



# USER GUIDE FOR COMPANY PORTAL

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# USER GUIDE – COMPANY PORTAL

## Overview

### PC Requirements

To access the system, a computer with an internet connection is required. Access the portal using the recommended internet browser software:

- Microsoft Edge
- Mozilla Firefox
- Chrome

### Important Reminders

While accessing the GRTNet Company Portal, please take note of the following:

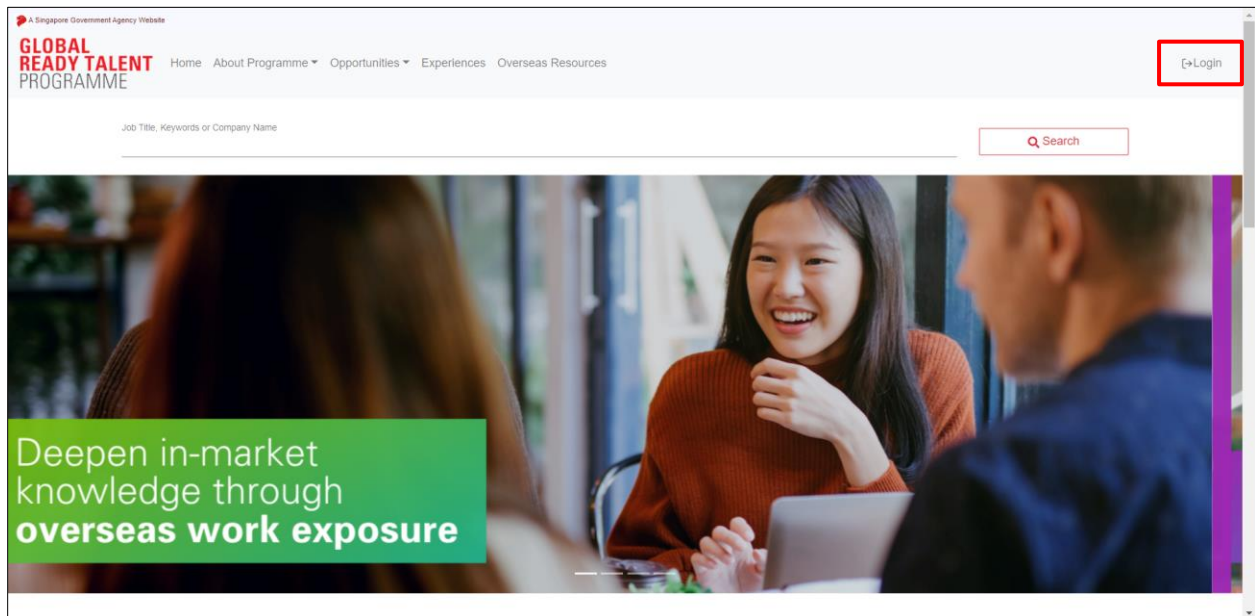
- Use the recommended internet browser software
- Do not click on the browser Back, Forward and Refresh buttons
- Do not leave the system idle for more than 15 minutes
- Always click the logout link if the system is not in use
- Clear the browser cache before using the system

# COMPANY REGISTRATION AND ADMINISTRATION

## Section 1 – Register for a Company Account

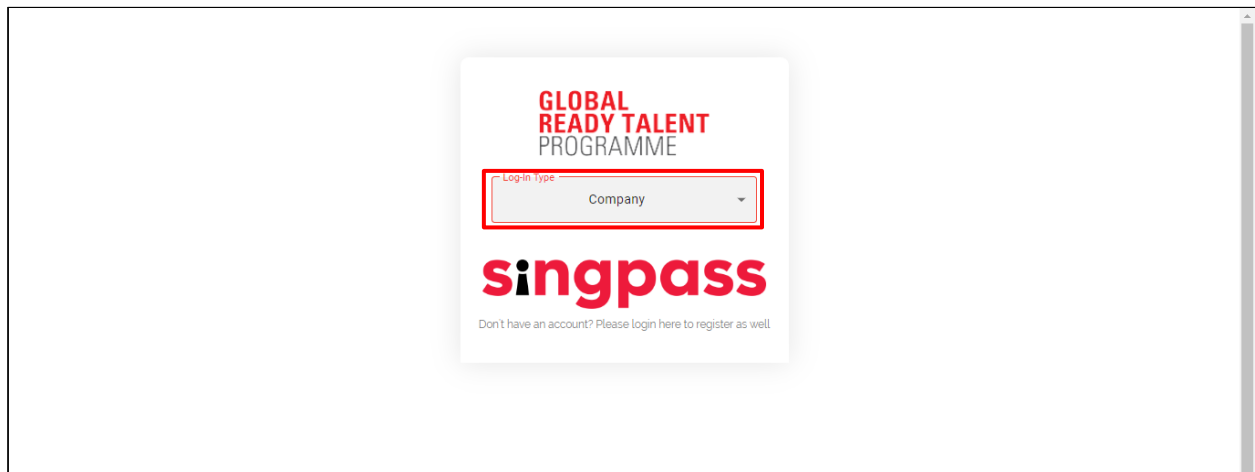
### Step 1:

Go to the BeGlobalReady website (<https://www.beglobalready.gov.sg/>) and click “Login” on the top right menu.



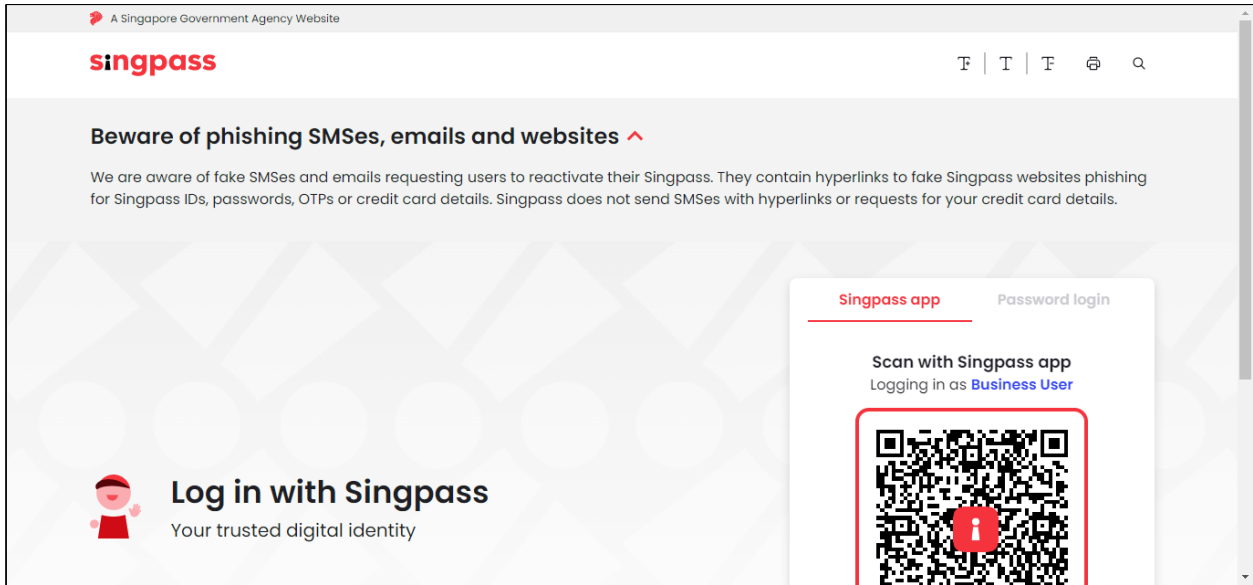
### Step 2:

On the login selection page, select “Company” from the “Log-In Type:” dropdown list and click the “Singpass” logo under it to be redirected to the Singpass login page.

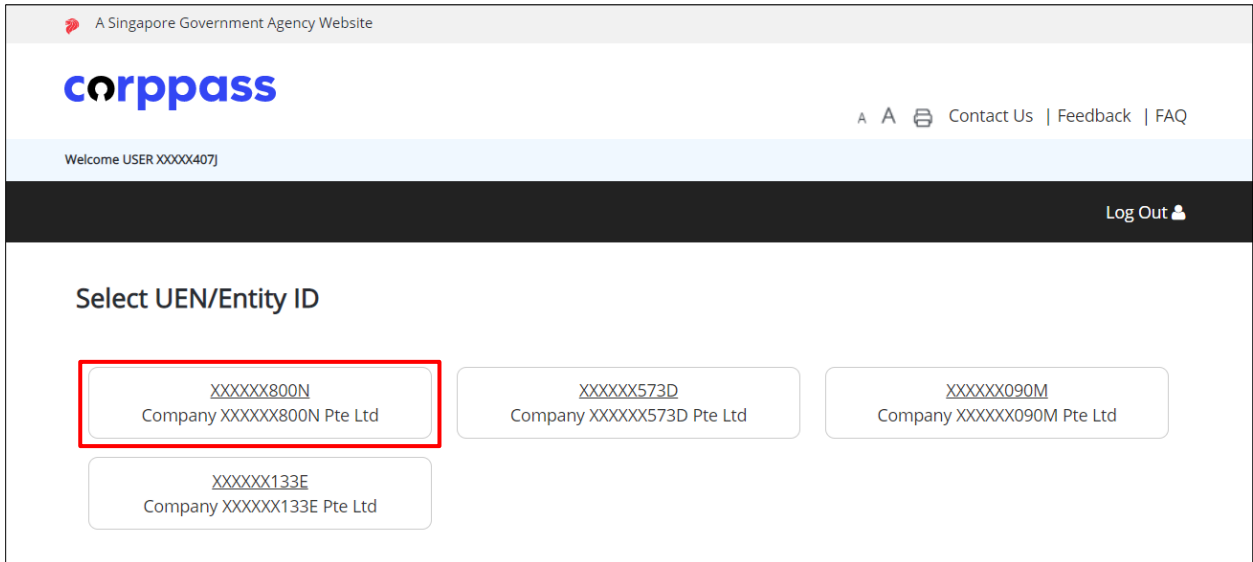


**Step 3:**

Login with Singpass by scanning the QR code (Singpass app method) or using login credentials (Password login method).



If you are linked to more than one company, select the UEN of the company you are logging in for.



**Step 4:**

The **Declaration** page will appear. Tick the checkbox and click **“Continue”** to proceed to the next page for account registration.

A Singapore Government Agency Website

**GLOBAL READY TALENT PROGRAMME**

Register Login Account for Company

**Declaration**

The Global Ready Talent Programme (GRT) is an initiative by Enterprise Singapore (EnterpriseSG) to help Singapore enterprises build their pipeline of global-ready young talent. EnterpriseSG will partner Trade Associations and Chambers (TACs) and Institutes of Higher Learning (IHLs) to facilitate internship placements in Singapore enterprises.

**By creating an account, I understand that:**

- This does not constitute a company application for GRT; The company has to submit a company application for GRT.
- The company application that the company subsequently submits will be subjected to evaluation by your selected TAC partner and EnterpriseSG based on the eligibility criteria for GRT.

Continue Cancel

**Step 5:**

Verify your UEN and company name. If there are any errors encountered, contact [grt@enterprisesg.gov.sg](mailto:grt@enterprisesg.gov.sg) and seek further instructions.

**Note:**

**“Unique Entity Number (UEN)”** and **“Registered Company Name”** fields are auto populated and read-only.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

[Global Ready Talent Programme for Singapore Enterprises](#)

**Company Information**

Unique Entity Number (UEN) *	Registered Company Name *
XXXXXX800N	COMPANY A

**CEO / Director Information**

**Authorised Representative Information**

Register Company Cancel

**Step 6:**

Click on the **CEO / Director Information** section to complete the required fields marked by \*.

**CEO / Director Information**

Details of CEO or Managing Director as registered with ACRA, or other authorised individuals.

Salutation * <input type="text" value="--Please select--"/>	Name * <input type="text"/>
Email * <input type="text"/>	NRIC * <input type="text"/>
Designation * <input type="text"/>	

**Step 7:**

Click on the **Authorised Representative Information** section to complete the fields.

**Note:**

Completing this section is optional.

**Authorised Representative Information**

Salutation <input type="text" value="--Please select--"/>	Name <input type="text"/>
Email <input type="text"/>	NRIC <input type="text"/>
Designation <input type="text"/>	



**Step 8:**

Click **“Register Company”** to complete the account registration.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

[Global Ready Talent Programme for Singapore Enterprises](#)

Company Information

CEO / Director Information

Authorised Representative Information

Register Company Cancel

**Step 9:**

**Acknowledgement** page will be displayed to notify that the account has been successfully created.

Click **“Apply To GRT”** to proceed with submitting a company application to onboard the GRT internships programme.

Refer to **Section 6 – Submit Company Application** for details.

A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

Acknowledgement

Your account has been successfully created

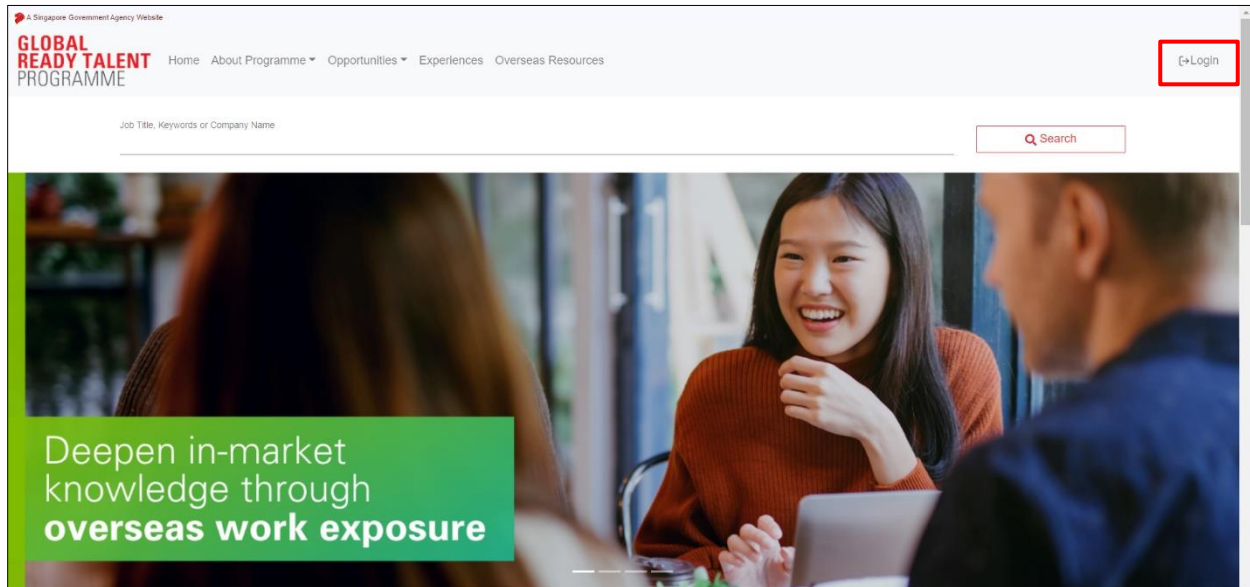
1. You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.
2. Apply for the Global Ready Talent Programme, please click the "Apply for GRT" button below.
3. Please check your email for more information on registration for company application

Apply To GRT Cancel

## Section 2 – Log In and Log Out

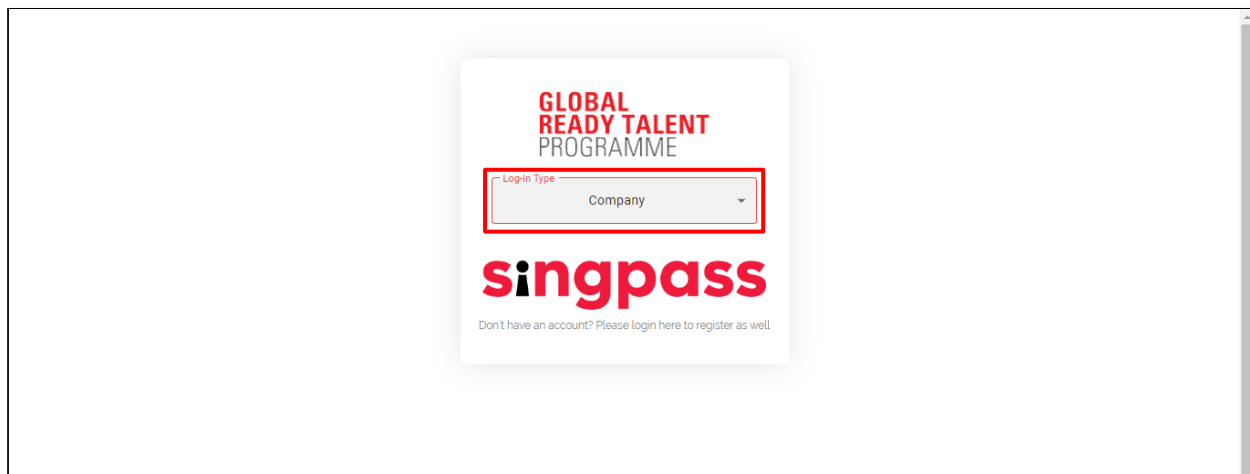
### Step 1:

Go to the BeGlobalReady website (<https://www.beglobalready.gov.sg/>) and click “Login” on the top right menu.



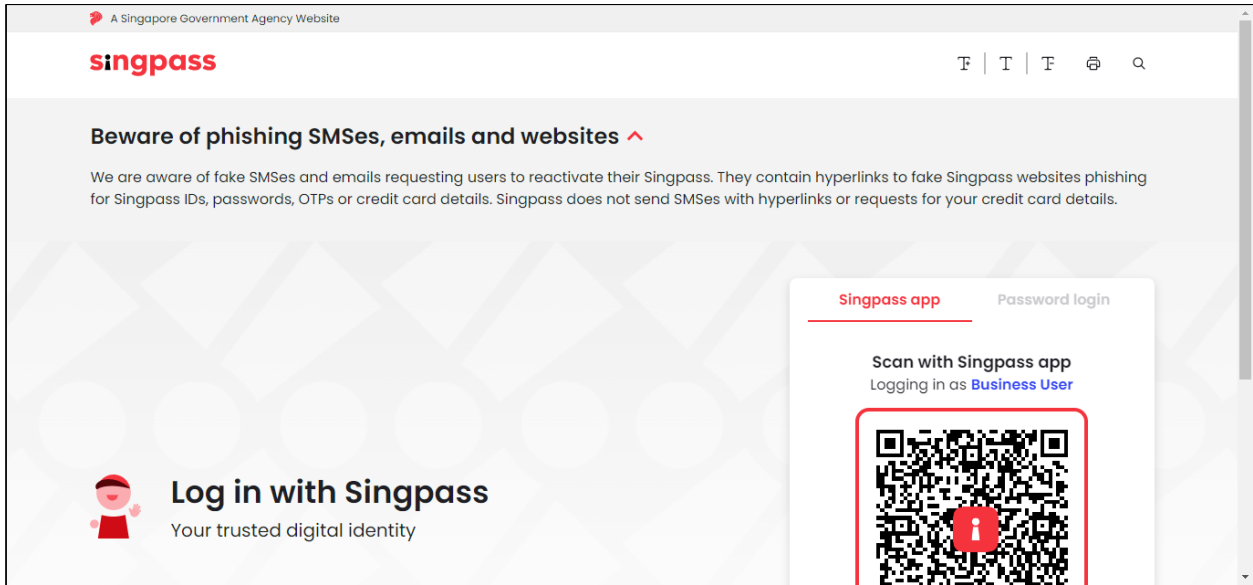
### Step 2:

On the login selection page, select “Company” from the “Log-In Type:” dropdown list and click the “Singpass” logo under it to be redirected to the Singpass login page.

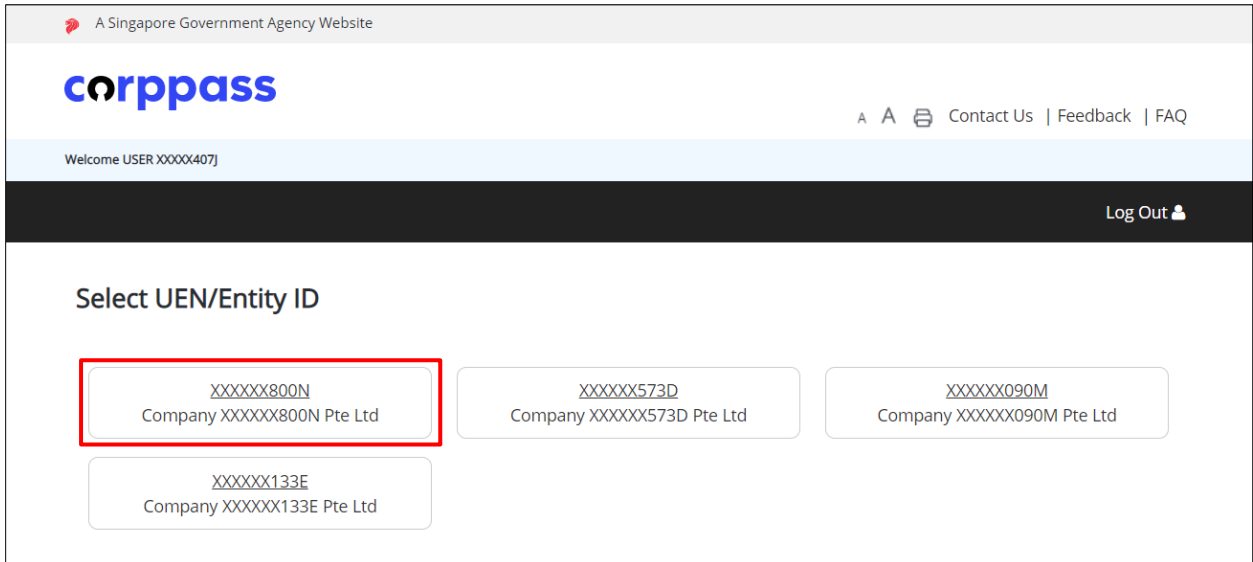


**Step 3:**

Login with Singpass by scanning the QR code (Singpass app method) or using login credentials (Password login method).



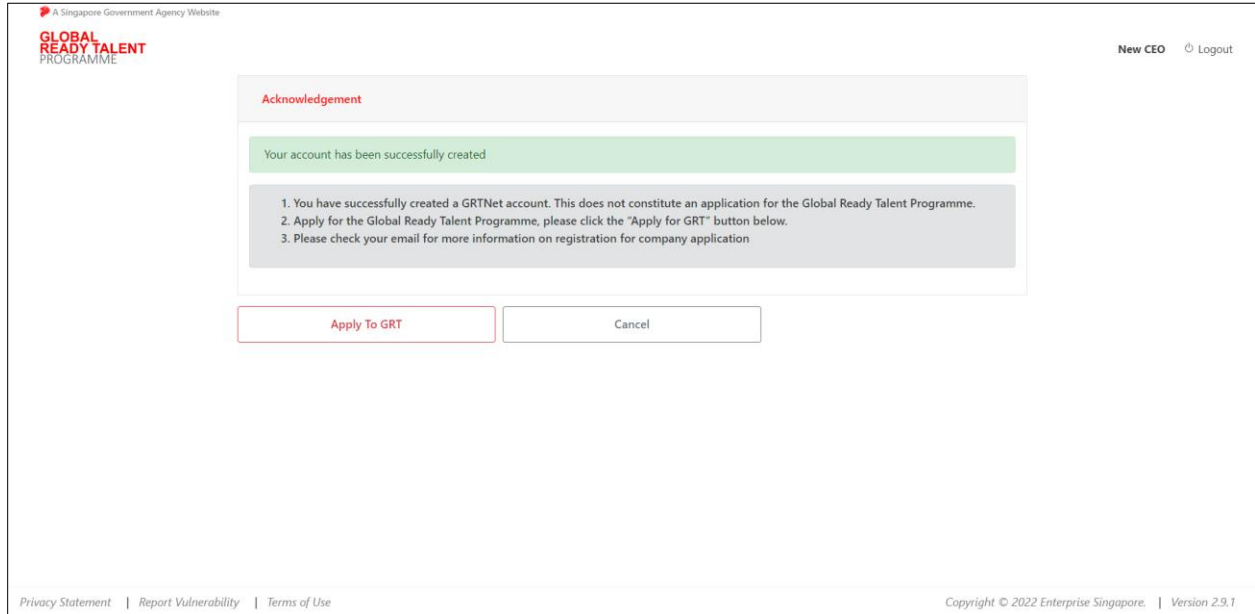
If you are linked to more than one company, select the UEN of the company you are logging in for.



#### Step 4a:

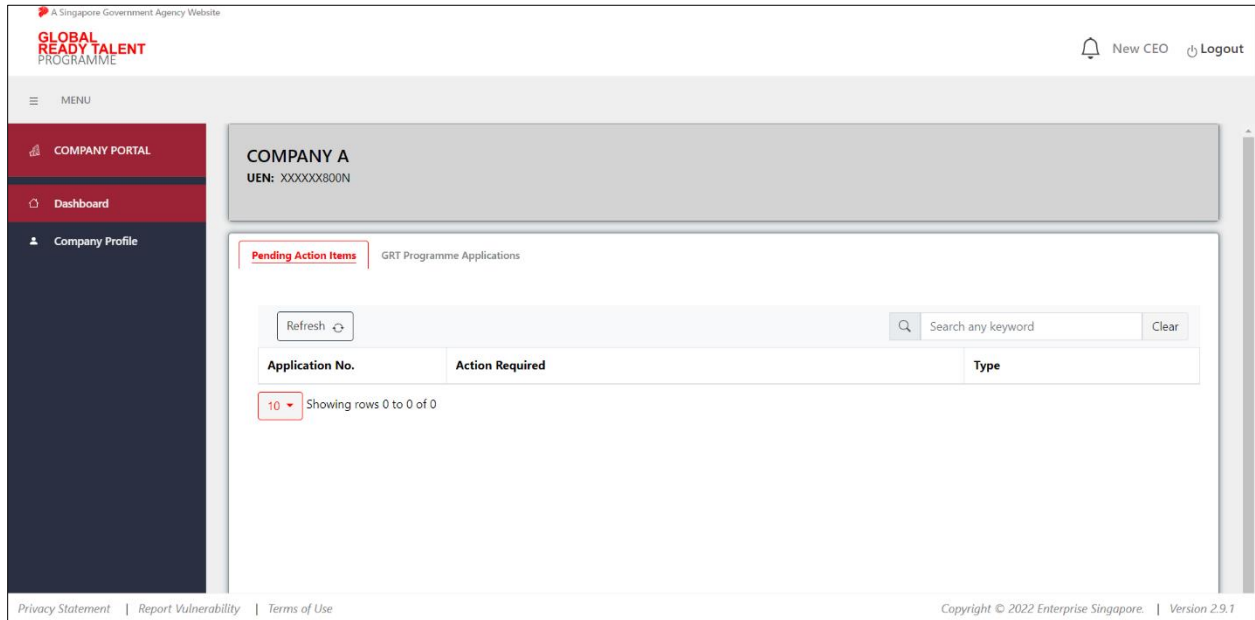
If there is no company application submitted yet, the registration **Acknowledgement** page will appear and a company application can be submitted by clicking “**Apply To GRT**”.

Refer to **Section 6 – Submit Company Application** for details.



#### Step 4b:

If a company application has been submitted, the company **Dashboard** will appear. Refer to **Section 3 – Company Dashboard** for details.



## Step 5:

To log out from the system, click “Logout” on the top right side of the page.

A screenshot of the Global Ready Talent Programme dashboard. The top left corner shows the logo and 'A Singapore Government Agency Website'. The top right corner has a user profile 'New CEO' and a 'Logout' button highlighted with a red box. The left navigation menu includes 'COMPANY PORTAL', 'Dashboard', and 'Company Profile'. The main content area is titled 'COMPANY A' with UEN: XXXXX800N. Below this, there's a 'Pending Action Items' section for 'GRT Programme Applications'. It features a 'Refresh' button, a search bar, and a table with columns 'Application No.', 'Action Required', and 'Type'. The table shows 'Showing rows 0 to 0 of 0'.

## Section 3 – Company Dashboard

Upon login to the **Company Portal**, users will be typically redirected to the **Dashboard**. The **Dashboard** can also be accessed from the navigation menu on the left.

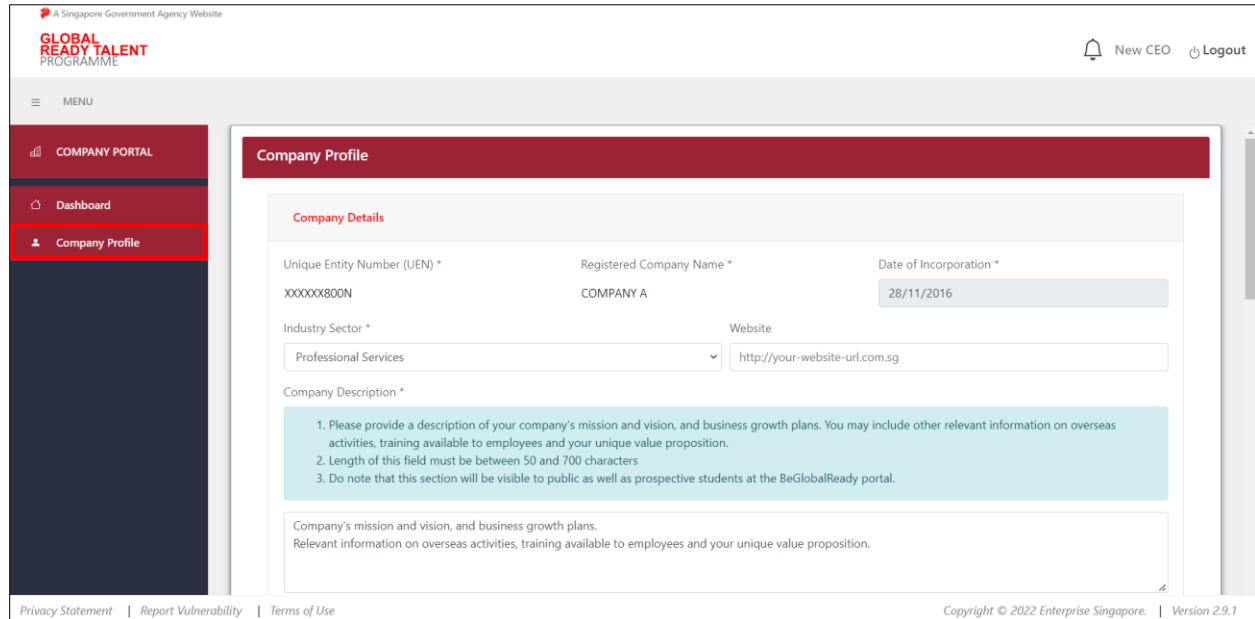
The **Dashboard** displays the list of pending applications in the various tabs. All tabs will be accessible upon approval of the company application.

