
		No. of approved Claims:	0 of 5

Submit your grant claims. It should take about 45 minutes.

You will need:

- Project Report
- Supporting documents such as proof of purchase and payment (for final claim)
- Invoice for subsequent payments (for interim claim)
- Other documents

All the files you submit must not exceed 50MB.

 **CLAIMS**
Review or edit your claims form

[Proceed](#)

[Delete Claim](#)

CLAIMS SUBMISSION GUIDE

- Complete Claim Form

- Make sure to complete all sections and click on 'Next'

Step 6

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ [LOG OUT](#)

IDA Sir Ng Yong Peh Account CH ✓ Draft Saved

[← Back to Claim Actions](#)

Contact Details

Project Report

Claim Details

Declare & Review

You are submitting a claim for this application: 2107ZH6Z

UPDATE CONTACT DETAILS

* Mandatory field

Auto-fill from previous submission

Main Contact Person

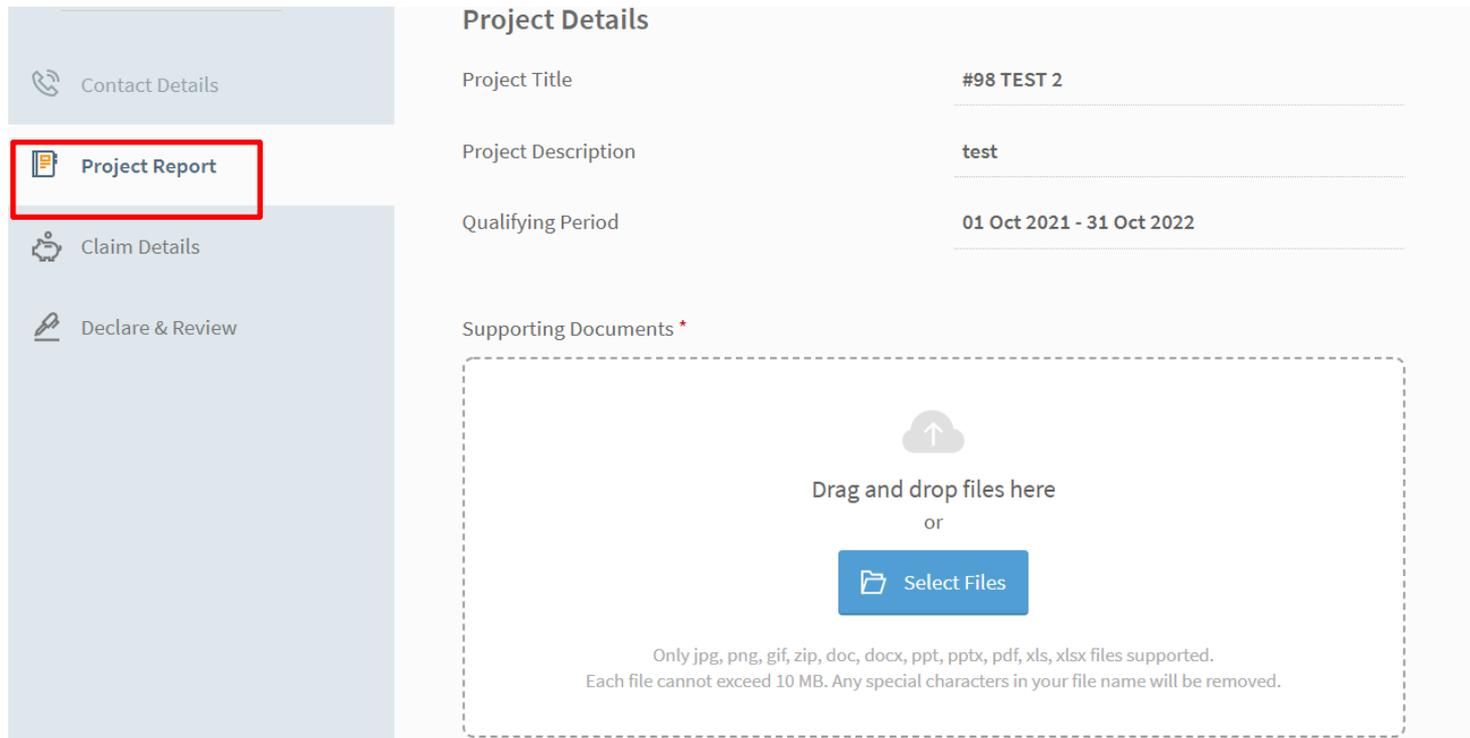
Notifications about the claim will be sent to the main contact person. Update this, if needed.

Name *	<input type="text" value="test name"/>
Job Title *	<input type="text" value="werewrew"/>
Contact No. *	<input type="text" value="91234567"/>
Email *	<input type="text" value="abc@abc.com"/>
Alternate Contact Person's Email	<input type="text"/>

CLAIMS SUBMISSION GUIDE

- Complete Claim Form

- Make sure to complete all sections and click on 'Next'



Project Details

Contact Details	Project Title	#98 TEST 2
Project Report	Project Description	test
Claim Details	Qualifying Period	01 Oct 2021 - 31 Oct 2022
Declare & Review	Supporting Documents *	

Supporting Documents *

Drag and drop files here
or
[Select Files](#)

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.

Step 7

- Upload Project Report under "Project Report" tab

CLAIMS SUBMISSION GUIDE

- Complete Claim Form

- Make sure to complete all sections and click on 'Next'

UPDATE CLAIM DETAILS

* Mandatory field

Payment

Will this be your final claim? *

Yes No

Funds Transfer Method *

How would you like your claim to be paid? *

PayNow GIRO

Supporting Documents

Drag and drop files here
or
[Select Files](#)

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

Step 8

- For Interim Claim, check No to “Will this be your final claim?”
- For Final Claim, check “Yes” to “Will this be your final claim?”
- Indicate your Funds Transfer Method and Upload Supporting Documents

CLAIMS SUBMISSION GUIDE

• Complete Claim Form

➤ Make sure to complete all sections and click on 'Next'

- For Final Claim, to select "Yes" to Final Claim
- Select Auditor from drop down
- Click on Cost category to input your actual expenses incurred
- Click on the Cost Category and check "I want to submit a claim for this" if you want to submit claim for the cost item

The screenshot shows a vertical navigation menu with three items: 'Project Report', 'Claim Details', and 'Declare & Review'. The 'Claim Details' item is highlighted with a red rectangular box.

The screenshot shows two sections of the claim submission form, both highlighted with red rectangular boxes. The top section is titled 'Payment' and contains the following fields:

- Will this be your final claim? *** with radio buttons for 'Yes' (selected) and 'No'.
- Auditor *** with a dropdown menu showing 'Select...'.
- Funds Transfer Method *** with radio buttons for 'PayNow' and 'GIRO'.

The bottom section is titled 'Cost category' and contains the following elements:

- A sub-header: 'Click on the relevant cost category and select "I want to submit a claim for this" for the items you wish to make claim for.'
- Four blue horizontal bars representing cost categories, each with a dropdown arrow on the right:
 - Salary: SGD 0.00
 - Consultancy: SGD 0.00
 - Hardware/Equipment & Software: SGD 0.00
 - Others: SGD 0.00
- A note: 'The approved amount for these costs is calculated by the agency and will be paid along with the rest of your claim.'
- A table with the following data:

Cost Name	Support Level	Supported Amount
Audit Fee	80%	SGD 1,800.00

Step 9

CLAIMS SUBMISSION GUIDE

- Declare and Review Claim
- Click on 'Submit' to submit Claim

Step 10

A Singapore Government Agency Website

BGP My Grants Who we are How it works News FAQ LOG OUT Ng Yong Raphael Acceptor IDA Singapore LIMITED SINGAPORE BRANCH

« Back to Claim Actions

Contact Details

Project Report

Claim Details

Declare & Review

4. Has the Applicant received or is the Applicant receiving or claiming any monies, loans, rebates, discounts, refunds or damages from any person providing goods and services that is the subject of this application for grant? *

No Yes

5. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the applicant, its related companies or their directors, shareholders and corporate secretaries? *

No Yes

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. *

← Previous

Save Review

Consent & Acknowledgement

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

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 to the Applicant only.

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We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Submit

CLAIMS SUBMISSION GUIDE

• Claim Submitted page

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ [LOG OUT](#)

Ng Yong Raphael  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to Claim Actions](#)

 **Company Profile**

 Contact Details

 Project Report

 Claim Details

 Declare & Review

Market Access (Enterprise Development Grant)  Print

Your claim has been submitted.

Ref ID:	2107ZH6Z-CL01	Agency Details:	Enterprise Singapore
Status:	Submitted		6666 7777
Submitted on:	02 Jul 2021, 04:46 pm		bgp.robot+esg_mad@gmail.com

 **COMPANY PROFILE**

Last ACRA refresh at: 01 Jul 2021, 04:00 pm

Company Details

Company Unique Entity Number (UEN) **201325260W**

Step 11



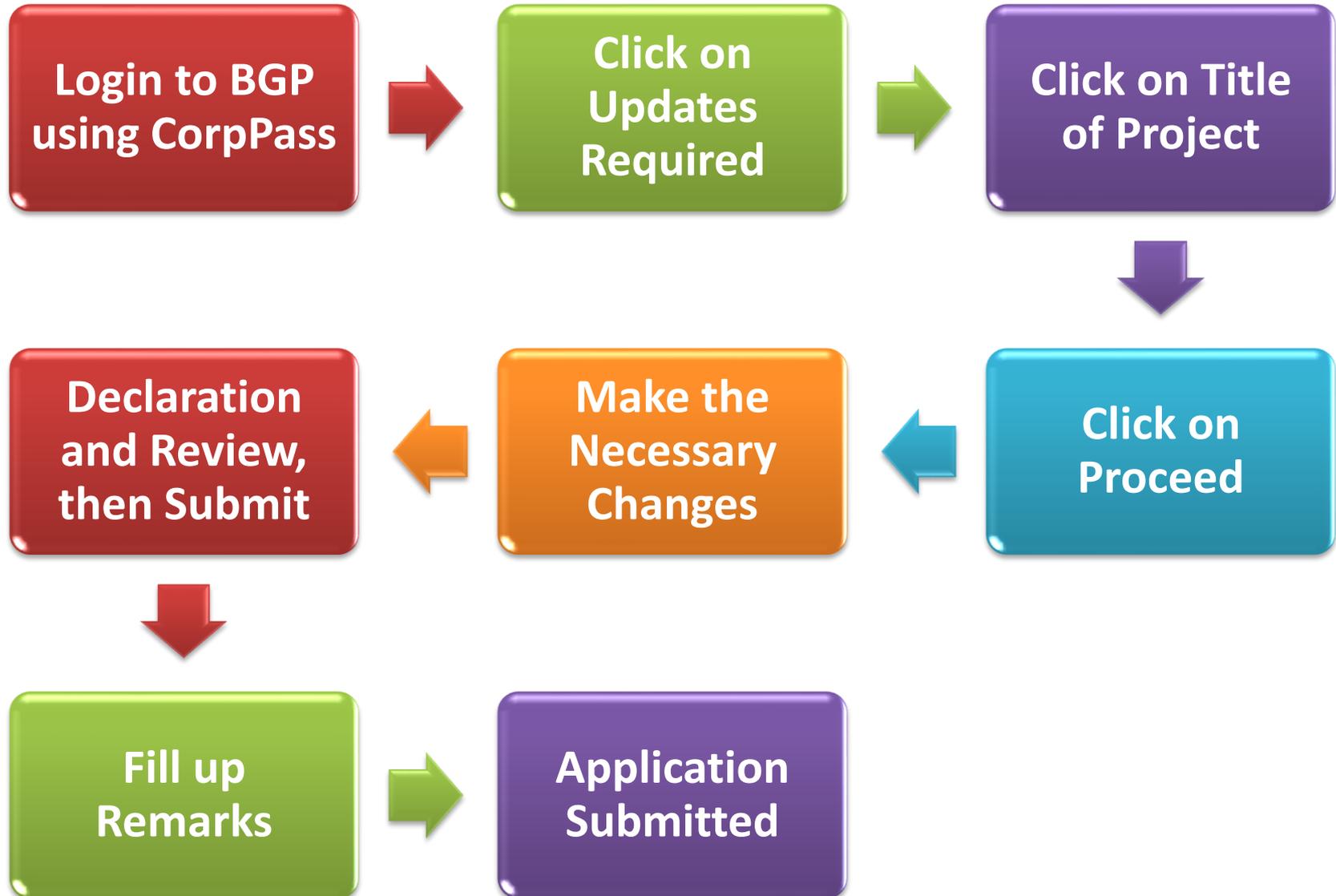
BUSINESS GRANTS PORTAL

REWORK SUBMISSION

December 2021



REWORK PROCESS



REWORK SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

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BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are highlighted with a red box. Below the navigation bar is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this banner are three columns of content: 'Learn how to apply' with a question mark icon, 'Register for CorpPass account' with a CorpPass icon and a link icon, and 'Apply for a grant now' with a 'Login' button.

REWORK SUBMISSION GUIDE

Step 2

- Click on 'Applications' or 'Change Requests' or 'Claims'
- Click on 'Updates Required'

The image displays three sequential screenshots of the BGP Business Grants Portal interface, illustrating the steps to access rework submission options. Each screenshot shows the user's profile and various navigation tabs.

Screenshot 1 (Left): The 'MY GRANTS' section is active. The 'Applications' tab is highlighted with a red box and contains a notification icon with the number '1'. Below the tabs, the 'What would you like to do?' section includes an 'Edit company profile' card. The 'My Applications' section at the bottom shows 'Updates Required (1)' highlighted with a red box, along with 'Drafts (0)', 'Processing (0)', and 'Completed (0)'.

