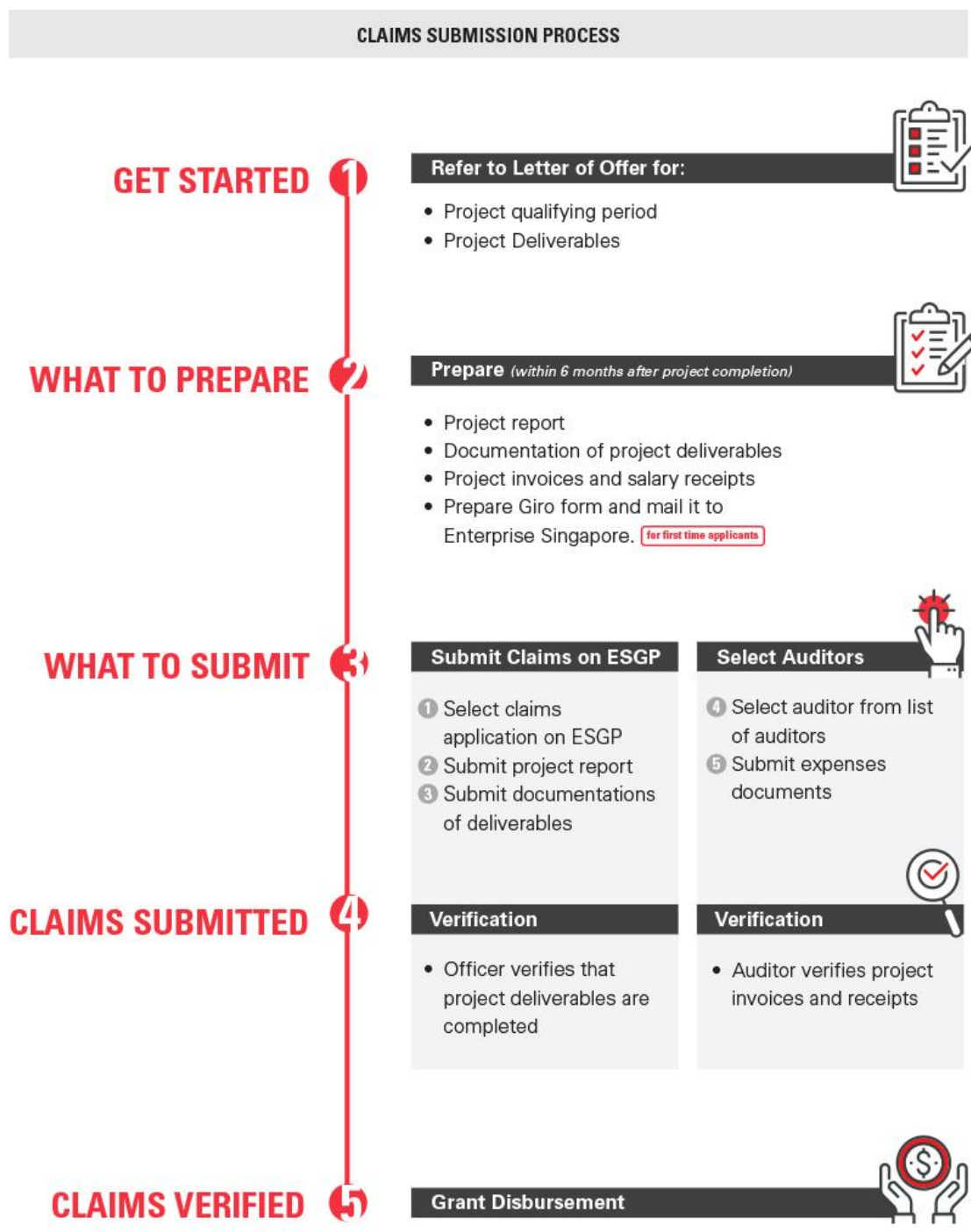


Global Company Partnership (GCP) Claims

GCP projects are supported on a reimbursement basis. Claims can be submitted when it has been audited. Claims must reach Enterprise Singapore no later than three months from the end of the project qualifying period* ('Support period').