A screenshot of the Global Ready Talent Programme dashboard. The top left corner shows the logo and 'A Singapore Government Agency Website'. The top right corner has a user profile 'New CEO' and a 'Logout' button. The left navigation menu includes 'COMPANY PORTAL', 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The main content area is titled 'COMPANY A' with UEN: XXXXX800N. Below this, there are two summary cards: 'Application Submission Date' (10 August 2022) and 'Application Expire Date' (10 August 2025). The 'GRT Programme Applications' tab is active, showing a 'Submitted' section with a 'Refresh' button, a search bar, and a table with columns 'Application No.', 'TAC Name', 'Application Date', 'Application Status', and 'Creator'. The table shows one row: 'GRT-2022810-003', 'TAC A', '10-Aug-2022', 'Approved', 'New CEO'.

## Section 4 – Update Company Profile

### Step 1:

From the navigation menu, go to “Company Profile”.



A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

### Company Profile

#### Company Details

Unique Entity Number (UEN) \* XXXXXX800N

Registered Company Name \* COMPANY A

Date of Incorporation \* 28/11/2016

Industry Sector \* Professional Services

Website http://your-website-url.com.sg

Company Description \*

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.
2. Length of this field must be between 50 and 700 characters
3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.

Company's mission and vision, and business growth plans.  
Relevant information on overseas activities, training available to employees and your unique value proposition.

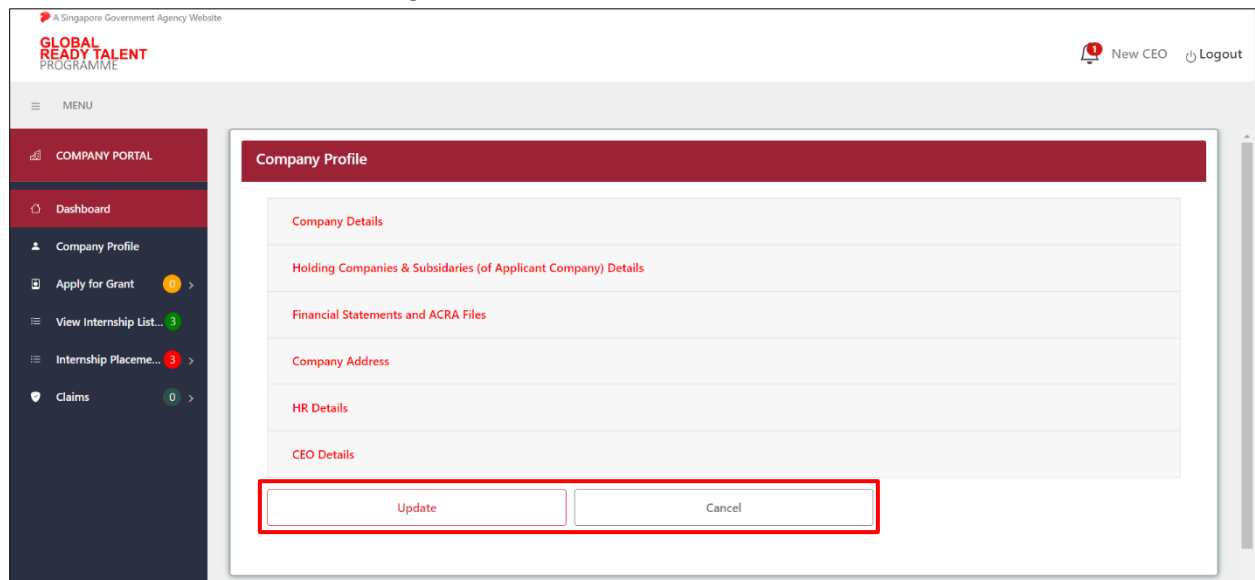
Privacy Statement | Report Vulnerability | Terms of Use

Copyright © 2022 Enterprise Singapore. | Version 2.9.1

### Step 2:

Edit the information under each section and click “Update” to save the changes made.

Click “Cancel” to discard the changes and return to Dashboard.



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GLOBAL READY TALENT PROGRAMME

New CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 3 >

Internship Placeme... 3 >

Claims 0 >

### Company Profile

#### Company Details

#### Holding Companies & Subsidiaries (of Applicant Company) Details

#### Financial Statements and ACRA Files

#### Company Address

#### HR Details

#### CEO Details

Update Cancel

## Section 5 – Manage Authorised Representatives

This process is only applicable for registered or approved companies. There is no limit for the number of Authorised Representatives.

### Section 5.1 – Create Account for Authorised Representatives

#### Step 1:

Once access has been given to GRTNet e-services in Corppass, new Authorised Representative can login to the system. Refer to **Section 2 – Log In and Log Out** for details.

#### Step 2:

Fill in required fields marked by \* and click **“Save and Continue”**.

The screenshot shows a web form titled "New Authorised Representative Information" under the "GLOBAL READY TALENT PROGRAMME" header. The form is divided into an "Acknowledgement" section. It contains several input fields, some of which are marked with an asterisk (\*) to indicate they are required. The fields are: "NRIC \*" (with a pre-filled value "XXXXX73BB"), "Name \*" (empty), "Designation \*" (empty), "Email \*" (empty), and "Contact \*" (empty). At the bottom of the form, there are two buttons: "Save and Continue" (highlighted with a red border) and "Cancel". The footer of the page includes links for "Privacy Statement", "Report Vulnerability", and "Terms of Use", along with the copyright notice "Copyright © 2022 Enterprise Singapore. | Version 2.9.1".

### Step 3:

Information will be saved in the Company Profile which can be accessed from the left side menu. The table will show all Authorised Representatives (Active and Inactive).

The screenshot displays the 'Authorised Representatives (AR)' section of the system. The left-hand navigation menu has 'Company Profile' highlighted. The main content area features a table with the following data:

Name	NRIC	Designation	Email	Contact	Active	Action
Authorised Representative	XXXXX605A	AR	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>
New AR	XXXXX738B	AR	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>
New CEO	XXXXX422Z	CEO	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>

Below the table, it indicates 'Showing 1 to 3 of 3 Results' with a dropdown menu set to '5' and a page indicator '1'.

## Section 5.2 – Edit Authorised Representatives

### Step 1:

From the navigation menu, go to “Company Profile”.

The screenshot displays the 'Company Profile' form. The left-hand navigation menu has 'Company Profile' highlighted. The form contains the following fields and instructions:

**Company Details**

Unique Entity Number (UEN) \* : XXXXX613K  
Registered Company Name \* : COMPANY A  
Date of Incorporation \* : 28/11/2016

Industry Sector \* : Professional Services  
Website : http://your-website-url.com.sg

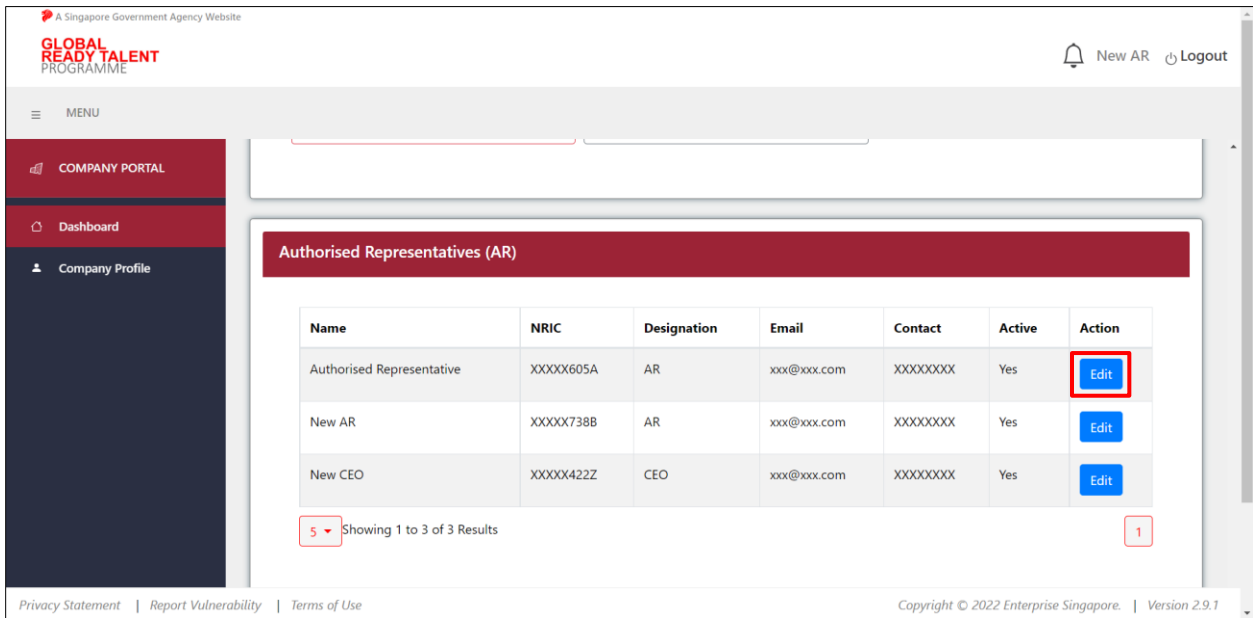
Company Description \* :  
1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.  
2. Length of this field must be between 50 and 700 characters  
3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.

Company's mission and vision, and business growth plans



## Step 2:

Scroll down to the **Authorised Representatives (AR)** section and click **“Edit”** to amend details for a particular user.



The screenshot shows the 'Authorised Representatives (AR)' section of the Global Ready Talent Programme. It features a table with the following data:

Name	NRIC	Designation	Email	Contact	Active	Action
Authorised Representative	XXXXX605A	AR	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>
New AR	XXXXX738B	AR	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>
New CEO	XXXXX422Z	CEO	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>

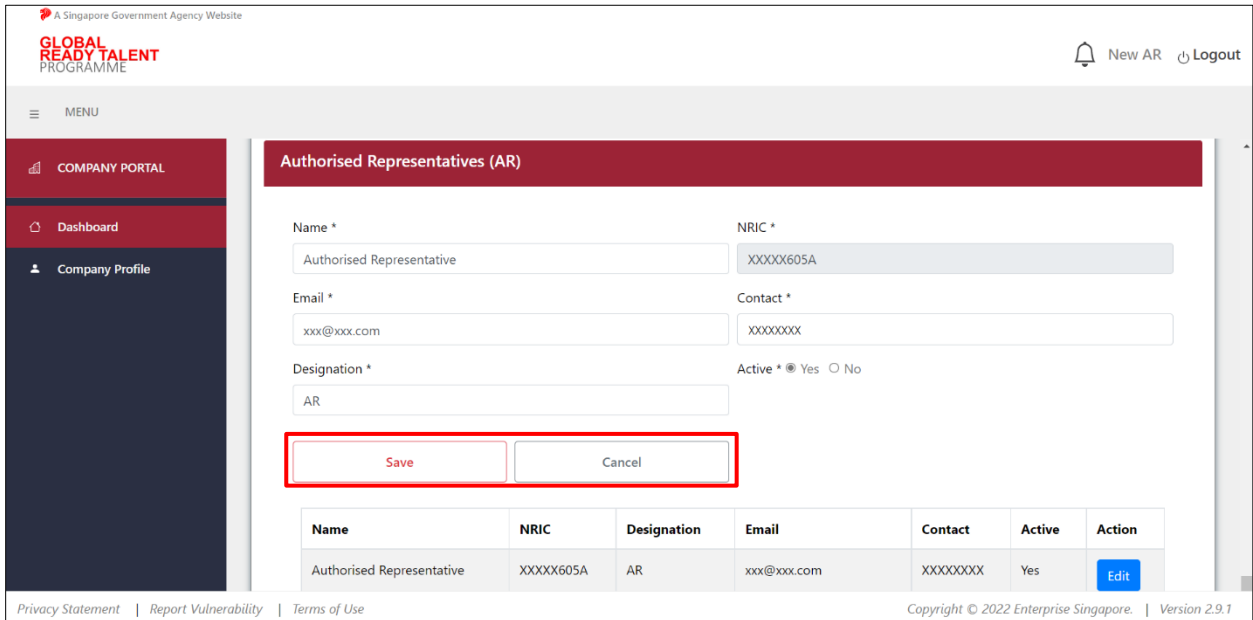
Below the table, it indicates 'Showing 1 to 3 of 3 Results'. The 'Edit' button for the first row is highlighted with a red box.

## Step 3:

Edit the necessary details.

Click **“Save”** to confirm the changes.

Click **“Cancel”** to disregard the changes.



The screenshot shows the 'Authorised Representatives (AR)' edit form. The form fields are as follows:

- Name \*: Authorised Representative
- NRIC \*: XXXXX605A
- Email \*: xxx@xxx.com
- Contact \*: XXXXXXXX
- Designation \*: AR
- Active \*:  Yes  No

The 'Save' and 'Cancel' buttons are highlighted with a red box.

