

SME Talent Programme (STP)

Claims

STP (Study Sponsorship) and STP (Fresh Hire) Claims Procedure

If you are submitting your claims under the STP (Study Sponsorship) and STP (Fresh Hire), please contact your respective STP AIP partner for further information.

STP (Internship) Claims Procedure

If you are submitting your claim for your **STP Internship application**, please login [here](#) to complete your claim online through the STPNet. Do note that all supporting claim documents should be submitted via the STPNet to Enterprise Singapore within 6 months from the end of the qualifying period. Failing which, the offer of grant for items approved but for which the Company has yet to submit claims for disbursement shall automatically lapse. No offline claims will be accepted with effect of 1 September 2017.

You will also be required to mail a hardcopy GIRO form (signed) to Enterprise Singapore if you have not previously done so or if you intend to change your bank account for the crediting of approved STP (Internship) claims. The GIRO form can be downloaded through STPNet during your STP Internship claim.

Please ensure that you have prepared the following documents for your claim submission:

- Student feedback form from each intern*
- Company feedback form for each intern**
- Student internship report for each intern
- Payslips of all claimable months for each intern
- Company bank statement of any claimable month (showing the intern(s) allowance being paid)
- GIRO Form (applicable if you have not submitted a GIRO form to Enterprise Singapore previously)

***Please inform your interns in advance that they would need to obtain their SingPass account details in order to login to the [joinsme portal](#) to complete the student feedback form. You are to ensure that each intern completes the online student feedback form by the end of the internship otherwise you WILL NOT be able to submit your STP internship claim.**

**** Please note that you can download the Company Feedback Form by logging into STPNet and click Download>Company Feedback Form or alternatively, you can download the form when you are submitting your claim on STPNet.**