Screenshot 2 (Middle): The 'Change Requests' tab is highlighted with a red box. The 'What would you like to do?' section features a 'Submit change request' card. The 'My Change Requests' section shows 'Updates Required (0)' highlighted with a red box, along with 'Drafts (0)' and 'Processing (0)'.

Screenshot 3 (Right): The 'Claims' tab is highlighted with a red box. The 'What would you like to do?' section includes a 'File new claim' card. The 'My Claims' section shows 'Updates Required (0)' highlighted with a red box, along with 'Drafts (0)', 'Processing (0)', and 'Completed (0)'.

REWORK SUBMISSION GUIDE

- Click on title of the project under “Project Title”

Step 3

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IDA Singapore LIMITED SINGAPOR

Edit company profile
Update your account and company details

Get new grant
Apply for a grant to support your project

Learn to apply
Find out how to apply for a grant

SkillsFuture Enterprise Credit (SFEC)

From 1 Apr 2020 to 30 Jun 2023, you are eligible for a SGD 10,000.00 **SkillsFuture Enterprise Credit (SFEC)** to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit to-date is SGD 44,444.00.

[View My SFEC Details](#)

My Applications

Updates Required (1) Drafts (0) Processing (0) Completed (1)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
21072FNT	Innovation & Productivity	Enterprise Singapore	errtre	Pending re-submission	07 Jul 2021, 05:38 pm

REWORK SUBMISSION GUIDE

- Look at the comments left by ESG for the actionable items
- Click on 'Proceed'

Step 4

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« Back to My Grants

Innovation & Productivity (Enterprise Development Grant)
Enterprise Transform Package

GRANT ACTIONS

The Enterprise Development Grant (EDG) helps businesses prepare for growth and transformation by strengthening their business foundations.

From 1 Apr 2020, all companies applying for the Enterprise Development Grant must commit to achieving **workers outcomes** to qualify for up to 70% funding. Companies have to select at least 1 of 4 workers outcomes:

- Wage increment
- Redesign of existing jobs
- New jobs created
- Training for better prospects

Your application requires modification. Please rectify your application.

