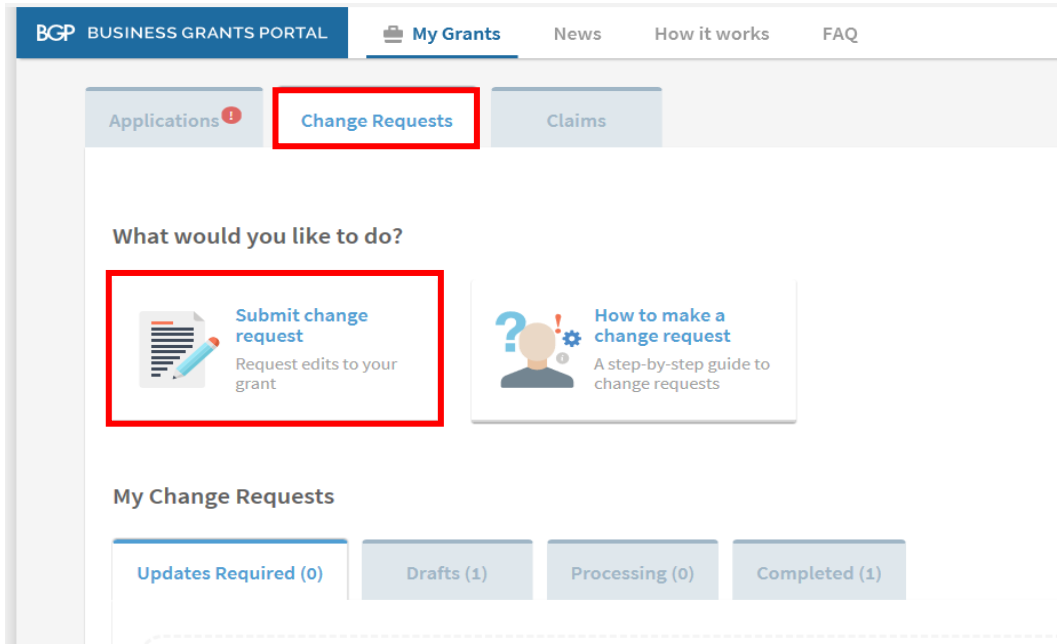


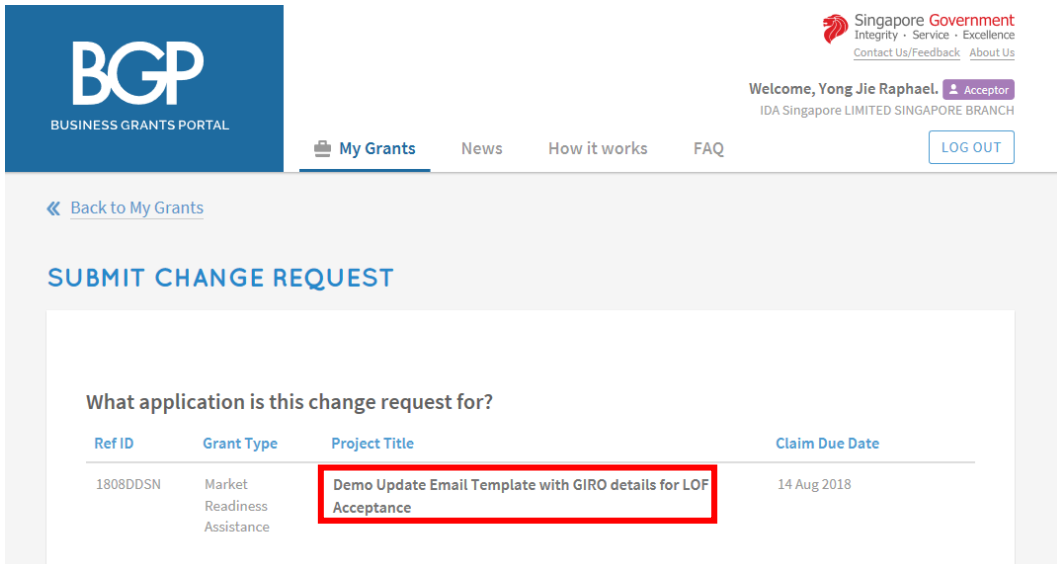
Change Requests

For variance to the approved MRA application, please submit a change request via the [Business Grants Portal](#).