Below the form, a table shows the current state of the AR:

Name	NRIC	Designation	Email	Contact	Active	Action
Authorised Representative	XXXXX605A	AR	xxx@xxx.com	XXXXXXXX	Yes	<a href="#">Edit</a>

# COMPANY APPLICATION

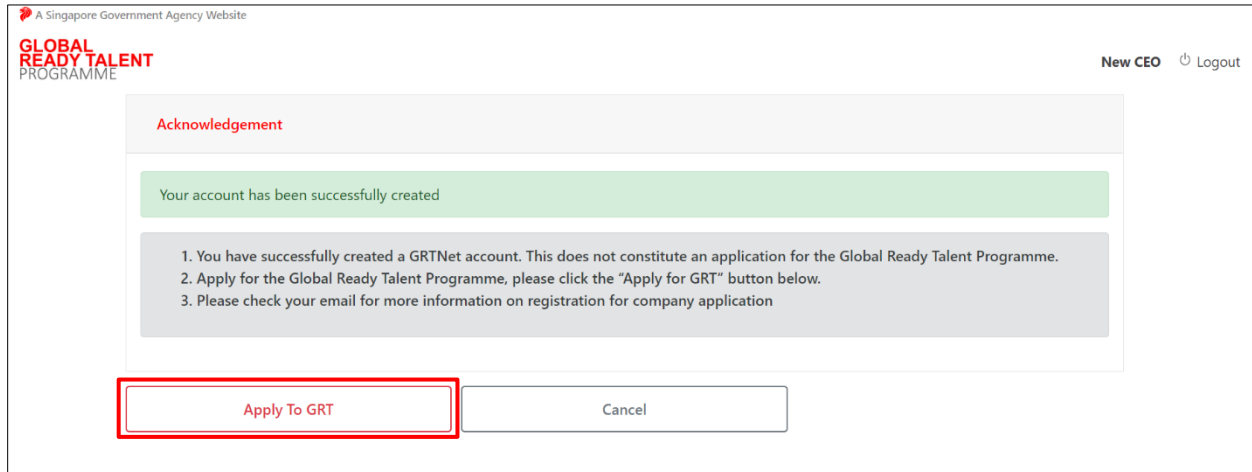
## Section 6 – Submit Company Application

### Step 1:

Log in via the BeGlobalReady website. Refer to **Section 2 – Log In and Log Out** for details.

If there is no company application submitted yet, the registration **Acknowledgement** page will appear.

Click **“Apply To GRT”** to proceed to the Company Information step.



A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

**Acknowledgement**

Your account has been successfully created

1. You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.
2. Apply for the Global Ready Talent Programme, please click the “Apply for GRT” button below.
3. Please check your email for more information on registration for company application

Apply To GRT Cancel

## Section 6.1 – Company Information Step

### Step 1:

Fill in all required fields marked by \*.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

1 Company Information — 2 Partner Selection — 3 HR Survey — 4 Declaration

#### Company Details

Unique Entity Number (UEN) *	Registered Company Name *	Date of Incorporation *
XXXXXX800N	COMPANY A	28/11/2016

Industry Sector \*      Website

--Please select--      http://your-website-url.com.sg

Company Description \*

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.  
2. Length of this field must be between 50 and 700 characters  
3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.

### Step 2:

“Drag Files or Click to Browse” to upload company logo.

#### Note:

Please refer to the instructions in the system for file type and file size requirements.

Company Logo

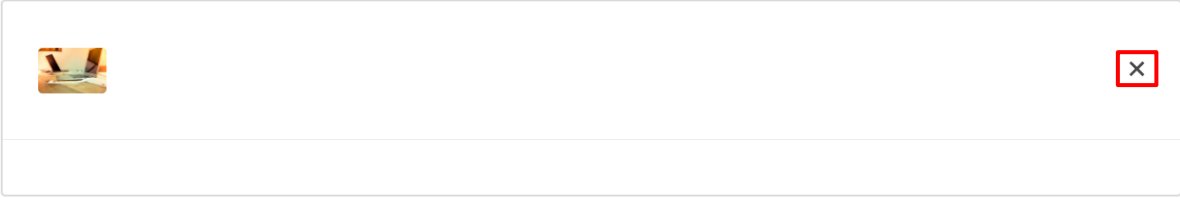
Please upload a file with extension [jpg, jpeg, gif, png, bmp]. File size must be at least 10 KB and must not exceed 2 MB.

**Drag Files or Click to Browse**

After uploading the Company Logo, company may click the “X” icon to remove the file.

Company Logo

Please upload a file with extension [jpg, jpeg, gif, png, bmp]. File size must be at least 10 KB and must not exceed 2 MB.



**Step 3:**

Complete the overseas presence section by filling in all required fields marked by \*.

Click “Add” to save the record.

Click “Clear” to clear the inputs.

Click “Delete” in the “Action” column of the row to remove a record from the table.

This section will subsequently affect your overseas internship postings. If you do intend to make overseas internship placement applications, please fill in the details here.

Do you have overseas presence? \*

Yes  No

Country \* City \*

--Please select-- --Please select--

Nature of Operations \* Employment Size \*

--Please select--

Overseas Address \* Is there opportunity for internship placement? \*

e.g. Middle Town Business Park, Singapore  Yes  No

Add Clear

Country	City	Other City	Employment Size	Nature Of Operations	Internship Opportunities	Overseas Address	Action
Malaysia	Kota Bharu		50	Joint Venture	Yes	Kota Bharu	Delete

5 ▾ Showing 1 to 1 of 1 Results 1

**Step 4:**

Click on the **Holding Companies & Subsidiaries (of Applicant Company) Details** section to complete the fields.

**Note:**

Completing this section is optional. However, if company chooses to complete this section, all fields marked by \* are required.

Click **“Add”** to save the record.

Click **“Clear”** to clear the inputs.

Click **“Delete”** in the **“Action”** column of the row to remove a record from the table.

**Holding Companies & Subsidiaries (of Applicant Company) Details**

1. Indirect shareholding refers to shareholding that is held through another corporation  
2. Please include all direct and indirect holding companies and subsidiaries  
3. Remarks field can contain up to 300 characters

Name Of Company \*

Company UEN \*

Relationship \*

Number of Staff \*

Remarks

Share \*

Add

Clear

Company Name	Company Uen	Number Of Staffs	Relationship	Remarks	Company Share Percent	Action
Company B	XXXXXX668H	50	Subsidiary	Subsidiary	5%	<div style="border: 1px solid red; padding: 2px;">Delete</div>

5

Showing 1 to 1 of 1 Results

1

**Step 5:**

Click on the **Financial Statements and ACRA Files** section to complete file uploads. Select the Attachment Type and “**Drag Files or Click to Browse**” to select the corresponding documents. Click “**Add**” to complete the upload and uploaded documents will be populated in the table below. Click “**Clear**” to clear the inputs.

**Note:**

ACRA should be the latest and **not more than 6 months old**. Financial statements should be the latest and **not more than 18 months old**. To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

**Financial Statements and ACRA Files**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- Please upload latest ACRA document (not more than 6 months from date of application) and latest financial statements (not more than 18 months from date of application)

Attachment Type \*

--Please select--

Remarks

Remarks

File \*

Drag Files or Click to Browse

Add

Clear

Attachment Name	Attachment Type	Remarks	Action
<div style="display: flex; align-items: center;"><div style="border: 1px solid #f00; padding: 2px; margin-right: 5px;">5 ▾</div>Showing 0 to 0 of 0 Results</div>			

To delete an uploaded file, click “**Delete**” in the “**Action**” column.

Attachment Name	Attachment Type	Remarks	Action
Financial Statement A.docx	Financial Statements – Applicant Company	Financial Statement A	<div style="border: 1px solid #f00; padding: 2px; display: inline-block;">Delete</div>

5 ▾

Showing 1 to 1 of 1 Results

1

**Step 6:**

Review and edit the auto populated fields in the **Company Address** section as necessary.

Company Address	
Postal Code *	Block Number *
101010	10
Unit *	Floor *
1111	01
Street *	
High Street	

**Step 7:**

Complete the **HR Details** section by filling in all required fields marked by \*.

HR Details	
HR Salutation *	HR Name *
Ms	HR A
HR Email *	HR NRIC *
xxx@xxx.com	XXXXX299H
HR Designation *	HR Contact *
HR Staff	XXXXXXXX

**Step 8:**

Review and edit the auto populated fields in the **CEO Details** section as necessary.

CEO Details	
CEO Salutation *	CEO Name *
Mr	New CEO
CEO Email *	CEO NRIC *
xxx@xxx.com	XXXXX422Z
CEO Designation *	CEO Contact *
CEO	

**Step 9:**

Upon completion of all required fields, click on “**Save & Go To Partner Selection**” to proceed to the next step: Partner Selection.

Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

1 Company Information ————— 2 Partner Selection ————— 3 HR Survey ————— 4 Declaration

Company Details

Holding Companies & Subsidiaries (of Applicant Company) Details

Financial Statements and ACRA Files

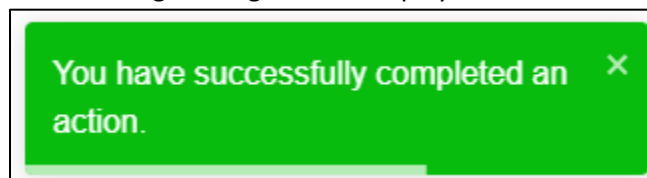
Company Address

HR Details

CEO Details

Save & Go To Partner Selection Cancel

Once successfully saved, the following message will be displayed.





## Section 6.2 – Partner Selection Step

### Step 1:

Select a partner from the “**Partner Selection**” drop down list. The partner’s description will be displayed. Tick the “I agree to all terms and conditions” checkbox.

Click “**Next**” to proceed to the next step: HR Survey (if partners other than ACE are selected) / Start-Up Survey (if partner selected is ACE).

Click “**Back**” to go back to the **Company Information** section.

Click “**Cancel**” to go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information — 2 Partner Selection — 3 HR Survey — 4 Declaration

#### Partner Selection

Please select your partner in the list \*

--Please select--

#### Description

As part of the Global Ready Talent programme, you will need to select your preferred Trade Association (TAC) partner from the drop down list. Your TAC partner will be your main point-of-contact for assistance on GRT-related matters, which include internship applications, claims and general enquiries. For companies that have industry-relevant partners, please approach TACs which are relevant to your industry. For companies which do not have industry-relevant partners, you may approach ASME or SMF. Note:

- TAC and EnterpriseSG may request for further documentation including but not limited to financial statements, to support the application.
- TAC and EnterpriseSG have the right to approve or reject any application in their absolute discretion. Any rejection by TAC and/or EnterpriseSG shall be final, and no appeals will be entertained.
- Company agrees to the following terms of participation:
  - Participate in industry profiling events/activities organised by the programme administrator
  - Allow programme administrator to use company's logo and information in marketing materials
- This application form will take about 15-20 minutes to complete.

I agree to all terms and conditions

BackNextCancel

## Section 6.3a – HR Survey Step (Non-ACE partner selected)

This step is applicable if partners other than ACE are selected.

### Step 1:

Fill in all required fields marked by \*.

Click **“Save & Go To Declaration”** to proceed to the next step: Declaration.

Click **“Back”** to go back to the **Partner Selection** section.

Click **“Save as Draft”** to save a draft application.

Click **“Cancel”** to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information ————— ✓ Partner Selection ————— 3 HR Survey ————— 4 Declaration

#### HR Survey

How many interns on average have you taken on the past year? \*

**Local**

ITE *	Polytechnic *	University *
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Overseas**

ITE *	Polytechnic *	University *
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Company's Human Capital

This section helps us understand your company's current talent attraction effort.

What is the size of your HR Team? \*

- More than 6
- 3 to 5
- 1 to 2
- No dedicated HR Function
- HR Function is outsourced

1. Job Descriptions \*

- JDs are simple and documented for hiring.
- JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements.
- JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements. JDs are regularly updated.

2. Learning & Development \*

- Ad-hoc courses are arranged for staff, primarily on a request basis or for compliance.
- Courses and trainings are role-specific, and are scheduled in advance.
- A comprehensive training roadmap has been developed, with scheduled courses/trainings to address each roles' specific needs.

3. New Employee Onboarding \*

- Onboarding consists of administrative and/or HR briefing.
- Onboarding includes administrative briefing, company sharing on mission, vision, values, and basic on-job-training.
- Onboarding includes admin briefing, company sharing on mission, vision, values, and senior management engagements and structured on-job-training.

4. Employee Value Proposition (EVP)/Employer Brand \*

- Company has vaguely defined and articulated its employer brand.
- Company has defined and documented its employer brand, with some effort to implement.
- Company has well-articulated employer brand that is aligned to internal HR processes. Company also harnesses its brand to target and attract talent.

5. International Mobility processes \*

- Not applicable.
- HR processes overseas are largely localized or adapted from Singapore office.
- HR processes overseas are consistent with main office, and cater to local market requirements. Company has HR processes in place to manage overseas staff, including compensation packages, visa support, support for re-entry back into main office.

6. To what extent does your organisation believe in the role of Human Capital as a key contributor to business success/growth? \*

- Disbelieve
- Neutral
- Agree
- Strongly agree

7. Please share reasons for your rating in Q6 above. \*

Enter your reason here

Back	Save as Draft	Save & Go To Declaration	Cancel
------	---------------	--------------------------	--------

## Section 6.3b – Start-up Criteria Step (ACE partner selected)

This step is applicable if partner selected is ACE.

### Step 1:

Fill in all required fields marked by \*.

Click **“Save & Go To Declaration”** to proceed to the next step: Declaration.

Click **“Back”** to go back to the **Partner Selection** section.

Click **“Save as Draft”** to save a draft application.

Click **“Cancel”** to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information — ✓ Partner Selection — 3 Start-up Criteria — 4 Declaration

#### Start-Up Survey

How many interns on average have you taken on the past year? \*

**Local**

ITE *	Polytechnic *	University *
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Overseas**

ITE *	Polytechnic *	University *
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Eligibility Check

1. Is your Company less than 5 years from date of incorporation at the time of application? \*

Yes  
 No

2. Does your Company have less than 50% ordinary shares owned by any other corporate entity? \*

Yes  
 No

3. Is your company a technology start-up? \*

Yes  
 No

## Company Evaluation

### Unique Value Proposition

Does the Company have a unique value proposition for its

- (1) core product or service and activities, highlighting clearly
- (2) any defensible differentiation or IPs and
- (3) competitive advantage

(100 words or less in Essay Format; no bullet points)

Example: The company focuses on XXX to XXX. The core product allows users to XXX. As the products are XXX, it provides the company with a competitive advantage.

Example: The company focuses on...

### Company's Track Record & Projection

1. Is your company government-funded or supported? \*

- Yes
- No

2. Has your company participated in any incubator/accelerator programmes? \*

- Yes
- No

### Revenue

Last FY	Current Year	Second Year	Third Year
S\$ <input type="text"/>	S\$ <input type="text"/>	S\$ <input type="text"/>	S\$ <input type="text"/>

### Number of Full-time Staff

Last FY	Current Year	Second Year	Third Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Number of Part-time Staff

Last FY	Current Year	Second Year	Third Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does the company have proven market traction and growth potential at the point of application? Do consider its notable business milestones achieved during the past years, including clients secured, funding raised, strategic partners engaged, markets entered etc.

(100 words or less in Essay Format; no bullet points)

Example: The company had proven their market traction with XXX, having also entered the XXX markets. In addition, the company has secured major clients such as XXX and raised S\$XXX funds from XXX and XXX.

Example: The company had proven...

### Management Team

Does the Company have a strong management team, based on the background of key management members, including experience and expertise relevant to the start-up and its business? Also, please review the Company's willingness and ability to provide mentorship to interns and new hires.

(100 words or less in Essay Format; no bullet points)

Example: The management team consists of graduates from XXX and XXX who have majored in XXX. The members have accumulated work experience with XXX in XXX and relevant experience as a XXX.

(Choose one ONLY)

- (1) The company had interns on board previously and is expressing willingness to provide mentorship to the interns.
- or
- (2) The team has developed a plan to engage, nurture and mentor the interns.

Example: The management team consists of...

### Supporting Documents

Please upload files with extensions [doc, docx, xls,xlsx, pdf, txt, jpg, jpeg, gif, png].  
The sum of all file sizes uploaded should not exceed 15MB.

To upload a file,

1. Complete the Document Type field
2. Complete the Remarks field if necessary
3. Drag Files or Click to Browse in the space below and click "Add"

Document Type \*

Enter your document type here

Remarks

Enter your document remarks here

Drop your supported document files below \*

Drag Files or Click to Browse

Add

Clear

Attachment Name	Document Type	Remarks	Action
-----------------	---------------	---------	--------

5 Showing 0 to 0 of 0 Results

Back

Save as Draft

Save & Go To Declaration

Cancel

## Section 6.4 – Declaration Step

### Step 1:

Read through the Terms and Conditions and tick the declaration checkboxes.

Click “**Submit**” to submit the application.

Click “**Back**” to go back to the **Partner Selection** section.

Click “**Save as Draft**” to save a draft application.

Click “**Cancel**” to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information — Partner Selection — HR Survey — 4 Declaration

#### Declaration

**TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)**  
(Applicable to enterprise)

**1. Approval Period for companies onboard the Global Ready Talent Programme (GRT)**

1. Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'.
2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of

As a representative of the Applicant Company, I accept all Terms & Conditions listed below. \*

As a representative of the Applicant Company, I hereby declare that the Applicant Company: \*

- Has at least 30% local shareholdings as at the application date;
- Is free from any litigation or legal proceedings;
- Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and
- The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner.

Back Save as Draft Submit Cancel

**Step 2:**

**Acknowledgement** page will be displayed to notify the company that the application has been successfully submitted.

Click **“Home”** to go to the company **Dashboard**.

Application for the Global Ready Talent Programme

**Acknowledgement**

Your application has been submitted successfully

Your application will be routed to the TAC of your choice, who may contact you for additional clarifications to support your application. You can expect to receive a response within 10 working days. This does not constitute a Grant Application. Upon approval, you will be able to make a Grant Application.

Application Number : GRT-202286-002  
Date of Application : 2022-08-06  
TAC Name : TAC A  
Email of the TAC : xxx@xxx.com  
Contact Number of TAC : XXXXXXXX  
Contact Person Name : TAC A USER

[Home](#)

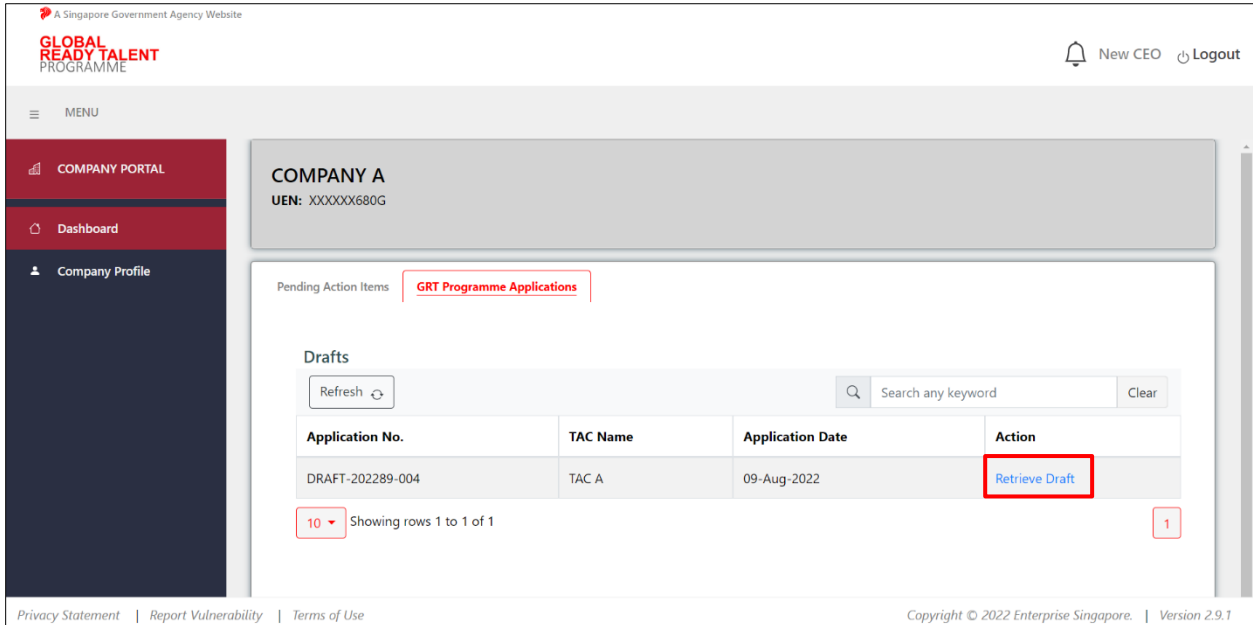


## Section 7 – Retrieve Draft Company Application

This is applicable if company has previously saved a draft application.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the “**Retrieve Draft**” hyperlink in the “**Action**” column.



The screenshot displays the user interface of the Global Ready Talent Programme. At the top, it identifies the user as 'New CEO' and provides a 'Logout' option. The left-hand navigation menu includes 'COMPANY PORTAL', 'Dashboard', and 'Company Profile'. The main content area is titled 'COMPANY A' with a UEN of 'XXXXXX680G'. Under the 'Pending Action Items' section, there is a tab for 'GRT Programme Applications'. Below this, a 'Drafts' table is shown with a search bar and a refresh button. The table contains one entry with the following details:

Application No.	TAC Name	Application Date	Action
DRAFT-202289-004	TAC A	09-Aug-2022	<a href="#">Retrieve Draft</a>

At the bottom of the table, it indicates 'Showing rows 1 to 1 of 1'. The footer of the page includes links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with the copyright notice 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

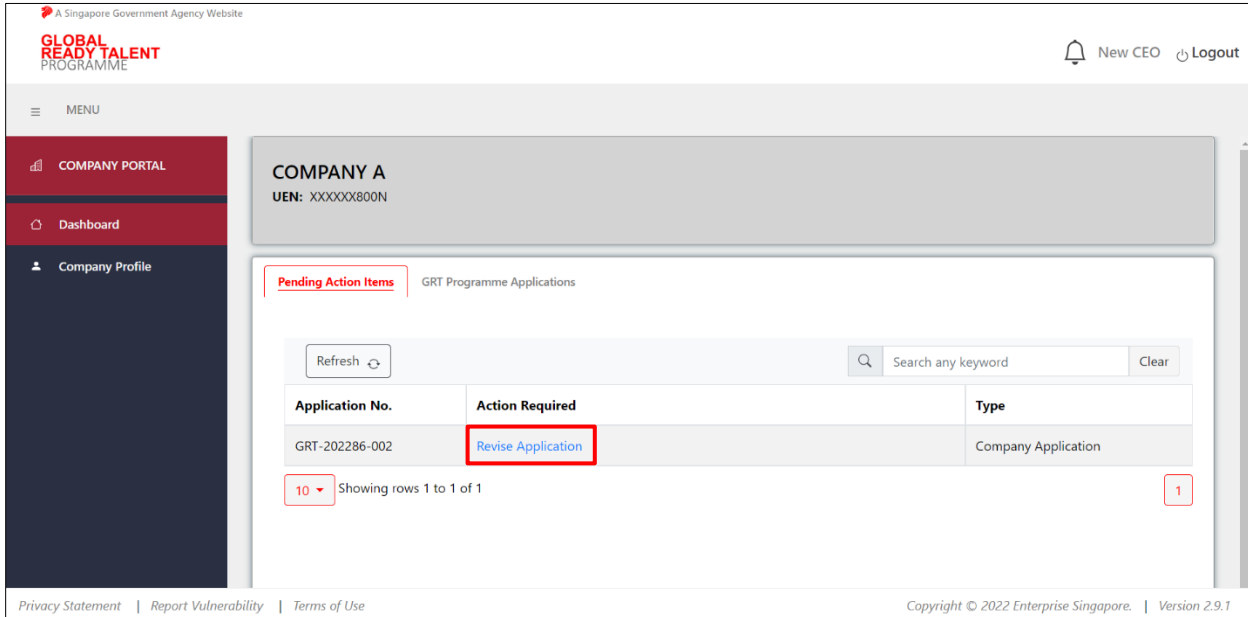
### Step 2:

Continue completing the necessary fields for the company application submission. Refer to **Section 6 – Submit Company Application** for details.

## Section 8 – Revise Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Revise Application**” hyperlink in the “**Action Required**” column.



The screenshot shows the 'COMPANY A' dashboard for the Global Ready Talent Programme. The user is logged in as 'New CEO'. The 'Pending Action Items' tab is active, displaying a table of GRT Programme Applications. The table has three columns: 'Application No.', 'Action Required', and 'Type'. One application is listed with 'GRT-202286-002' as the application number and 'Company Application' as the type. The 'Action Required' column for this application contains a blue hyperlink 'Revise Application', which is highlighted with a red box. The page also includes a search bar, a refresh button, and pagination information showing 'Showing rows 1 to 1 of 1'.

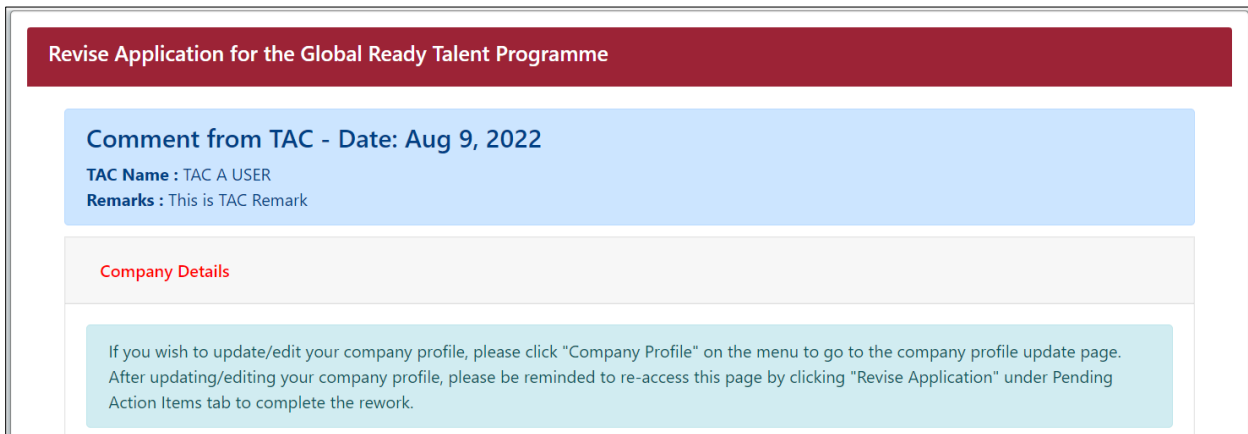
Application No.	Action Required	Type
GRT-202286-002	<a href="#">Revise Application</a>	Company Application

### Step 2:

Review comment from TAC and make the necessary changes.

#### Note:

To update/edit fields in the company profile, please proceed to the company profile page to do so. Refer to **Section 4 – Edit Company Profile** for details. After successfully updating/editing, please re-access the company application revision page by clicking “**Revise Application**” under the “**Pending Action Items**” tab.



The screenshot shows the 'Revise Application for the Global Ready Talent Programme' page. At the top, there is a blue box with the text 'Comment from TAC - Date: Aug 9, 2022'. Below this, the 'TAC Name' is listed as 'TAC A USER' and the 'Remarks' are 'This is TAC Remark'. Underneath, there is a section titled 'Company Details' which contains a light blue box with the following text: 'If you wish to update/edit your company profile, please click "Company Profile" on the menu to go to the company profile update page. After updating/editing your company profile, please be reminded to re-access this page by clicking "Revise Application" under Pending Action Items tab to complete the rework.'

**Step 3:**

Click **“Next”** to go to the HR Survey (if partners other than ACE are selected) or Start-Up Survey (if partner selected is ACE) step and make the necessary changes.

Click **“Cancel”** to discard changes.

The screenshot shows a web interface titled "Revise Application for the Global Ready Talent Programme". At the top, there is a dark red header bar with the title. Below the header, a light blue box contains a comment: "Comment from TAC - Date: Aug 9, 2022", "TAC Name : TAC A User", and "Remarks : This is TAC Remark". Underneath, there are five grey rectangular sections with red text labels: "Company Details", "Business Address", "HR Contact Details", "CEO/Director Information", and "Company Reply". At the bottom, there are two white buttons with red borders: "Next" and "Cancel".

**Step 4:**

Click **“Proceed to Declaration”** to proceed to the **Company Declaration** page.

Click **“Back to Profile”** to go to the **Company Information** page.

Click **“Cancel”** to discard changes.

The screenshot shows a web interface titled "Revise Application for the Global Ready Talent Programme". At the top, there is a dark red header bar with the title. Below the header, a light blue box contains a comment: "Comment from TAC - Date: Aug 9, 2022", "TAC Name : TAC A User", and "Remarks : This is TAC Remark". Underneath, there are two grey rectangular sections with red text labels: "Company's Human Capital" and "Company Reply". At the bottom, there are three white buttons with red borders: "Back to Profile", "Proceed to Declaration", and "Cancel".

**Step 5:**

Read through the Terms and Conditions and tick the declaration checkboxes.

If partners other than ACE are selected, click **“Go to HR Practices”** to go to the **HR Survey** page.

If partner selected is ACE, click **“Go to Start-Up Criteria”** to go to the **Start-up Survey** page.

Click **“Cancel”** to discard changes.

**Revise Application for the Global Ready Talent Programme**

**Comment from TAC - Date: Aug 9, 2022**  
**TAC Name :** TAC A USER  
**Remarks :** This is TAC Remark

**Company Declaration**

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these Terms & Conditions at all times.

**TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)**  
(Applicable to enterprises)

1. **Approval Period for companies onboard the Global Ready Talent Programme (GRT)**

1.1 Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'

1.2 Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "EnterpriseSG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of EnterpriseSG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed.

As a representative of the Applicant Company, I accept all Terms & Conditions listed above.

As a representative of the Applicant Company, I hereby declare that the Applicant Company:

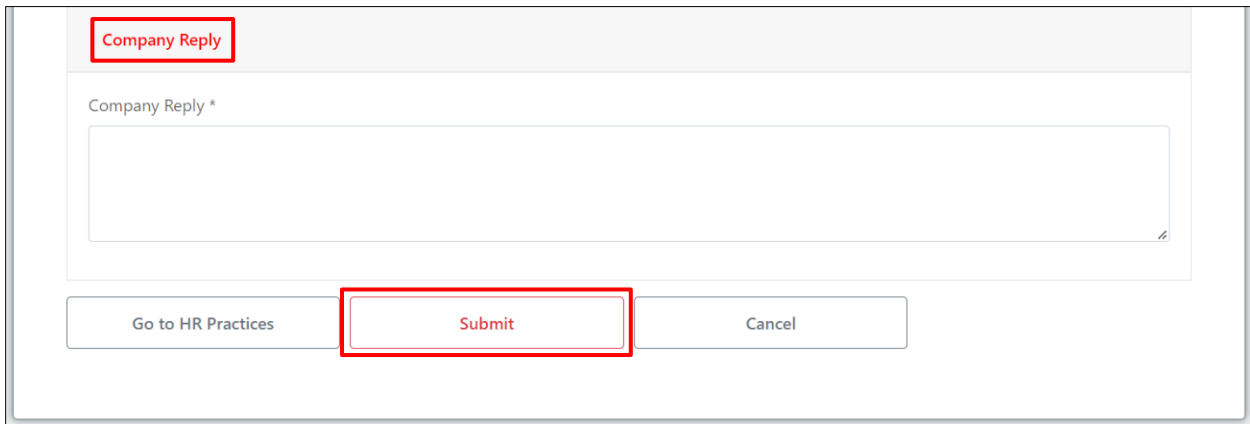
- Has at least 30% local shareholdings as at the application date;
- Is free from any litigation or legal proceedings;
- Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and
- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your GRT AIP Partner

**Company Reply**

**Step 6:**

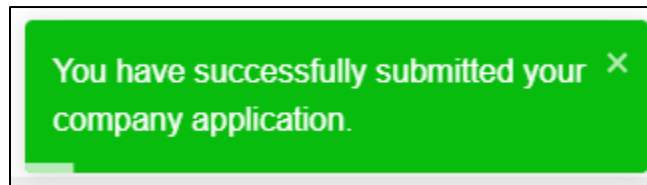
Fill in the “**Company Reply**” field.

Click “**Submit**” to submit the revised company application.



The screenshot shows a web form with a header bar containing the text "Company Reply". Below the header is a text input field with the label "Company Reply \*". At the bottom of the form are three buttons: "Go to HR Practices", "Submit", and "Cancel". The "Company Reply" header and the "Submit" button are highlighted with red rectangular boxes.

Once successfully submitted, the following message will be displayed.



## Section 9 – View Submitted Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the hyperlink in the “**Application No.**” column.

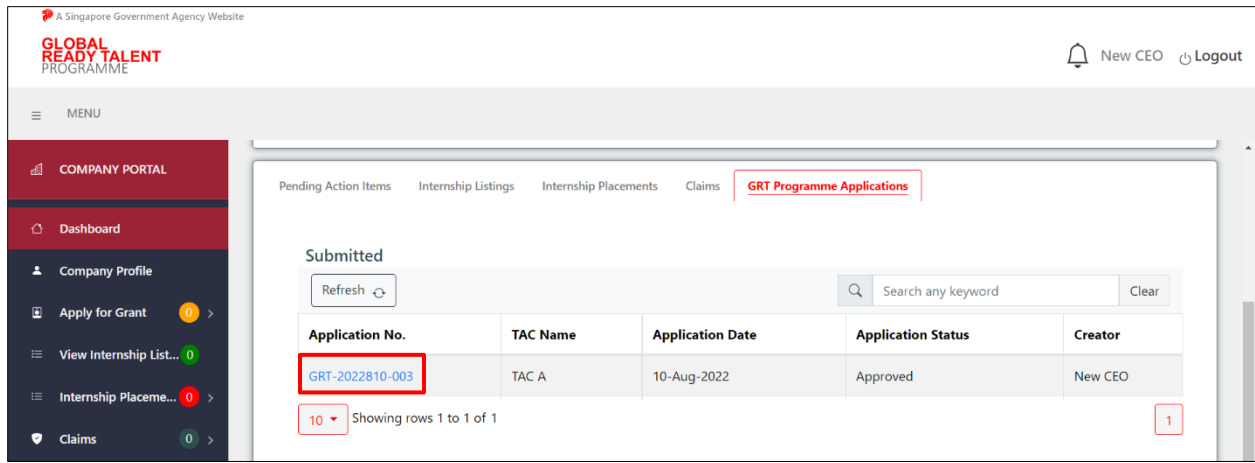
### Note:

Status “**Approved**” means that the application has been approved.

Status “**Rejected**” means that the application has been rejected.

Status “**Submitted**” means that the application is pending evaluation.

Status “**Withdrawn**” means that the application has been withdrawn by the company.



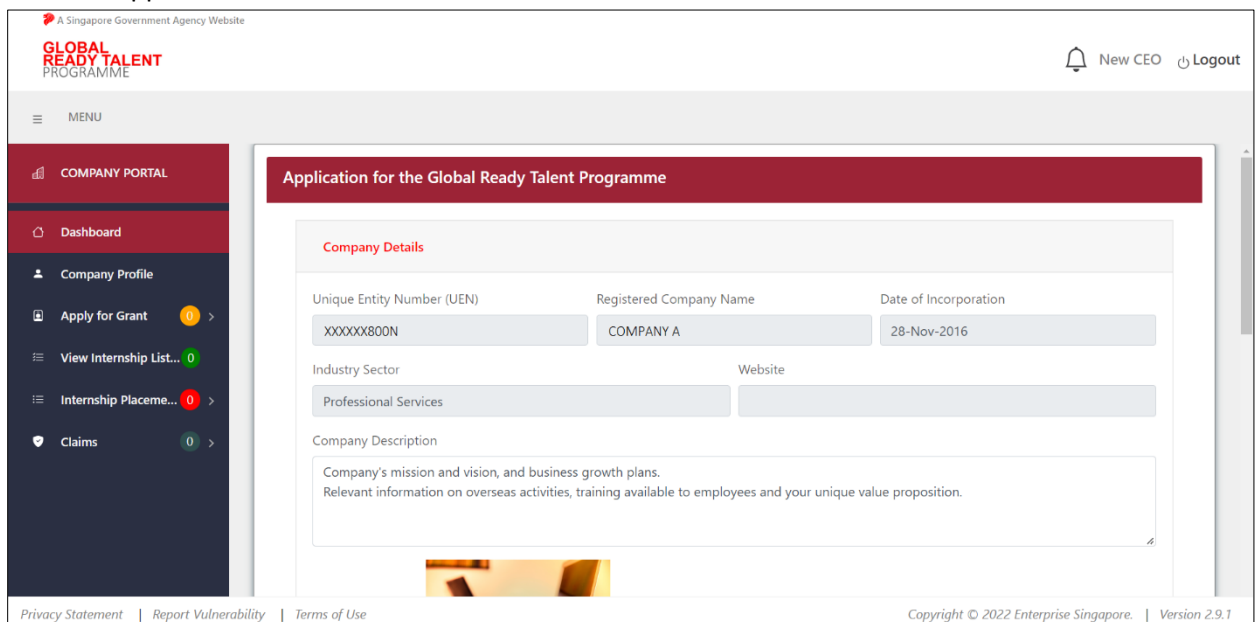
The screenshot shows the 'Submitted' section of the GRT Programme Applications dashboard. It features a table with the following data:

Application No.	TAC Name	Application Date	Application Status	Creator
GRT-2022810-003	TAC A	10-Aug-2022	Approved	New CEO

Additional details visible in the screenshot include a search bar, a refresh button, and a pagination indicator showing 'Showing rows 1 to 1 of 1'.

### Step 2:

View the application details.



The screenshot displays the 'Application for the Global Ready Talent Programme' details page. The 'Company Details' section includes the following information:

Unique Entity Number (UEN)	Registered Company Name	Date of Incorporation
XXXXX800N	COMPANY A	28-Nov-2016

Additional details include:

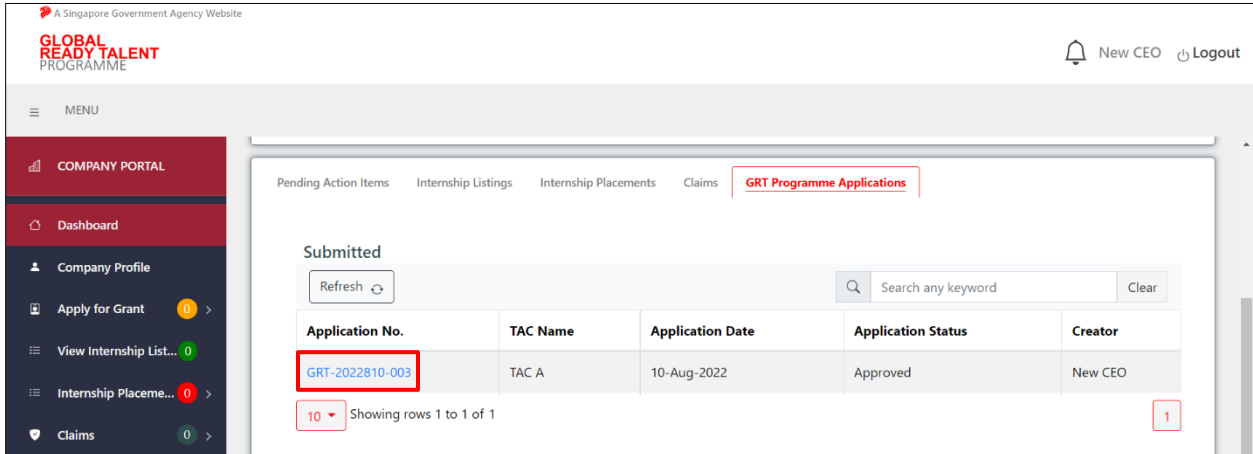
- Industry Sector: Professional Services
- Website: [Redacted]
- Company Description: Company's mission and vision, and business growth plans. Relevant information on overseas activities, training available to employees and your unique value proposition.

The footer of the page contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with the copyright notice 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

## Section 10 – Withdraw Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the hyperlink in the “**Application No.**” column for an application with “**Approved**” status.



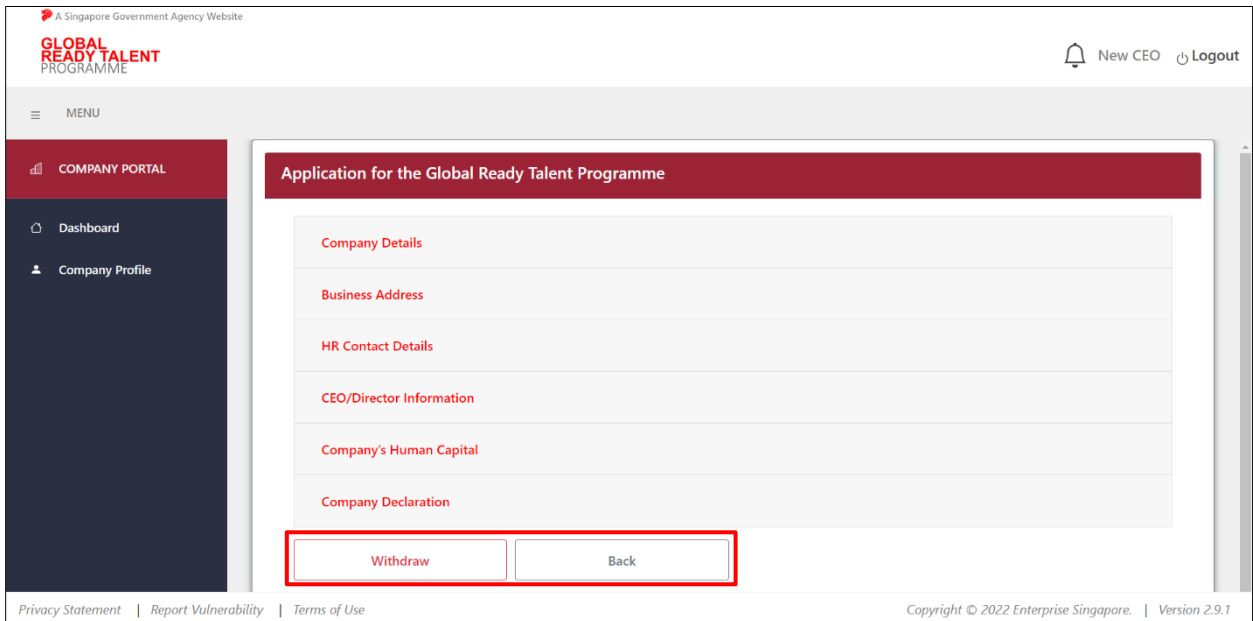
The screenshot shows the 'GRT Programme Applications' dashboard. The left sidebar contains a navigation menu with 'COMPANY PORTAL' selected. The main content area shows a 'Submitted' section with a table of applications. The table has the following data:

Application No.	TAC Name	Application Date	Application Status	Creator
GRT-2022810-003	TAC A	10-Aug-2022	Approved	New CEO

Below the table, it indicates 'Showing rows 1 to 1 of 1'. The application number 'GRT-2022810-003' is highlighted with a red box.

### Step 2:

Click “**Withdraw**” to confirm the withdrawal of the company application. Click “**Back**” to cancel the action.



The screenshot shows the details page for an application. The page title is 'Application for the Global Ready Talent Programme'. The content is organized into sections: Company Details, Business Address, HR Contact Details, CEO/Director Information, Company's Human Capital, and Company Declaration. At the bottom of the page, there are two buttons: 'Withdraw' and 'Back', both of which are highlighted with a red box.

## Section 11 – Apply for Renewal

This step is only applicable **3 months** before the expiry of the currently approved company application.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to top section where the company application timeline is.

Click “**here**” to renew your company application. Refer to **Section 6 – Submit Company Application** for details.

A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 3

Internship Placeme... 3 >

Claims 0 >

COMPANY A

UEN: XXXXXX800N

Application Submission Date: 31 July 2022

Application Expire Date: 29 October 2022

Your application will expire soon. Click here to renew your application.

Pending Action Items

Refresh

Search any keyword Clear

Application No.	Action Required	Type
-----------------	-----------------	------

10 Showing rows 0 to 0 of 0

Privacy Statement | Report Vulnerability | Terms of Use

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# INTERNSHIP LISTING

## Section 12 – Submit Internship Listing

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab. Click “**Create**” to create an internship listing.

The screenshot displays the 'COMPANY A' dashboard for the Global Ready Programme. The page includes a navigation menu on the left with options like 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The main content area shows 'COMPANY A' with UEN: XXXXXX800N. It features two date fields: 'Application Submission Date' (10 August 2022) and 'Application Expire Date' (10 August 2025). Below these, there are tabs for 'Pending Action Items', 'Internship Listings' (which is active and highlighted with a red box), 'Internship Placements', 'Claims', and 'GRT Programme Applications'. In the 'Internship Listings' tab, there is a 'Create' button (also highlighted with a red box) and a 'Refresh' button. A 'Show all?' toggle switch is visible on the right. At the bottom, there is a table with the following columns: '#', 'Application ID', 'Job Title', 'Department', 'Type of Internship', 'No. of Vacancies', 'Education Level', 'Posting Date', 'No. of Interested Candidates', 'Status', and 'Action'. The footer contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for Enterprise Singapore and version 2.9.1.