 Processing Officer

return for edit remarks

Ref ID:	21072FNT	Agency Details:	Enterprise Singapore
Status:	Pending re-submission		7777 8888
Submitted on:	07 Jul 2021, 05:32 pm		bgp.robot+esg_cdg@gmail.com

 APPLICATION FORM
View or edit your grant submission form

Proceed

[Cancel Application](#)

REWORK SUBMISSION GUIDE

- Make the necessary changes as requested by ESG
- Run through all the sections again to determine if other changes needed

Step 5

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BUSINESS GRANTS PORTAL

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[← Back to Grant Actions](#)

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

Innovation & Productivity (Enterprise Development Grant)

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.

Is the applicant registered in Singapore? *

Yes No

Does the applicant have at least 30% [Local Equity](#)? *

Yes No

Is the applicant's [group sales turnover](#) less than or equal to S\$100m or is the applicant's group employment size less than or equal to 200? *

Yes No

Are **all** the following statements true for this project? *

- The applicant has not started work on this project
- The applicant has not made any payment to any supplier, vendor, or third party prior to applying for this grant

GRANT SUBMISSION GUIDE

- Declare and Review Application
- Click on 'Submit' to submit application

Step 6

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We have received your endorsement letter from ezi.

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.

e. The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.

f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

The Applicant hereby acknowledges and consents to the above. *

← Previous Save Review

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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.

e. The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.

f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Submit

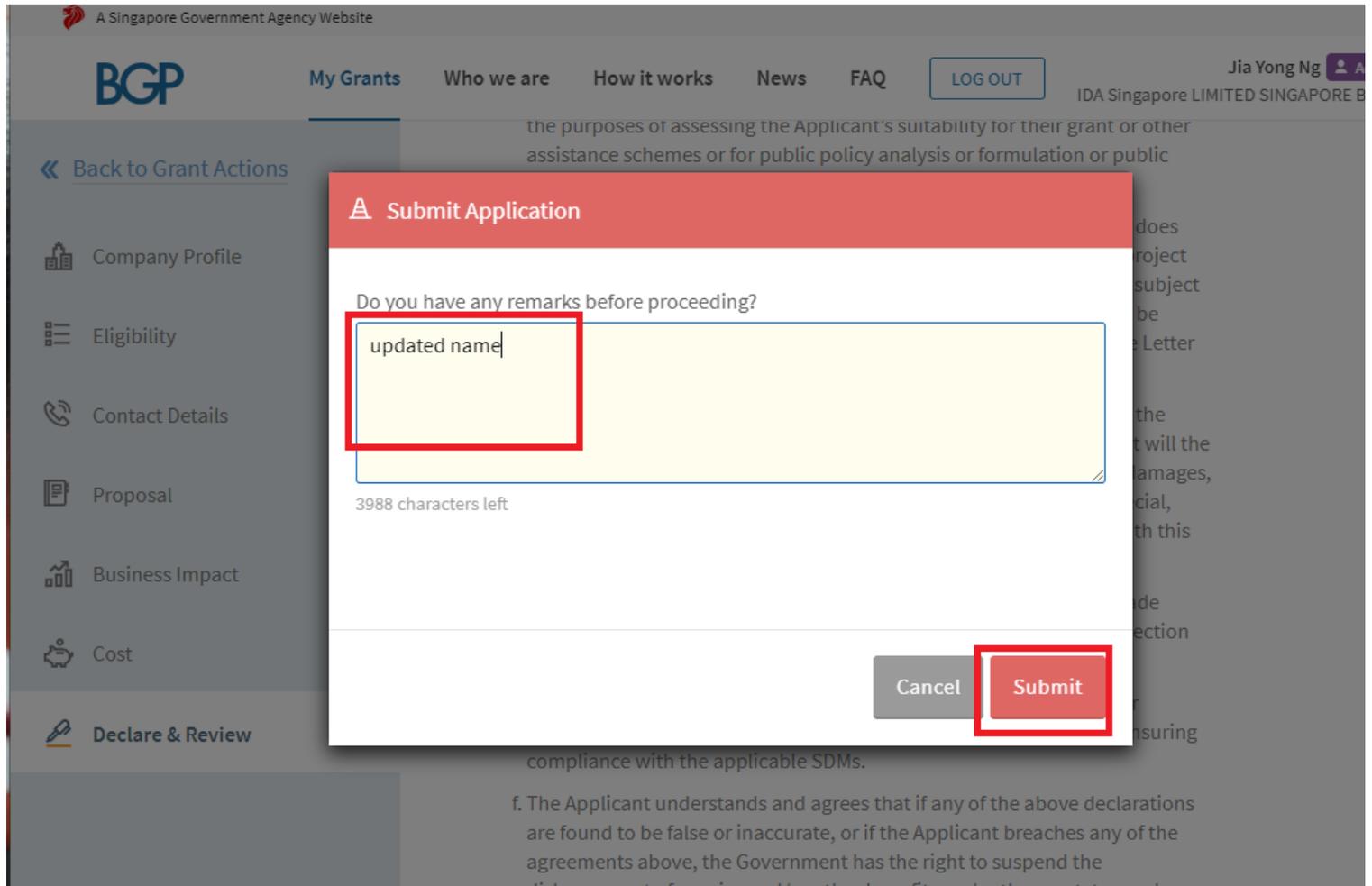
We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Submit