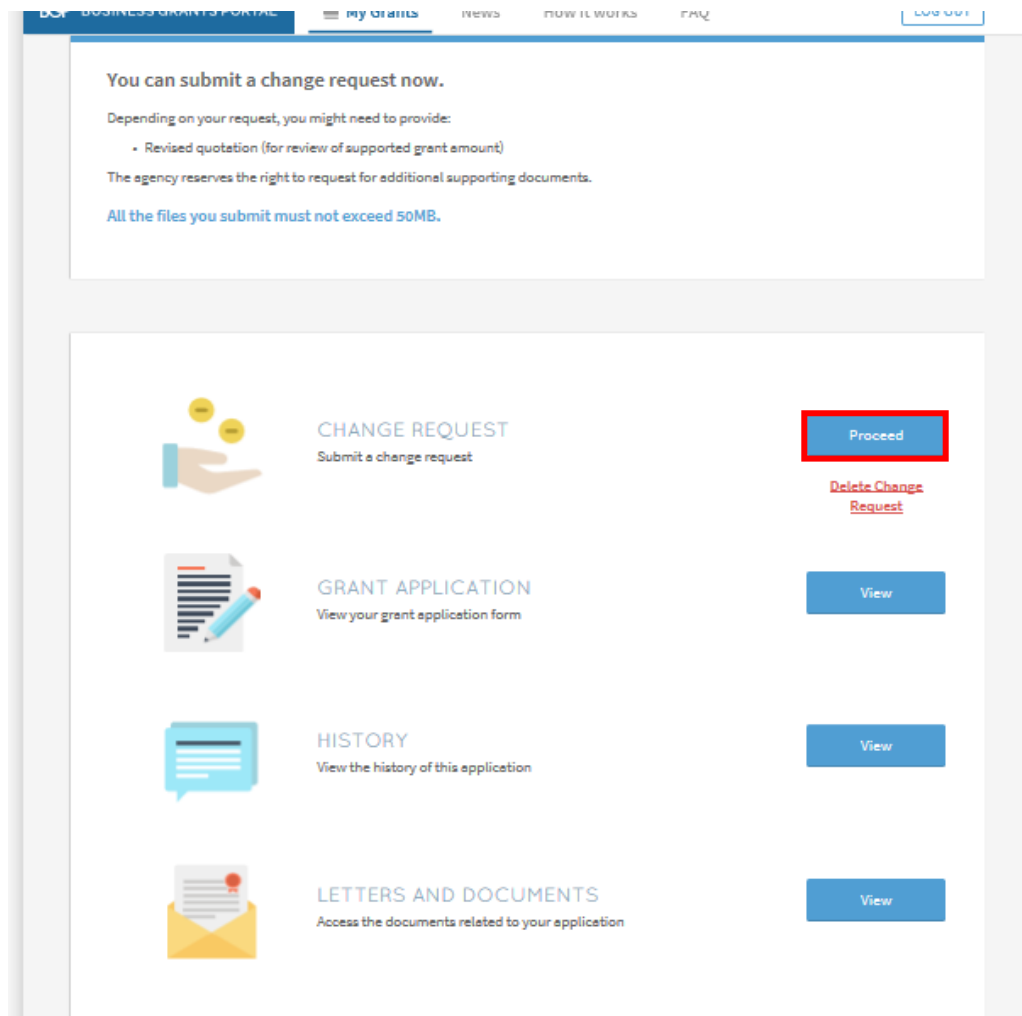
- 1) Log in to Business Grants Portal. Click on “Change Requests”, followed by “Submit change request”:



- 2) Click on the “Project Title”. Please note that option to submit change request is not available for withdrawn/lapsed application or application with claim which is processing or disbursed.



- 3) Click on “proceed” to submit a change request.



- 4) Select one of the following:
- Change in Qualifying Period
 - Change in Claims Submission Due Date
 - Change in Project Costs

Claims

MRA projects are supported on a reimbursement basis. Claims can be submitted when all the project deliverables have been achieved. Claims must reach Enterprise Singapore no later than 3 months from the end of the project qualifying period*.

