

## Submission of STP Internship Placement – Quick user guide

1. Go to Company Portal on STPNet (<http://stpnet.enterprisesg.gov.sg/apply>).
2. Log in using valid credentials.
  - 2.1 You would need a CorpPass Account in order to log in. Please click [here](#) for a step-by-step guide to set up your CorpPass account. Please ensure that you have been given access on CorpPass to be an authorised representative to use the STPNet e-service.
  - 2.2 If you have not logged in with using your CorpPass previously, you will be required to log in with your valid email ID and password and you will be re-directed to the CorpPass sign-in page. Sign-in with your CorpPass details and you will be able to log in to STPNet. Subsequently, you should select “Log In via CorpPass”. Email ID and password log in will no longer be valid.
3. In the navigation home page select **Interns>Placement**.
4. You will be redirected to **Internship Placement Instructions** page. Read it carefully and make sure that you have all required information and documents. Click **Continue to Placement** button.
5. Under **Candidates for Internship** section enter student’s NRIC in **Student NRIC** textbox and click **Add** button.

<input type="checkbox"/>	Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks
Delete											

6. The new section will appear.
  - 6.1 If the student is registered on the [JoinSME](#) website, the student’s full name, school name (IHL) and current semester will be shown (see picture below).

**Candidates for Internship**

Student NRIC \*

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*This student is registered on JoinSME portal. Please fill in required fields.*

Student Name  Internship Title \*

IHL Type  Stipend \*

IHL  Start Date \*

Current Semester  End Date \*

<input type="checkbox"/>	Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks

6.2 If the student is NOT registered on [JoinSME](#) website you need to fill in basic student information such as first and last name, mobile number, gender, email address, school and current semester (see picture below).

**Candidates for Internship**

Student NRIC \*

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*As this student is not registered on JoinSME portal please fill in their required personal information*

First Name \*  Current Semester \*

Last Name \*  Internship Title \*

Mobile \*  Stipend \*

Gender \*  Start Date \*

Email \*  End Date \*

IHL \*

<input type="checkbox"/>	Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks

7. Select internship title from drop-down list, enter stipend, start and end dates of internship.

**Note:**

If you select **Add new Internship Title** from **Internship Title** drop-down list you need to fill in all required fields under **Job Position** subsection (see picture below).

**Candidates for Internship**

Student NRIC \*

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*This student is registered on JoinSME portal. Please fill in required fields.*

Student Name  Internship Title \*

IHL Type  *As you have chosen to add a new internship title please fill in all required fields under "Job Position" subsection.*

IHL

Current Semester

Stipend \*

Start Date \*

End Date \*

**Job position**

Job Function \*

Internship Title \*

Job Scope \*

Please note that Internship Title and Job Scope will be published on student portal once internship placement is approved. This Internship Title will be available for your selection under "Internship Title" drop down list for your subsequent applications. To make hide the Internship Title, you would need to go to Positions->Job/Internship Listing, click on Amend hyperlink beside the chosen Internship Title with status "Published", in the popup window scroll down and click the "Hide".

Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks
<input type="checkbox"/>										

8. Click **Save** button to save the student information in the table (see picture below).

**Candidates for Internship**

Student NRIC \*

Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks
<input type="checkbox"/>	S1234567H	Crystal Lam	UNI	National University of Singapore	Year 2 Sem 1	<a href="#">IT Intern</a>	1,000.00	01-Oct-2017	30-Nov-2017	9

9. For internship placement for a new student, repeat the process.

10. Fill in supervisor details under **Company supervision of the internship**.

11. Under **Supporting Documents** section you need to upload at least the internship placement letter/email from the school and a copy of each student's NRIC (front and back) in order to proceed. Please ensure that all the supporting documents and details are included in your attachments to prevent delays in the processing of your application.