GRANT SUBMISSION GUIDE

- Fill up remarks by stating what has been changed
- Click on 'Submit' to submit application



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the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public

Back to Grant Actions

Company Profile

Eligibility

Contact Details

Proposal

Business Impact

Cost

Declare & Review

Submit Application

Do you have any remarks before proceeding?

updated name

3988 characters left

Cancel Submit

does project subject be Letter the t will the damages, sial, th this de ection nsuring compliance with the applicable SDMs. f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant to ensure

Step 7

- Application submitted page

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BUSINESS GRANTS PORTAL

[My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#)

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[← Back to Grant Actions](#)

 **Company Profile**

 Eligibility

 Contact Details

 Proposal

 Business Impact

 Cost

 Declare & Review

Innovation & Productivity (Enterprise Development Grant)

 Print

Your application has been submitted.

Ref ID:	21072FNT	Agency Details:	Enterprise Singapore
Status:	Re-submitted		7777 8888
Submitted on:	07 Jul 2021, 05:48 pm		bgp.robot+esg_cdg@g mail.com

 **COMPANY PROFILE**

Last snapshot at: 07 Jul 2021, 05:47 pm

Step 8



BUSINESS GRANTS PORTAL

CANCEL SUBMISSION

December 2021



CANCEL SUBMISSION PROCESS



Note: this is only possible, after ESG returns the submission back to applicant for rework

CANCEL SUBMISSION GUIDE

Step 1

- Click on 'Login' and login using CorpPass

A Singapore Government Agency Website

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BUSINESS GRANTS PORTAL

Who we are How it works News FAQ

🔍 **LOG IN**

🔔 **Announcement: test**

THE NEW PRODUCTIVITY SOLUTIONS GRANT

Make your business more productive with pre-scoped productivity solutions and equipment.

Find Out More

Learn how to apply
Find out how to apply for a grant

Register for CorpPass account [🔗](#)
You'll need this to apply for a grant

Apply for a grant now

Login

The screenshot shows the BGP Business Grants Portal website. At the top, there is a navigation bar with the BGP logo and links for 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon and a 'LOG IN' button are also present. Below the navigation bar, there is an announcement banner that says 'Announcement: test'. The main content area features a large banner for 'THE NEW PRODUCTIVITY SOLUTIONS GRANT' with a 'Find Out More' button. Below this banner, there are three columns of content: 'Learn how to apply' with a question mark icon, 'Register for CorpPass account' with a CorpPass icon, and 'Apply for a grant now' with a 'Login' button. The 'LOG IN' button in the top right corner is highlighted with a red box.

CANCEL SUBMISSION GUIDE

- Click on 'Applications' or 'Change Requests' or 'Claims'
- Click on 'Updates Required'

Step 2

The image displays three sequential screenshots of the BGP Business Grants Portal interface, illustrating the steps to cancel a submission. Each screenshot shows the user's profile and various navigation options.