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

<p>1. GETTING STARTED</p>	<p>Refer to Letter of Offer for details on project qualifying period:</p> <p>Project should have been completed within the specified qualifying period, and all project deliverables should have been achieved.</p>
<p>2. WHAT TO PREPARE</p>	<p>Prepare (within 3 months after project completion)</p> <p>Prepare the following documentation required for claims submission (Refer to Annex A below)</p> <ul style="list-style-type: none"> • Project deliverables as stated within LOF • Auditor's Report • Statement of Claim (Upon completion of audit, auditors will provide the documents for submission) • <p>Set up mode of disbursement</p> <ul style="list-style-type: none"> • PayNow Corporate (preferred) • GIRO (submit details here) • For more details, please refer to step 9 of our webpage
<p>3. WHAT TO SUBMIT</p>	<p>Submit Claims on Business Grants Portal</p> <p>Log on to the Business Grant Portal (BGP) and select "my grants" followed by "claims". Refer to BGP Step by Step guide for more information.</p>
<p>4. CLAIMS SUBMITTED</p>	<p>Verification</p> <p>An Enterprise Singapore officer will verify that the project deliverables have been met and may contact you for further information, if required.</p>
<p>5. CLAIMS VERIFIED</p>	<p>Grant Disbursement</p> <p>The approved claim amount will be disbursed via PayNow/GIRO to your designated bank account after successful verification of project deliverables and expenses. With PayNow Corporate, grant applicants can receive their grants quicker, within 14 days after approval of claims.</p> <p>Alternatively, you may also receive the claim via GIRO. For payments via GIRO, kindly submit your bank account details via FormSG here. Do note that disbursement via GIRO may take up to eight weeks after approval of claims.</p> <p>In the event that no PayNow Corporate or GIRO has been set up, we are unable to disburse the claim.</p> <p>You will be informed via email when the grant has been approved and disbursed.</p>

MRA Claims Submission Checklist

For submission of claims, please submit the relevant supporting documents via the Business Grants Portal. Submissions should be in English, documents in other languages should be clearly labelled in English.

For all claims	Checklist
<p>1) Statement of Claim (Annex 1)</p> <p>For all of the eligible expenses listed, the applicant company has to provide documentary proof that it has incurred and paid for the expenses in order to be eligible for a claim.</p> <p><i>Note: For eligible expenses incurred in foreign currency, the exchange rate for conversion of SGD equivalent must be based on the exchange rate as per the date of payment. Non-eligible cost items such as Singapore GST and incidental costs (e.g. out-of-pocket expenses) must be excluded in the claims.</i></p>	<input type="checkbox"/>
<p>2) Copy of the Contractual Agreement(s) from the Third-Party Consultancy Firm/Vendor(s).</p> <p><i>Note: Please ensure that the contractual agreement(s) is/are duly signed and dated. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>
<p>3) Copy of the Invoice(s) listed in the Statement of Claim.</p> <p><i>Note: Please ensure that the invoice(s) is/are duly addressed to the applicant company. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>
<p>4) Copy of Bank Statement(s) of the applicant company reflecting the specific payment(s) made for each of the eligible expenses.</p> <p>If several payments are made for one eligible expense, please indicate to us which are the ones for reconciliation purposes.</p> <p>If only one payment is made for several eligible expenses, please provide a breakdown of eligible expenses being paid for.</p> <p><i>Note: If foreign currency is involved, please attach the bank advice which states the exchange rate used. If no bank advice is furnished, the claim amount will be based on the website www.oanda.com to convert the rate to Singapore Dollars. The date of conversion is based on the payment date of the foreign currency. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>

<p>5) Additional proof of payments includes but is not limited to:</p> <ul style="list-style-type: none"> • For credit card payments, the applicant company's corporate card bank statement(s) reflecting the specific payment(s) made to the Third-Party Consultancy Firm/Vendor(s). For payments made through an individual's credit card, reimbursement must be made by the applicant company, <input type="checkbox"/> • Receipts(s) issued by the Third-Party Consultancy Firm/Vendor(s) or Payee Company reflecting the specific payment received. <input type="checkbox"/> • For telegraphic transfer(s), the instructed bank's transfer advice slip(s) containing the name of the payor, reflecting the specific payment(s) made to the Third-Party Consultancy Firm/Vendor(s). <input type="checkbox"/> • For transfer payments like PayNow or GooglePay, transaction record(s) reflecting applicant's account name/account number and the specific payment made to the vendor including account name/number <input type="checkbox"/> • Cash payment has limited audit trail and is not encouraged. In the event that there is need for payment to be in cash, applicant company to provide the following: - <ul style="list-style-type: none"> a) explanation on why payment must be made in cash; b) articulate and show proof of the cash flow from the applicant company's bank account to the payment of Third-Party Consultancy Firm/Vendor(s), stating the parties involved in the arrangement; c) the currency of the withdrawn cash and delivered cash; and d) all necessary documentary evidence (e.g. payment voucher, money changer's exchange slip, etc.) to substantiate the arrangement. <p>Note: The original or certified true copy(s) may be requested for verification when necessary.</p>		
<p>6) Audit documents</p> <p>Select an auditor from Enterprise Singapore's Pre-Qualified Panel to verify your claim submission. Documents and information as specified from 1) to 5) above will need to be provided to the auditor for review in order for an Auditor's Report to be issued. Please ensure that the Auditor's Report and Statement of Claim (Annex 1) are both submitted at claim stage via BGP.</p> <p>Note: Please note that for the audited claim, the original or certified true copy(s) of the furnished documents and/or additional documents and information may be requested by Enterprise Singapore for sample check and verification.</p>		<input type="checkbox"/>
<p>7) Proof of completion includes but is not limited to:</p>		
<p>Market Entry</p>	<ul style="list-style-type: none"> • Acknowledgement from relevant authorities that filing documents have been submitted • Copies of certificates, permits, and licenses obtained • Copies of franchise/JV agreements • Others if any 	<input type="checkbox"/>
<p>In-depth FTA Consultancy</p>	<ul style="list-style-type: none"> • Detailed report on assessment of current situation, potential benefits from specific FTA(s), if any, and the related FTA information • Plans/strategy to leverage on FTAs • Relevant filing documents submitted to authorities • Copies of certificates, permits, and licenses obtained 	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Written ruling/opinion for classification of goods, origin determination of goods and/or Customs valuation • Standard Operating Procedure manuals • Copies of certificate/permit/license/official submissions transacted with Customs authorities 	
Business Matching	<ul style="list-style-type: none"> • Detailed report on the profile of the potential customers/partners for the company in the selected market • Documentation on the scheduled business meetings with selected customers/partners and business matching outcome • Photocopy of potential customers'/partners' name cards 	<input type="checkbox"/>
Overseas Marketing Presence (OMP)	<ul style="list-style-type: none"> • Documentation to show proof of rental of overseas office space • Documentation to show proof that the marketing activities have been conducted in market • Documentation to show proof of posting of the Singaporean/PR/foreigner. e.g. employment or appointment letter of staff, CPF statement (latest month within the project period) or employment pass/work permit for foreign employees, proof of permanent residency for SG/PR (such as long stay agreement, passport, etc.) 	<input type="checkbox"/>
In-market Business Development	<ul style="list-style-type: none"> • Detailed report on updates of local in-market BD personnel's progress, and documentation and outcomes of business meetings • Report on market updates, including advice on set-up of entity in the market or future strategy plans, etc. 	<input type="checkbox"/>
Overseas Marketing and PR activities	<ul style="list-style-type: none"> • Event write-up attached with corresponding support materials e.g. publicity materials • Photographs to show proof of participation 	<input type="checkbox"/>
Participation in Overseas Physical and Virtual Trade Fairs	<p><u>Overseas Physical Trade Fairs</u></p> <ul style="list-style-type: none"> • Event write-up attached with corresponding support materials such as exhibitor listing, photographs and publicity materials reflecting Application Company's name • Photographs to show proof of participation <p><u>Virtual Trade Fairs</u></p> <ul style="list-style-type: none"> • Screenshots of exhibitor listing, publicity materials, virtual booths, virtual business meetings/matching sessions, post event analytics report, product samples for virtual fairs (where available and/or applicable) 	<input type="checkbox"/>

Annex 1 – Statement of Claim

Company Name: UEN:	LOF Ref ID: Support Period:
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S/N	Invoice #	Date of Invoice	Date of Payment	Description of Eligible Expense(s)	Name of Vendor / BD Staff	(A) Qualifying Cost* (Foreign Currency)	(B) Exchange Rate (to SGD)	(C) = (A) x (B) Qualifying Cost (SGD)	(D) Support level (%)	(E) = (C) x (D) Estimate Amount Claimable (SGD)
Total Estimate Amount Claimable:									\$	

**Qualifying costs refer to costs that are eligible to be covered by this grant. Refer to the Letter of Offer for more details on qualifying costs for this grant.*

For Company's use:

Name & Designation: _____

Signature & Company Stamp: _____

Date: _____

Contact Number: _____

Email address: _____

For Auditor's use:

Name of the Auditor's Firm: _____

Authorised Signature & Stamp: _____

Date: _____

Final Recommended Amount: \$ _____
(Reason for discrepancy with original amount in (E))

Comment(s): _____

No finding / Please refer to checklist (Please delete as applicable)