*Refer to project Letter of Offer for details on project deliverables and project qualifying period.



Step 1: Refer to Letter of Offer

Refer to your Letter of Offer for details on:

- Project Qualifying Period ('Support period')
- Project Deliverables

Projects should have been completed within the specified qualifying period, and all project deliverables should have been achieved. The company will need to show proof that they have incurred and paid for the approved expenses given in the Letter of Offer. In instances where the overseas subsidiary or agent has made the payments, the company would need to provide documents as proof of payment and inter-billing by the applicant company

Step 2: Prepare Documents for Audit

Prepare the following documents required for claims submission:

- Prepare **Giro Form** to facilitate transfer of funds ([Giro](#))
 - For first time applicants, complete the Giro form and mail it to the address indicated on the document
 - No action required if there is no change to the Giro details
- **Deliverables Documentation**
 - Final project report
 - Documentation of project deliverables (e.g. consultant's report, images of equipment, etc.)
- **Cost Items Documentation** for audit (e.g. Invoices, bank statements, employment contract, etc.)

Engage an auditor from Enterprise Singapore's [Pre-Qualified Panel](#) to verify your claim submission, unless expressly exempted by Enterprise Singapore. Submit the claims on Incentive Portal only after the auditor has audited the claim and issued the auditor report.

Step 3: Submit Audited Claims on Incentive Portal

Submit audited claims

- For GCP grants claims, the company have to login to Enterprise Singapore [Incentives Portal](#) (BGP is only for grant application at current phase) to submit claims. This is stated in the Letter of Offer.
- Upload the **final project report** and the **documentation of project deliverables** in the 'Project' tab.
- Upload the **cost items documentation*** (e.g. invoices, bank statements) as Claims Submission documents in the 'Expenses' tab
- Upload the **auditor report** and **audited statement of claims** in the 'Expenses' tab

**Refer to Table 1 for summary of claims documents required for different cost items*

What happens after you have submitted your claims

- An Enterprise Singapore officer will verify that the project deliverables have been met, and may contact you for further information if required. A site visit or presentation meeting may be arranged for this purpose. You may be asked to revise your Project Report if the information is incomplete.
- The approved claim amount will be disbursed within six to eight weeks via GIRO to your designed bank account **after successful verification of project deliverables AND expenses**. First time applicants will need to ensure your GIRO account is set up and furnish the GIRO information to Enterprise Singapore for fund disbursement.
- You will be informed via email when the grant has been approved and disbursed.
- An email will also be sent out by DBS to the email address stated in the GIRO form to confirm the transaction.

Table 1

General	General Documents for all claims submissions	<ol style="list-style-type: none"> 1. Statement of Claim 2. Letter of Offer and any other Letters of Amendment
Manpower Costs	Salary	<ol style="list-style-type: none"> 1. Appointment or Employment letters of the staff (for indication of staff salary) 2. Proof of Payments (e.g. Monthly payslips of staff, CPF statements) 3. For business development staff stationed in market, documents to prove that staff is stationed in market (e.g. residential rental agreement / long stay hotel agreement of the Singaporean/PR staff)
Third party vendor costs	Fees incurred due to engagement of third party vendor/consultant for professional services / for hardware/software	<ol style="list-style-type: none"> 1. Contractual agreement with the engaged vendor/ consultant(s) that shows the date of signing 2. Original invoices and proof of payment by company for each of the eligible expenses.
Overseas Marketing Space Rental costs	Rental Fees	<ol style="list-style-type: none"> 1. Rental agreement of overseas marketing set-ups 2. Proof of payment by Company (e.g. receipts/bank statements)
Airfare and Accommodation	Airfare and Accommodation	<ol style="list-style-type: none"> 1. Invoices from travel agent or e-ticket stub 2. Original invoices and proof of payment by Company (e.g. receipts/bank statements) for each of the eligible expenses