**Step 2:**

Complete the required fields marked by \* in the Internship Listing Details section.

**Create a Listing (Local/Overseas)**

**Company Information**

**Internship Listing Details**

<b>Type of Position</b> Internship	<b>Posting Date</b> 10 August 2022
<b>Job Title *</b> <span style="font-size: small;">?</span>	<b>Department *</b>
<input type="text"/>	<input type="text"/>
<b>No. of Vacancies *</b>	<b>Type of Internship *</b>
<input type="text"/>	--Please select-- <span style="float: right;">v</span>
<b>Education Level *</b>	<b>Start Date *</b>
--Please select-- <span style="float: right;">v</span>	<input type="text"/>
<b>Duration of Internship *</b>	<b>Job Function *</b>
<input type="text"/> - --Please select-- <span style="float: right;">v</span>	--Please select-- <span style="float: right;">v</span>
<b>Skills Required *</b> <span style="font-size: small;">?</span>	
<input type="text"/> <span style="float: right;">v</span>	
<b>Roles and Responsibilities *</b> <span style="font-size: small;">?</span>	
<input style="height: 40px;" type="text"/>	
<b>Learning Outcomes and Objectives *</b> <span style="font-size: small;">?</span>	
<input style="height: 40px;" type="text"/>	
<b>Requirements *</b> <span style="font-size: small;">?</span>	
<input style="height: 40px;" type="text"/>	

**Step 3 (for Hybrid and Overseas Internships only):**

For Overseas/hybrid Internship, fill in the location details marked by \*.

Click **“Add”** to save the record.

Click **“Clear”** to clear the inputs.

Click **“Delete”** in the **“Action”** column of the row to remove a record from the table.

The screenshot shows a form titled "Please fill in the location details". It contains two dropdown menus for "Country \*" and "City \*", both currently set to "--Please select--". Below these are "Add" and "Clear" buttons, both highlighted with a red border. A light blue instruction box contains two bullet points: "To modify click on a row in the table, fill in fields, and click Update button." and "To delete a record, tick a checkbox and click the 'Delete' button in the last row of the table." Below this is a search bar labeled "Search by Country". A table with columns "Country", "City", "Other", and "Action" is shown. The first row contains "Malaysia" and "Kuala Lumpur". The "Delete" button in the "Action" column of this row is highlighted with a red border. At the bottom, there is a pagination control showing "5" rows and "Showing rows 1 to 1 of 1".

**Step 4:**

Click the Declaration section and tick the declaration checkbox.

Click **“Preview”** to review how the internship listing will appear on the BeGlobalReady website.

Click **“Submit”** to submit the internship listing.

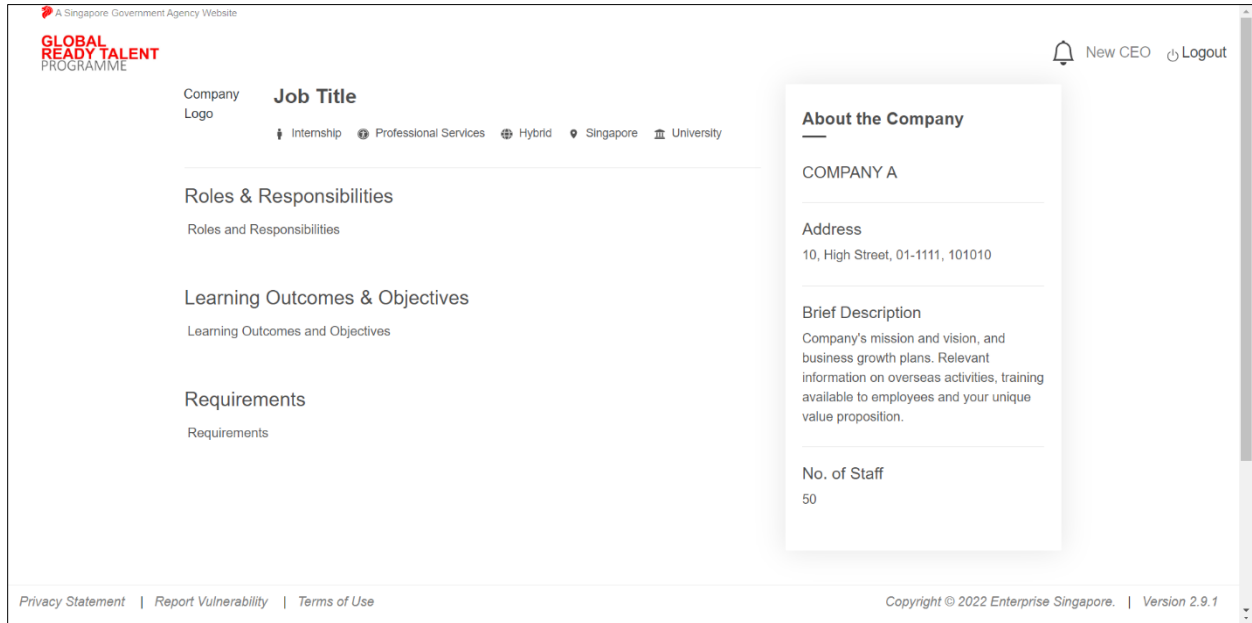
Click **“Save as Draft”** to save a draft internship listing.

Click **“Cancel”** to cancel the internship listing and go back to the **Dashboard**.

The screenshot shows the "Create a Listing (Local/Overseas)" form. It has three sections: "Company Information", "Internship Listing Details", and "Declaration". The "Declaration" section contains three checkboxes, with the first one checked. Below the checkboxes are four buttons: "Save as Draft", "Preview", "Submit", and "Cancel", all highlighted with a red border.

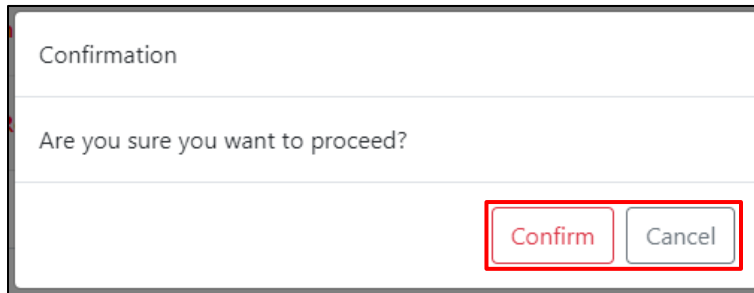
**Step 5:**

Upon clicking “**Preview**”, the page showing how the internship listing will appear on the BeGlobalReady website will be displayed for review.



**Step 6a:**

Upon clicking “**Submit**”, a confirmation message will pop up. Click “**Confirm**” to proceed to submit the internship listing, or click “**Cancel**” to go back.

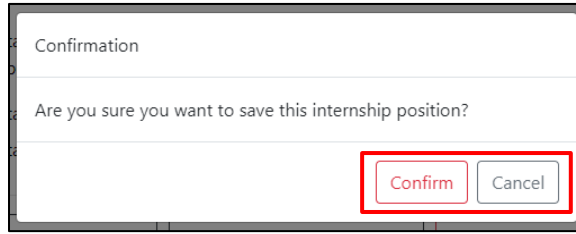


Once successfully submitted, the following message will be displayed.

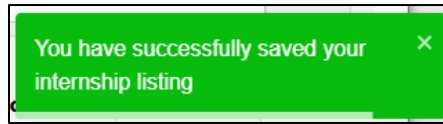


**Step 6b:**

Upon clicking “Save as Draft”, a confirmation message will pop up. Click “Confirm” to proceed to save a draft internship listing, or click “Cancel” to go back.



Once successfully saved as draft, the following message will be displayed.

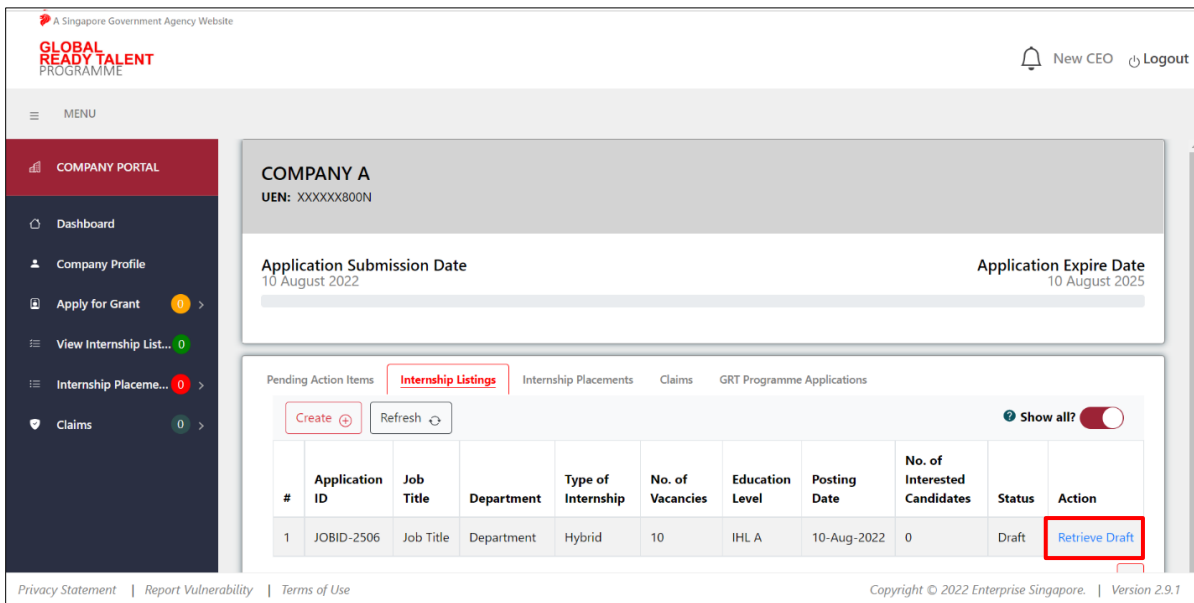


## Section 13 – Retrieve Draft Internship Listing

This is applicable if company has previously saved a draft internship listing.

**Step 1:**

From the navigation menu, go to “Dashboard” and refer to the “Internship Listings” tab. Click on the “Retrieve Draft” hyperlink in the “Action” column.



**Step 2:**

Continue completing the necessary fields for the internship listing submission. Refer to **Section 12 – Submit Internship Listing** for details.

## Section 14 – Revise Internship Listing

### Step 1a:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Revise Job Description**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'COMPANY PORTAL' for 'COMPANY A' (UEN: XXXXX800N). The 'Application Submission Date' is 10 August 2022 and the 'Application Expire Date' is 10 August 2025. The 'Pending Action Items' tab is active, displaying a table with one row. The 'Action Required' column contains the link 'Revise Job Description', which is highlighted with a red box. The table has columns for 'Application No.', 'Action Required', and 'Type'. The 'Type' is 'Internship Listing'. The footer shows 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

### Step 1b:

Alternatively, refer to the “**Internship Listings**” tab. Click on the “**Revise Job Description**” hyperlink in the “**Action**” column.

The screenshot shows the 'COMPANY PORTAL' for 'COMPANY A' (UEN: XXXXX800N). The 'Application Submission Date' is 10 August 2022 and the 'Application Expire Date' is 10 August 2025. The 'Internship Listings' tab is active, displaying a table with one row. The 'Action' column contains the link 'Revise Job Description', which is highlighted with a red box. The table has columns for '#', 'Application ID', 'Job Title', 'Department', 'Type of Internship', 'No. of Vacancies', 'Education Level', 'Posting Date', 'No. of Interested Candidates', 'Status', and 'Action'. The 'Status' is 'Pending Rework'. The footer shows 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

**Step 2:**

Review officer comments and make the necessary changes by clicking on the relevant sections to display the fields.

The screenshot shows a web form titled "Revise Internship Listing" with a dark red header. Below the header, there are several sections: "Officer Comments", "Company Details", "Internship Listing Details", "Declaration", and "Company Remarks". The "Officer Comments" section is highlighted with a red border and contains a "Remarks" label and a text area with the text "This is TAC Remarks.". At the bottom of the form, there are three buttons: "Preview", "Submit", and "Cancel".

**Step 3:**

Tick the checkbox in the **Declaration** section.

The screenshot shows the same "Revise Internship Listing" form. In this view, the "Declaration" section is expanded and contains a checkbox that is checked, followed by the text: "I understand that this internship listing will be listed on the BeGlobalReady website and will be published for a maximum of 6 months upon approval to ensure that only active listings are displayed". Below this, there are two bullet points: "- I understand that this internship listing is only for 1 IHL Type (University), I would have to repost for other types if necessary" and "- I understand that the internship placement can only be submitted after the internship listing has been approved by EnterpriseSG". The "Company Remarks" section is also visible below. At the bottom, the "Preview", "Submit", and "Cancel" buttons are present.

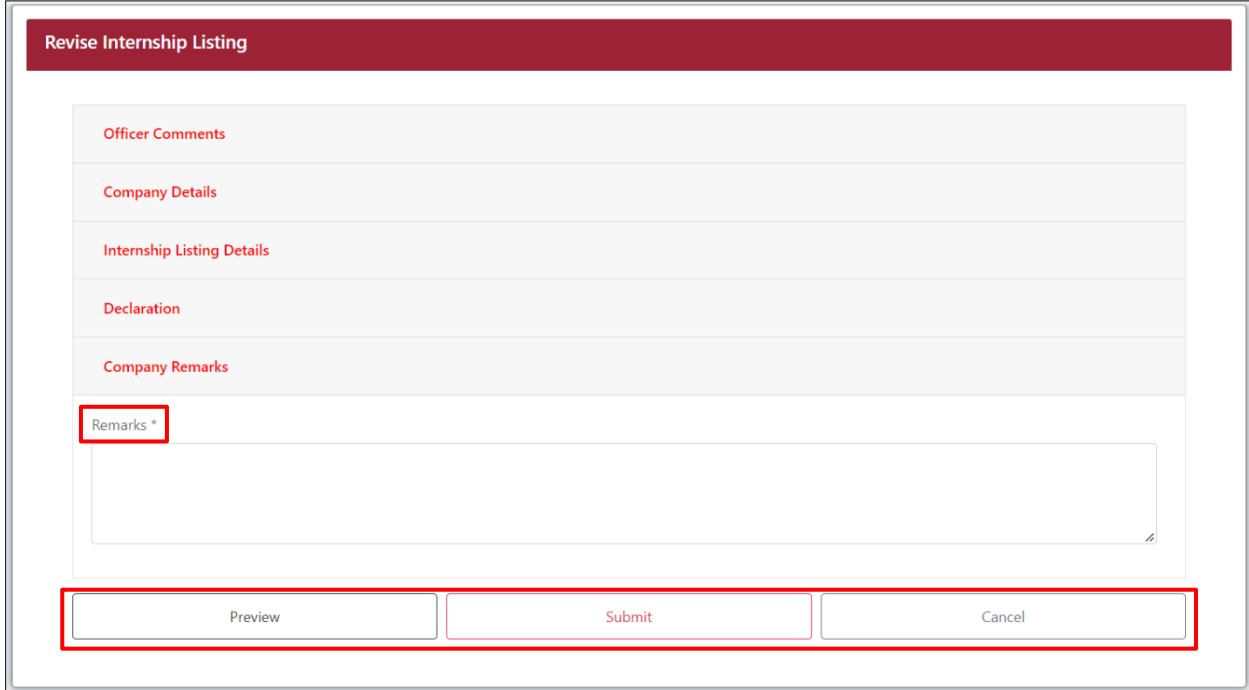
**Step 4:**

Fill in the “Remarks\*” field

Click “Submit” to submit the revised internship listing.