Screenshot 1 (Left): The user is on the 'MY GRANTS' page. The 'Applications' tab is highlighted with a red box. Below the tabs, there are options to 'Edit company profile' and 'SkillsFuture Enterprise Credit' details. At the bottom, the 'My Applications' section shows 'Updates Required (1)' highlighted with a red box.

Screenshot 2 (Middle): The user is on the 'MY GRANTS' page. The 'Change Requests' tab is highlighted with a red box. Below the tabs, there are options to 'Submit change request' and 'How to change request'. At the bottom, the 'My Change Requests' section shows 'Updates Required (0)' highlighted with a red box.

Screenshot 3 (Right): The user is on the 'MY GRANTS' page. The 'Claims' tab is highlighted with a red box. Below the tabs, there are options to 'File new claim' and 'How to claim'. At the bottom, the 'My Claims' section shows 'Updates Required (0)' highlighted with a red box.

CANCEL SUBMISSION GUIDE

- Click on title of project

Step 3

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IDA Singapore LIMITED SINGAP

What would you like to do?

 **Edit company profile**
Update your account and company details

 **Get new grant**
Apply for a grant to support your project

 **Learn to apply**
Find out how to apply for a grant

SkillsFuture Enterprise Credit (SFEC)

From 1 Apr 2020 to 30 Jun 2023, you are eligible for a SGD 10,000.00 **SkillsFuture Enterprise Credit (SFEC)** to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit to-date is SGD 44,444.00.

[View My SFEC Details](#)

My Applications

[Updates Required \(1\)](#) [Drafts \(0\)](#) [Processing \(0\)](#) [Completed \(0\)](#)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
21073CJA	Innovation & Productivity	Enterprise Singapore	sewtewt	Pending re-submission	07 Jul 2021, 05:01 pm

CANCEL SUBMISSION GUIDE

- Click on 'Cancel Application'

Step 4

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[Back to My Grants](#)

Innovation & Productivity (Enterprise Development Grant)
Enterprise Transform Package

GRANT ACTIONS

The Enterprise Development Grant (EDG) helps businesses prepare for growth and transformation by strengthening their business foundations.

From 1 Apr 2020, all companies applying for the Enterprise Development Grant must commit to achieving [workers outcomes](#) to qualify for up to 70% funding. Companies have to select at least 1 of 4 workers outcomes:

- Wage increment
- Redesign of existing jobs
- New jobs created
- Training for better prospects

Your application requires modification. Please rectify your application.



Processing Officer

some remarks

Ref ID:	21073CJA	Agency Details:	Enterprise Singapore
Status:	Pending re-submission		7777 8888
Submitted on:	07 Jul 2021, 04:47 pm		bgp.robot+esg_cdg@gmail.com

