**Application Form for Specialised Cleaning Programme**

Please complete all fields in this form.

If you are unable to sign the form physically or do not have a digital signature, kindly include the following email declaration during your application submission:

I, **<full name of declaring party>,** hereby make the following declaration:

1. I am the **<designation of declaring party>**of **<name of applicant company>** and am authorised to sign documents and make declarations on behalf of **<name of applicant company>**;
2. All information submitted in the attached Application Form for Specialised Cleaning Programme are true and correct; and
3. As per declarations stated in the attached Application Form for Specialised Cleaning Programme

**Section 1. General Information**

Company Details

|  |  |
| --- | --- |
| Company Name | Click or tap here to enter text. |
| UEN | Click or tap here to enter text. |
| Registered Address | Click or tap here to enter text. |
| Payment Method | Disbursement will be via GIRO. Kindly submit the GIRO Form along with the Application Form. GIRO Form can be found on the Enterprise Singapore corporate website. |

Contact Person Details

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Designation | Click or tap here to enter text. |
| Contact Number | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

**Section 2. Eligibility Check**

Company Eligibility

|  |  |
| --- | --- |
| **Please indicate either “Yes” or “No” for the following statements** | |
| My company has 30% local equity | Yes No |
| My company is an SME\*  *\*SME definition: group sales turnover ≤ S$100m or group employment size ≤ 200* | Yes No |

Project Eligibility

|  |  |  |
| --- | --- | --- |
| **Please indicate either “Yes” or “No” for the following statement** | | |
| I declare that I have a confirmed case of Covid-19 in my premise | | Yes No |
| **If the answer to the above is “Yes”, kindly indicate the address of the premise** | | |
| Address of premise | Click or tap here to enter text. | |
| Other Remarks | Click or tap here to enter text. | |

**Section 3. Supporting Documents**

|  |  |
| --- | --- |
| **Please indicate either “Yes” or “No” for the following statements and attach the supporting documents together with this application form** | |
| I have attached the following pertaining to specialised cleaning expenses incurred: | |
| Documentation from authorities confirming there is a Covid-19 case, if available | Yes No |
| Invoice from vendor providing cleaning services | Yes No |
| Receipt from vendor providing cleaning services | Yes No |
| Proof of payment to vendor (e.g cheque, bank statement, evidence of bank transfer) | Yes No |
| GIRO Form | Yes No |

Details of cleaning cost incurred

|  |  |  |
| --- | --- | --- |
| Amount incurred as per invoice, excluding GST (S$) | Click or tap here to enter text. | |
| Did you engage a cleaning company that is in NEA’s list of cleaning companies that can carry out disinfection works? (<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/guidelines/guidelines-for-environmental-cleaning-and-disinfection>) | | Yes No |
| If the answer to the above is “No”, kindly provide reason why. | Click or tap here to enter text. | |

**Section 4. Declarations**

|  |  |  |
| --- | --- | --- |
| **Please indicate either “Yes” or “No” for the following declarations** | | |
| 1 | Has the company been or is currently being: investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years? | Yes No |
| 2 | Has the company been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? | Yes No |
| 3 | Is the company currently, or has been: bankrupt, wound up or under judicial management subject to any bankruptcy, winding up or judicial management proceedings, or appointed a receiver or manager? | Yes No |
| 4 | Has the company applied for or obtained any other grants or tax or financial incentives for this project? | Yes No |
| 5 | Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the applicant, its related companies or their directors and shareholders? | Yes No |
| Please elaborate if you have selected “Yes” for Declaration 1 to 5:  Click or tap here to enter text. | | |
| 6 | The specialised cleaning of the company’s premises was conducted within 6 weeks before the date of this application submission. | Yes No |
| 7 | The company has complied with all applicable safe distancing and other health measures (“SDMs”) set out in legislation, as well as directions, conditions and advisories issued by the Singapore Government and its agencies, including those issued by MOH (available at www.moh.gov.sg). | Yes No |
| 8 | The company agrees to comply with all applicable SDMs that may subsequently be issued by the Singapore Government and its agencies. | Yes No |
| Please elaborate if you have selected “No” for Declaration 6 to 8:  Click or tap here to enter text. | | |

**Section 5. Acknowledgement of Terms and Conditions**

1. The company 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 Enterprise Singapore to other public agencies for the purposes of assessing the company’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.
2. The company acknowledges that the submission of this application does not, of itself, automatically entitle the company to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The company also understands that the funding shall be subject to such further terms and conditions as may be set out in this application form, where applicable.
3. The company agrees that in no event will Enterprise Singapore be liable to the company 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.
4. The company agrees to indemnify Enterprise Singapore against any claims made against Enterprise Singapore or incurred by Enterprise Singapore arising from or in connection with this Application. The company declares 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/ distorted any material facts. The company understands that we have a continuing obligation to promptly notify Enterprise Singapore if there is any change affecting the information set out in this application form and declaration.
5. The company agrees that it will allow agencies/ entities appointed or authorised by Enterprise Singapore to access its premises for the purpose of ensuring compliance with the applicable SDMs.
6. The company understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the company breaches any of the agreements above, the Government has the right to revoke any grants issued, and to immediately recover all monies or other benefits disbursed under the grant.
7. The company understands the need for Enterprise Singapore to ensure good governance of public funds and hence, undertake to ensure that all claims for reimbursement of the project expenditure are true and correct, and all terms and conditions in this application form are complied with.
8. The company shall upon request by Enterprise Singapore submit any documents and/or information in relation to the Project that Enterprise Singapore deems necessary.
9. The company shall allow Enterprise Singapore officers or their nominees to inspect the premises where the Project is carried out, the company’s accounts expenditures related to the Project and any other information pertaining to the Project.
10. The Grant shall be for the company’s use only. The company shall not agree to assist the vendor/ supplier/ service provider or agree to share or share with the vendor/ supplier/ service provider any of the incentives or disbursed grant paid or payable by Enterprise Singapore. Forms of assistance or sharing of incentives may include, but is not limited to, rebates, cashbacks, gifts in kind, loans or credit facilities.
11. Enterprise Singapore reserves the right to refuse to make payment or to vary the proportion and maximum contribution payable or to recover from the company part or the full amount of all payments made, if the company breaches any of the undertakings or conditions relating to this Project or any other project/scheme supported by Enterprise Singapore or other undertakings extended by it to Enterprise Singapore for any other project/scheme.
12. The company shall not seek further support for the Project from Enterprise Singapore nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the Project.

I have read and understood the above requirements.

I, **<full name of declaring party>,** hereby declare that I am the **<designation of declaring party>**of **<name of applicant company>** and is authorised to sign documents and make declarations on behalf of **<name of applicant company>**. 

|  |  |
| --- | --- |
| Signature: |  |
| Name: | Click or tap here to enter text. |
| Designation: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |