Step-by-step guide for Productivity Solutions Grant (PSG)

Application Submission

Step 1/8:

- Login to BGP > My Grants tab
- Click on ‘Get new grant’

Step 2/8: Select business sector and grant type

- Select Sector that best describes your business
- Click on ‘Upgrade key business areas, such as adopt technology, improve business processes or raise service standards’
- Click on ‘Pre-scoped Productivity Solutions’
Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Step 3/8: Eligibility

- Check ‘Yes’ if you meet the eligibility criteria

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant’s purchase/lease/subscription of the IT solution or equipment must be used in Singapore.
- The applicant must not have:
  - made any payment to a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.
  - signed or confirmed any contract or purchase order with a supplier, vendor or third party in relation to the purchase/lease/subscription of the IT solution or equipment.

Does the applicant meet the eligibility criteria? *

○ Yes  ○ No

Step 4/8: Contact Details

- Fill in details of the main contact person
- Fill in details of the Letter of Offer addressee
Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Step 5/8: Proposal

- Indicate ‘Equipment’ or ‘IT Solution’
- Select vendor and fill in details of equipment/IT solution
- Click ‘Select Files’ to upload quotation from vendor
- Fill in your deployment location

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Step 6/8: Cost

- Fill in details of project cost

Step 7/8: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Visit www.enterprisegov.sg for more information.
Step 8/8: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review your application and click ‘Submit’

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. *
Acceptance of Letter of Offer (LOF)

Step 1/1:

- Login to BGP > ‘My Grants’ tab
- Click ‘Proceed’ in the ‘Letters And Documents’ section and click ‘Accept’
- **CorpPass:** Kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF
Claims Submission

Step 1/6:

- Login to BGP > My Grants > Claims
- Click on ‘File new claim’

Step 2/6:

- Select approved grant you wish to submit claim for
- Click ‘Proceed’
Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.


Step 3/6: Contact Details

- Fill in your contact details

Step 4/6: Claim Information

- Fill in your claim information
- Upload supporting documents
- Fill in payment details
Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.


- Fill in deployment location
- Fill in your claim amount
Step 5/6: Business Outcomes

- Fill in details of business outcomes

Enterprise Singapore, formerly International Enterprise Singapore and SPRING Singapore, is the government agency championing enterprise development. We work with committed companies to build capabilities, innovate and internationalise. We also support the growth of Singapore as a hub for global trading and startups. As the national standards and accreditation body, we continue to build trust in Singapore’s products and services through quality and standards.

Step 6/6: Declaration & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review claim and click ‘Submit’

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.

Acknowledge and consent to the terms to proceed