 APPLICATION FORM
View or edit your grant submission form

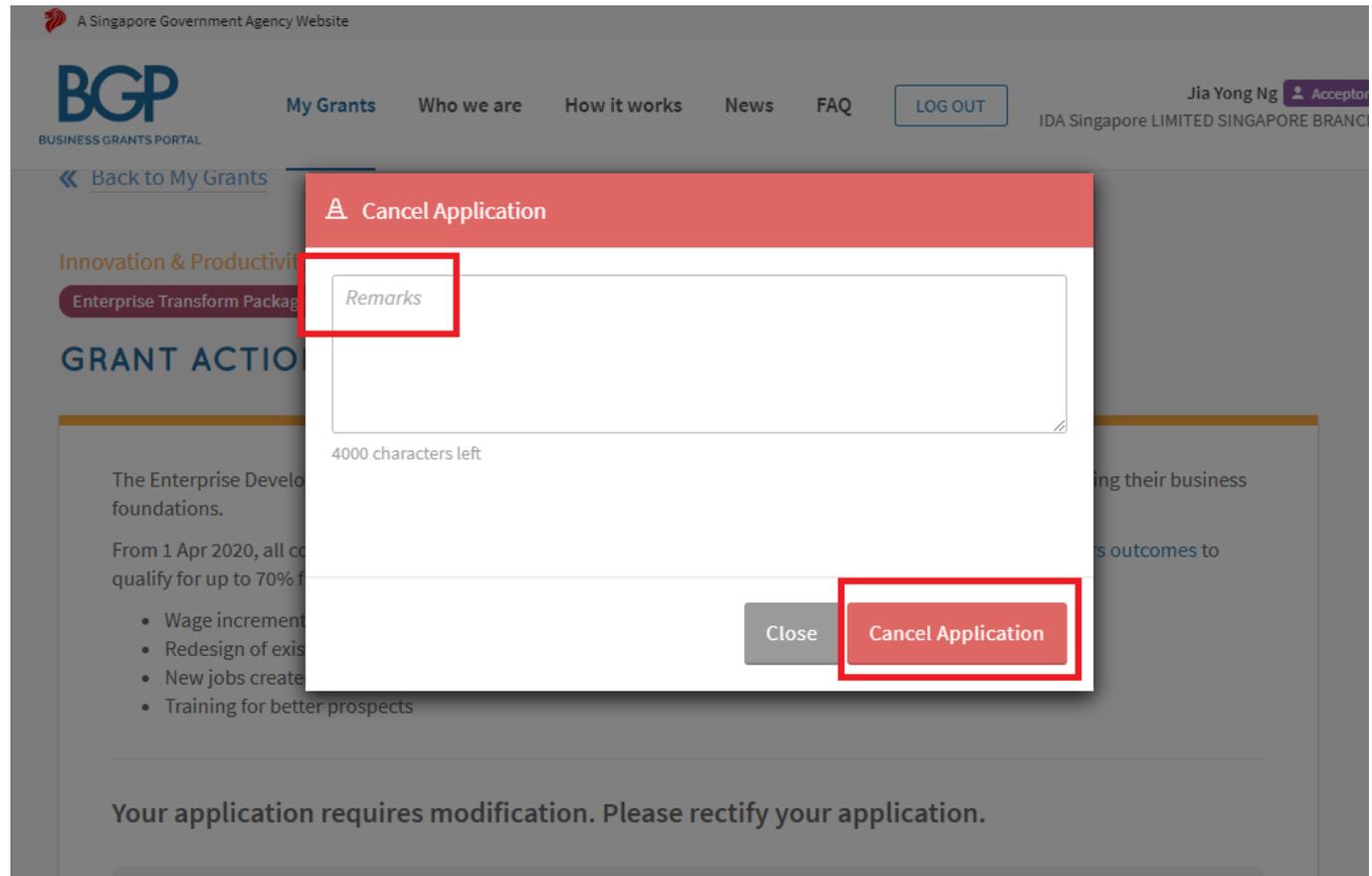
Proceed

Cancel Application

CANCEL SUBMISSION GUIDE

- Enter Remarks to state reason for cancellation
- Click on 'Cancel Application'

Step 5



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BUSINESS GRANTS PORTAL

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← Back to My Grants

Innovation & Productivity
Enterprise Transform Packag

GRANT ACTION

The Enterprise Development Grant (EDG) supports businesses in building their foundations.
From 1 Apr 2020, all companies with annual sales of up to S\$10 million qualify for up to 70% funding for the following activities:

- Wage increment
- Redesign of existing products
- New jobs created
- Training for better prospects

ing their business
s outcomes to

4000 characters left

Close Cancel Application

Your application requires modification. Please rectify your application.



BUSINESS GRANTS PORTAL

Enquiries on EDG Submissions in BGP

December 2021



Submission of Enquiries on your EDG application in BGP

Business Grant Portal Helpdesk Support



Enterprise Infoline: **+(65) 6898 1800**

Enquiry Form:

<https://go.gov.sg/bgphelpdesk>

Handle issues relating to usage and technical issues encountered in BGP

BGP

BUSINESS GRANTS PORTAL

Business Grants Portal Helpdesk Support



BGP Helpdesk: **+(65) 6708 7288**

Enquiry Form:

<https://go.gov.sg/bgphelpdesk>

corppass

Corppass Helpdesk Support



Corppass Helpdesk: **+(65) 6643 0577**

Email: support@Corppass.gov.sg