

EDG Application Checklist

Please refer to the following list of supporting documents to be uploaded in your application:

1. Documents for all application submissions

- Latest audited group financial statements not more than 18 months old (*Companies exempted from audit requirement may submit their certified management accounts instead*)
- Project Proposal

2. Supporting documents for Hardware/Equipment and Software cost

- Quotation of item by number of units and unit cost

3. Supporting documents for Salary cost

- Employment or Appointment letters of staff
- Staff's NRIC or Passport number (*Only for Overseas Marketing Presence projects*)
- If staff is not identified yet, provide the job description and designation

4. Supporting documents for Consultancy cost

- Consultancy proposal with fee breakdown by phases, description of activity in each phase and number of man-days
- For projects that involve management consultants, please obtain the Lead Management Consultant's name, NRIC/FIN, Certification number and scanned copies of the RMC/PMC/SCMC Certificates

5. Supporting documents for Office Space Rental [Only for Overseas Marketing Presence projects]

- Rental agreement or quotation of overseas marketing set-up by rental fee per month (*In English*)