

EDG CLAIMS SUBMISSION CHECKLIST

IMPORTANT NOTE

Please ensure that the following information/ documents are ready **prior to submission of claim** on the Business Grant Portal (“BGP”):

1. Project is completed.

Final claim should only be submitted upon completion of project.

2. Information on the mode of claim disbursement.

Disbursement of grant will be credited directly to your bank account through PayNow Corporate (preferred) or GIRO. Please ensure that either your PayNow Corporate or GIRO has been set up.

3. Supporting documents must be provided for **both** deliverables and expense verification.

Please refer to the checklist below for documentation to be submitted. All supporting documents should be uploaded onto BGP unless otherwise stated.

Failure to provide the required supporting documents may result in delays and/or rejection of your claim.

4. Claims are to be audited by an auditor from Enterprise Singapore’s Panel of Auditor.

Please see the list of auditors in our Panel of Auditors [here](#) and select an auditor to verify your claims.

Once the above information/ documents are in order, please log into BGP to commence claim submission. Please work with EnterpriseSG officers and Auditor to complete the claim process within 3 months.

In the event of company unresponsiveness or failure to complete the claim within the stipulated timeline, Enterprise Singapore reserves the right to withdraw the claim and/or refuse to make payment or to vary the proportion and maximum contribution payable or to recover from the applicant part or the full amount of all payments made.

DELIVERABLES VERIFICATION

Companies are required to demonstrate how the deliverables have been met at the end of the project period.

☐ Project Report

The report should demonstrate how the outcomes or deliverables have been met. It needs to be submitted on company letterhead with each claim for disbursement. Please try to keep the report between 1-2 pages.

The report should minimally cover the following:

1) Project Progress

Describe current status of project with reference to the deliverables in the Letter of Offer.

Attach product/process/service/design outcome/applications specifications, brochures

and photograph available as of point of submission of claim. For projects involving third party consultants and vendors, please show proof of completed work including findings and recommendations. All deliverables should have been met at final claims.

2) Capability Development

Provide details of capability developed to date as a result of the project. This should be in terms of new processes/technology adopted by company, expertise acquired (e.g. managerial, technical, innovative, etc.), and manpower training undergone by the development team (including number of people trained, type of training, skills learnt, etc.).

☐ **Supporting documents to illustrate how the deliverables have been met**

Please refer to Annex 2 in the Letter of Offer for the stipulated deliverables you need to achieve by the end of the project and prepare the supporting documents for verification.

For example, Standards Adoption project will require the Certificate to be submitted, while a Product Development project may require the photograph of the prototype/final product depending on what is stipulated in the LOF.

EXPENSES VERIFICATION

- EDG projects are supported on a reimbursement basis.
- As part of governance requirements, completion of the audit process is an important and mandatory step to verify that expense(s) had been duly paid for the purpose(s) of this project.
- Please ensure the actual expenses stated in your claim summary table (excluding GST) correspond with the amount in the supporting documents.

Supporting documents required generally for 3rd party expenses incurred.

Please provide where applicable:

- ☐ Signed quotation showing acceptance date
- ☐ Signed agreement/contract/engagement letter showing acceptance date
- ☐ 3rd party invoices
- ☐ Delivery order / project completion report / service completion form / UAT sign off report (Documents should show the date of goods/services delivered for each expense incurred)

Proof of payment required for all expenses incurred:

- ☐ Bank advice. Provided bank advice should reflect payor and payee details.
- ☐ Bank statement. Provided bank statement should reflect account holder name, account no.
- ☐ Copy of cheque where relevant
- ☐ Hire purchase agreement and payments (if applicable)

Specifically for salary support:

- ☐ Employment contract
- ☐ Payslips
- ☐ CPF statements (Singaporean/PR)
- ☐ Employment pass/work permit valid within the qualifying period (foreigner)
- ☐ Bank statements

If any of the supporting documents are in a foreign language, companies should provide a translated English version for verification.