- A copy of the Internship Placement Letter/Email (issued by the school) with the following details:
  - Company name
  - Intern's name and NRIC

- Internship duration (including start and end date)
- Internship monthly stipend aligned to STP (Internship) terms (Minimum \$800 per month for ITE and polytechnic students and minimum \$1,000 per month for university students)
- Intern's year of study and current semester
- Internship job scope
- Intern's contact number and email address
- A copy of the NRIC (front and back) of each intern

To upload a document:

- 11.1 Select a document type from **Document Type** drop-down list.
- 11.2 Enter remarks if necessary in **Document Remark** field (this field is optional).
- 11.3 Click **Browse** button.
- 11.4 Choose a necessary file.
- 11.5 Click **Upload file** button.

1. Document Type (This field is required)

2. Document Remark (This field is optional)

3. Document (This field is required)

<input type="checkbox"/>	Document Type	Document Name	Document Remark
<input checked="" type="checkbox"/>	Internship placement letter	<a href="#">testdoc1.docx</a>	

## 12. Tick the declaration check box.

**Declaration**

I declare that all the information submitted in this placement and the SME Talent Programme (STP) company application is true, correct and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided in this placement or the STP company application is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the STP.

I further agree with all the terms and conditions of the SME Talent Programme including the following:

- The students have not started their internship in the applicant company prior to this placement.
- The students submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The interns will be paid the minimum monthly stipend as required in this programme.
- The interns are not an immediate family member (i.e. child) of any key shareholder in the Company.
- The interns have not been previously supported by STP (Internship) under your Company.

## 13. You will be redirected to **Acknowledgement** page. Please note your internship placement ID that you can use as a reference.

## Submission of STP Internship Placement – Revision

Your company will be notified by email if you are required to revise your internship placement. Email subject will be “[Action required] Rework for Internship Placement STPIN-000XXX”.

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2. Log in using valid credentials. You would need a CorpPass Account in order to Log in. Please click [here](#) for a step-by-step guide to set up your CorpPass account.
3. In home page click **View Notifications** hyperlink under **Quick Links** section.
4. You will be redirected to **Notifications** page.
5. Click on hyperlink **Company revise** under **Action Items for Internship** table.
6. Officer remarks will be shown at the top of page. Please complete all required actions.
7. You are able to edit student’s information, upload or delete supporting documents and modify supervisor details. To edit student’s details, click on **Edit** hyperlink beside the student’s NRIC, make amendments and click **Save** button.

**Candidates for Internship**

Student NRIC \*

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Student Name	Benny Ng	Internship Title *	HR Intern
IHL Type	POLY	Stipend *	800.00
IHL	Temasek Polytechnic	Start Date *	1/8/2017
Current Semester	Year 3 Sem 1	End Date *	31/8/2017

**Job position**

Job Function \*

Internship Title \*

Job Scope \*

	Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	S4000002B	Benny Ng	POLY	Temasek Polytechnic	Year 3 Sem 1	<a href="#">HR Intern</a>	800.00	01-Aug-2017	31-Aug-2017	5

[Delete](#)

8. Information will be updated at the table.

**Candidates for Internship**

Student NRIC \*  Add

<input type="checkbox"/> Action	NRIC	Name	IHL Type	IHL	Current Semester	Internship Title	Stipend	Start	End	Number of weeks
<input type="checkbox"/> <a href="#">Edit</a>	S4000002B	Benny Ng	POLY	Temasek Polytechnic	Year 3 Sem 1	<a href="#">HR Intern</a>	900.00	01-Aug-2017	04-Oct-2017	10

[Delete](#)

9. To upload new supporting documents refer to step 11 at previous section **Submission of STP Internship Placement**.

10. Tick the declaration check box.

11. Type your comments in **Company Comments** textbox.

**Declaration**

I declare that all the information submitted in this placement and the SME Talent Programme (STP) company application is true, correct and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided in this placement or the STP company application is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the STP.

I further agree with all the terms and conditions of the SME Talent Programme including the following:

- The students have not started their internship in the applicant company prior to this placement.
- The students submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The interns will be paid the minimum monthly stipend as required in this programme.
- The interns are not an immediate family member (i.e. child) of any key shareholder in the Company.
- The interns have not been previously supported by STP (Internship) under your Company.

Company Comments \*

type your comments here

Submit
Cancel

12. Click **Submit** button to send it back for approval.

## STP Internship Placement – Acceptance of Letter of Offer (LOF)

Once your internship placement is approved you will receive a notification email with a LOF attached. Email subject will be “**Your internship placement is successful**”. You would need to accept the LOF on STPNet should you be agreeable to all the terms and conditions of the offer.

1. Go to Company Portal on STPNet (<http://stpnet.enterprisesg.gov.sg/apply>).
2. Log in using valid credentials. You would need a CorpPass Account in order to Log in. Please click [here](#) for a step-by-step guide to set up your CorpPass account.
3. In home page click **View Notifications** hyperlink under **Quick Links** section.
4. You will be redirected to **Notifications** page.
5. Click on hyperlink **Company accept LOF** under **Action Items for Internship** table.
6. You will be redirected to **Internship Placement – Company accept Letter-of-Offer (LOF)** page.

**Internship Placement – Company accept Letter-of-Offer (LOF)**

Placement ID	STPIN-000221
Placement Date	04-Sep-2017
Type	Internship

**ACCEPTANCE OF THE INTERNSHIP GRANT UNDER SME TALENT PROGRAMME (STP)**

1. We refer to your letter of offer (LOF) for the following Intern(s) in table below

**Candidates for Internship**

NRIC	Name	IHL	Start	End	Number of weeks	Max Approved Grant
S1110000A	Archy Bon	ITE College Central	12-Sep-2017	11-Nov-2017	9	1,260.00

2. We confirm that my Company will undertake the Internship under SME Talent Programme and hereby accept a grant award not exceeding amount presented below, subject to the terms and conditions set out in the above-mentioned letter of offer.

**Total Grant Amount:** 1,260.00 (S\$)

3. We understand the need for SPRING Singapore to ensure good governance of public funds and hence, we undertake to ensure that all claims for reimbursement and/or requests for advancement are true and correct, and all terms and conditions in the letter of offer are complied with.

4. Please download and view the LOF here.

Download LOF: [File Ref. No.: M-IN-ASME-1700003](#)

5. Please tick the box below after you have read the LOF and wish to accept this offer.

I have read the terms and conditions set out in the Letter of Offer and I accept the said terms and conditions and the Letter of Offer. I understand that a breach of the terms and conditions may result in cancellation of the grant and return of any monies received under the grant.

Please click on 'ACCEPT' if you agree to all the terms & conditions of the LOF. After your project has been completed, you must submit all the relevant documents via STPNet. Claims must be submitted within 6 months from the end of the qualifying period of the LOF. Please click the link below for the list of required claim documents.

[View required claim documents](#)

Accept
Return to previous page

7. All supported students will be shown in the table together with approved grant amount for each student. Total grant amount for all students will be reflected below the table.

8. Click **Download LOF hyperlink** to download and view the document.

9. Tick “I have read the terms and conditions set out in the Letter of Offer and I accept the said terms and conditions and the Letter of Offer. I understand that a breach of the terms and conditions may result in cancellation of the grant and return of any monies received under the grant” check box.

10. Acknowledgement page will be shown. You may print this page for your future reference.

**Acknowledgement of LOF Acceptance**

Please print this acknowledgement of your acceptance of the internship placement LOF for your future reference. Please note that you may assess the downloadable version of the LOF and the internship placement details under Interns>Internship Listing on the STPNet portal.

Placement ID	STPIN-000393
Placement Date	20-Jul-2017
Placement Type	Internship
Acceptance Date	20-Jul-2017

11. Click **Close** button on acknowledgement page to close it.

12. Click **Accept** button