

## Steps to submit Change Request for Market Readiness Assessment (MRA) grant

1. Log in to the [Business Grants Portal](#) with your Corppass to submit your change request

The screenshot shows the Business Grants Portal (BGP) homepage. At the top, there is a navigation bar with the BGP logo, links for 'Who we are', 'How it works', 'News', and 'FAQ', and a search icon next to a 'LOG IN' button. Below the navigation bar is a large purple banner with the text 'GETTING STARTED' and 'A first-timer's guide to applying for grants on Business Grants Portal.' A 'Get Started Now' button is visible. Below the 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. At the bottom, there is a 'Log in with Singpass' section with a QR code and a 'Download now' link.

2. Click on 'Submit change request' under Change Requests tab

- Change requests may be submitted for the following reasons:
  - Change to Support Start Date and End Date

- Change to Claim Due Date (please note that you will not be able to submit change request to extend the Claim Due Date once the claim has lapsed)
- Change to Project Costs (this includes change in vendor/consultant)

## 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

### 3. Select the project that you wish to submit a change request for

## SUBMIT CHANGE REQUEST

What application is this change request for?

Ref ID	Grant Type	Project Title	Claim Due Date
2104QTUQ	Market Readiness Assistance	New Market Promotion for Sentosa	30 Mar 2022
2105QLV7	Innovation & Productivity	test	09 Mar 2022

### 4. Ensure you have the necessary documents ready before proceeding

The documents you need to submit depend on the activity chosen:

- Revised Quotation (for review of Supported Grant Amount)
- Consultants' Proposal
- Job Description (for Salary)
- Employment Letter (for Salary)

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](#)

### 5. Ensure that your contact details are updated and click 'Next'

Back to Change Request Actions

- Contact Details
- Change Request Information
- Declare & Review

#### Main Contact Person

Notifications about the claim 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

Level  Unit  Building Name

6. Select the relevant section of the Letter of Offer (LOF) that will be affected by your change request (i.e. Support Start and End Date, Claim Due Date OR Project Costs). Provide reason(s) for the change request and upload relevant supportable documents

[← Back to Change Request Actions](#)

Contact Details

Change Request Information

Declare & Review

Support Start And End Date

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

Start Date \*

End Date \*

Reason for Change Request \*

my project has been delayed due to Covid-19

457 characters left

## 7. Complete Declare & Review section carefully, tick Acknowledgment checkbox and click 'Review'

Declare & Review

### Consent & Acknowledgement

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

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

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

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

The Applicant hereby acknowledges and consents to the above. \*

[← Previous](#) [Save](#) [Review](#)

## 8. Check through your change request, tick to agree to 'Terms and Conditions' and click 'Submit'

[← Back to Change Request Actions](#)

- Company Profile
- Contact Details
- Change Request Information
- Declare & Review

### Review Your Change Request

Verify that the information provided is correct, then submit your change request.

Market Readiness Assistance (MRA)

### COMPANY PROFILE [Edit](#)

#### Company Details

Company Unique Entity Number (UEN)	T15SS0108F
Registered Company Name	IDA Singapore LIMITED SINGAPORE BRANCH
Incorporation Date	12 Aug 2009
Company Type	Local Companies
Business Constitution	Sole Proprietor
Status	LIVE COMPANY
Registered Address	320 BUKIT BATOK STREET 33, #03-33, SINGAPORE 650320

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](#)

## 9. MRA grant change request is submitted

[← Back to Change Request Actions](#)

- Company Profile
- Contact Details
- Change Request Information
- Declare & Review

**Your change request has been submitted.**

Ref ID:	2104QTUQ-CR01	Agency Details:	Enterprise Singapore
Status:	Submitted		6898 1800
Submitted on:	18 Oct 2021, 02:03 pm		enquiry@enterprisesg.gov.sg