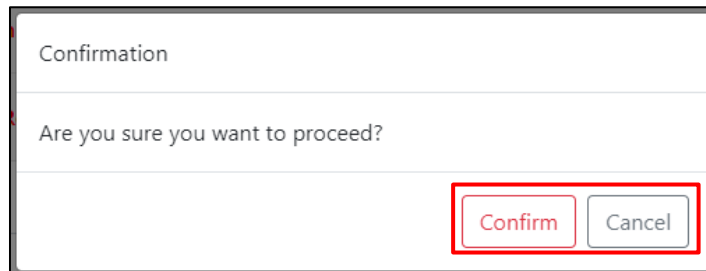
Click “Preview” to review how the internship listing will appear on the BeGlobalReady website.

Click “Cancel” to cancel the internship listing and go back to the **Dashboard**.

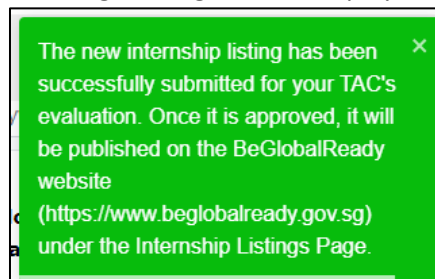


**Step 5:**

Upon clicking “Submit”, a confirmation message will pop up. Click “Confirm” to proceed to submit the internship listing, or click “Cancel” to go back.



Once successfully submitted, the following message will be displayed.





## Section 15 – Archive Internship Listing

Archive function is only applicable for internship listings with “**Published**” status.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**” status.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A'. The dashboard includes a navigation menu on the left with options like 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The main content area displays 'COMPANY A' information, including 'Application Submission Date' (10 August 2022) and 'Application Expire Date' (10 August 2025). Below this, there are tabs for 'Pending Action Items', 'Internship Listings', 'Internship Placements', 'Claims', and 'GRT Programme Applications'. The 'Internship Listings' tab is active, showing a table with columns: '#', 'Application ID', 'Job Title', 'Department', 'Type of Internship', 'No. of Vacancies', 'Education Level', 'Posting Date', 'No. of Interested Candidates', 'Status', and 'Action'. The first row in the table has the following data: # 1, Application ID JOBID-2506, Job Title Job Title, Department Department, Type of Internship Hybrid, No. of Vacancies 10, Education Level IHL A, Posting Date 10-Aug-2022, No. of Interested Candidates 0, Status Published, and Action View. The 'View' link is highlighted with a red box. There is also a '1' in a red box below the 'View' link.

#	Application ID	Job Title	Department	Type of Internship	No. of Vacancies	Education Level	Posting Date	No. of Interested Candidates	Status	Action
1	JOBID-2506	Job Title	Department	Hybrid	10	IHL A	10-Aug-2022	0	Published	<a href="#">View</a>

**Step 2:**

The **Interest Pool** page will be displayed.

Click **“Archive”** to confirm the archival of the internship listing.

Click **“Cancel”** to exit the **Interest Pool** page.

### Interest Pool

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

**Summary**

**Interested Students**

Refresh  Clear

<input type="checkbox"/>	Name	IHL Type	IHL Name	Email Address	No. of Skills Matched	Resume	Date Submitted
Showing rows 0 to 0 of 0							

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement    Make New Placement    **Archive**    Cancel

## Section 16 – View Submitted Internship Listing

All internship listings with the status “**Published**”, “**Pending Approval**”, “**Rejected**” and “**Archived**” are available for viewing.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**”, “**Pending Approval**”, “**Rejected**” or “**Archived**” status.

A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 0

Internship Placeme... 0 >

Claims 0 >

COMPANY A  
UEN: XXXXX800N

Application Submission Date: 10 August 2022

Application Expire Date: 10 August 2025

Pending Action Items: **Internship Listings** | Internship Placements | Claims | GRT Programme Applications

Create Refresh Show all?

#	Application ID	Job Title	Department	Type of Internship	No. of Vacancies	Education Level	Posting Date	No. of Interested Candidates	Status	Action
1	JOBID-2506	Job Title	Department	Hybrid	10	IHL A	10-Aug-2022	0	Published	<a href="#">View</a>

1

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**Step 2a:**

For internship listings with “**Published**” status, the internship listing details will be displayed on the **Interest Pool** page.

Click “**Cancel**” to exit the **Interest Pool** page.

### Interest Pool

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

**Summary**

**Interested Students**

Refresh ↻ Search any keyword Clear

<input type="checkbox"/>	Name	IHL Type	IHL Name	Email Address	No. of Skills Matched	Resume	Date Submitted
10 Showing rows 0 to 0 of 0							

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement Make New Placement Archive **Cancel**

**Step 2b:**

For internship listings with “**Pending Approval**”, “**Rejected**” and “**Archived**” status, the internship listing details will be displayed on the **Create a Listing** page.

Click “**Cancel**” to exit the **Create a Listing** page.

Create a Listing (Local/Overseas)

---

**Company Information**

---

**Internship Listing Details**

Type of Position *	Posting Date
Internship	12 August 2022
Job Title *	Department *
Local Job Title	Department
No. of Positions Available *	Type of Internship *
10	Local
Education Level *	Start Date *
Polytechnic	1 September 2022
Duration of Internship *	Job Function *
7 Months	Human Resource

Skillsets

Human Resources x Interpersonal Skills x Administration x Communication Skills x Management Skills x

Roles and Responsibilities \*

Roles and Responsibilities

Learning Outcomes and Objectives \*

Learning Outcomes and Objectives

Requirements \*

Requirements

---

**Declaration**

Cancel

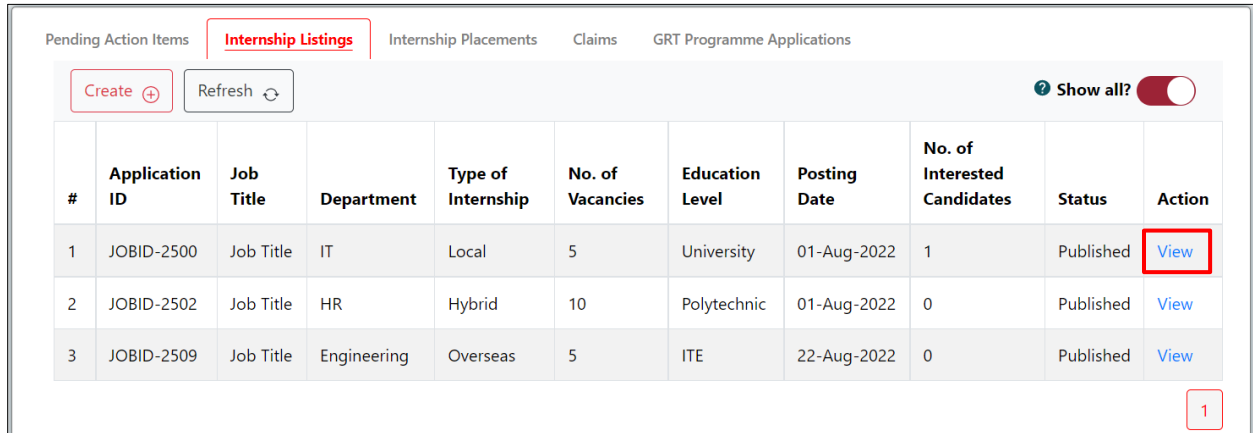
## Section 17 – View Interest Pool and Interested Students’ Details

This is only applicable for listings with “**Published**” status, and where students have indicated interest.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**” status to display the **Interest Pool** page.



The screenshot shows a dashboard with a navigation menu at the top containing 'Pending Action Items', 'Internship Listings' (highlighted), 'Internship Placements', 'Claims', and 'GRT Programme Applications'. Below the menu are 'Create +' and 'Refresh' buttons, and a 'Show all?' toggle switch. The main content is a table with the following columns: #, Application ID, Job Title, Department, Type of Internship, No. of Vacancies, Education Level, Posting Date, No. of Interested Candidates, Status, and Action. The first row is highlighted, and the 'View' link in the Action column is enclosed in a red box. A small red box with the number '1' is located at the bottom right of the table area.

#	Application ID	Job Title	Department	Type of Internship	No. of Vacancies	Education Level	Posting Date	No. of Interested Candidates	Status	Action
1	JOBID-2500	Job Title	IT	Local	5	University	01-Aug-2022	1	Published	<a href="#">View</a>
2	JOBID-2502	Job Title	HR	Hybrid	10	Polytechnic	01-Aug-2022	0	Published	<a href="#">View</a>
3	JOBID-2509	Job Title	Engineering	Overseas	5	ITE	22-Aug-2022	0	Published	<a href="#">View</a>

**Step 2:**

Click the hyperlink in the “Resume” column to view the student’s resume.

Click the hyperlink in the “Name” column to view the student’s profile.

### Interest Pool

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

**Summary**

**Interested Students**

Refresh  Clear

<input type="checkbox"/>	Name	IHL Type	IHL Name	Email Address	No. of Skills Matched	Resume	Date Submitted
<input type="checkbox"/>	<a href="#">Student A</a>	University	IHL A	xxx@xxx.com	4/5 matches	<a href="#">Resume Student A.docx</a>	12-Aug-2022

10 Showing rows 1 to 1 of 1

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

[Make Placement](#) [Make New Placement](#) [Archive](#) [Cancel](#)

**Step 3:**

The student profile will be displayed.

### Student Profile

**Student Information**

Student Name	Student NRIC
Student A	XXXXX699Z
IHL Type	IHL Name
University	IHL A
Faculty	Current Semester
Information Systems and Technology Design (ISTD)	Year 4 Sem 2

Skills

- Communication Skills
- Human Resources
- Administration
- Attention to Detail
- Consulting



# INTERNSHIP PLACEMENT

## Section 18 – Submit Internship Placement

There are 2 methods to submit internship placements:

- a. Via Make Placement (if student expressed interest to the internship listing)
- b. Via Make New Placement (if student did not express interest to the internship listing)

### Section 18.1a – Via Make Placement

#### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column.

The screenshot shows a dashboard with the following navigation tabs: Pending Action Items, Internship Listings (highlighted), Internship Placements, Claims, and GRT Programme Applications. Below the tabs are buttons for 'Create (+)' and 'Refresh (↻)', and a 'Show all?' toggle switch. The main content is a table with the following data:

#	Application ID	Job Title	Department	Type of Internship	No. of Vacancies	Education Level	Posting Date	No. of Interested Candidates	Status	Action
1	JOBID-2500	Job Title	IT	Local	5	University	01-Aug-2022	1	Published	<a href="#">View</a>
2	JOBID-2502	Job Title	HR	Hybrid	10	Polytechnic	01-Aug-2022	0	Published	<a href="#">View</a>
3	JOBID-2509	Job Title	Engineering	Overseas	5	ITE	22-Aug-2022	0	Published	<a href="#">View</a>

A red box highlights the 'View' link in the Action column of the first row. A small red box with the number '1' is located in the bottom right corner of the dashboard area.

**Step 2:**

Tick the checkbox(es) to select students for the internship placement application.

Click **“Make Placement”** to submit internship placement for the interested students.

### Interest Pool

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Administration x Account Management x Communication Skills x Customer Service x Human Resources x

**Summary**

**Interested Students**

Refresh  Clear

<input type="checkbox"/>	Name	IHL Type	IHL Name	Email Address	No. of Skills Matched	Resume	Date Submitted
<input checked="" type="checkbox"/>	Student A	IHL	IHL A	xxx@xxx.com	2/5 matches	<a href="#">Resume.pdf</a>	23-Aug-2022

10 Showing rows 1 to 1 of 1 1

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

### Step 3:

View the internship placement submission form.

#### Internship Placement

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete. Please have the following information/document(s) ready for each intern before you proceed with the application.

Intern Details	Internship Details
<ul style="list-style-type: none"><li>Full Name (as in NRIC)</li><li>NRIC Number</li><li>Faculty</li><li>Year of Study</li><li>Current Semester</li><li>Email</li><li>Contact Number</li></ul>	<ul style="list-style-type: none"><li>Start and End Date</li><li>For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul>

#### Internship Listing Details

Internship Type  Local Internship  Hybrid Internship  Overseas Internship

#### Job Position Details

Job Title  Department

#### Roles & Responsibilities

#### Skills Required

Administration x Account Management x Communication Skills x Customer Service x Human Resources x

#### Student and Internship Details

Summary of All Interns

SN	Edit	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation	Supervisor Email	Supervisor Phone Number	Delete
1	<a href="#">Edit</a>	XXXXX489F	Student A	\$800.00			Job Title	Roles and Responsibilities					<a href="#">Delete</a>

### Step 4:

In the “Summary of All Interns” table, click “**Edit**” to complete mandatory fields in the **Internship Details** section.

Click the hyperlink in the “**Delete**” column to remove the student from the internship placement.

#### Student and Internship Details

Summary of All Interns

SN	Edit	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation	Supervisor Email	Supervisor Phone Number	Delete
1	<a href="#">Edit</a>	XXXXX489F	Student A	\$800.00			Job Title	Roles and Responsibilities					<a href="#">Delete</a>

**Step 5:**

Fill in required fields marked by \*.

Click “**Update Intern**” to update the student’s record.

Click “**Clear**” to clear the student’s record.

**Note:**

“**Min Monthly Stipend**” field is auto populated and read-only (800 SGD for ITE and Polytechnic students, and 1000 SGD for University students).

Student Details	
NRIC *	IHL Name *
XXXXX489F	IHL A
Name as in NRIC *	
Student A	
Mobile *	Faculty *
XXXXXXXX	Faculty A
Email *	Year/Semester *
xxx@xxx.com	Year 3 Sem 2
Gender *	
Male	
Internship Details	
Start and End Dates refer to the entire internship period with the company, inclusive of overseas internship period if applicable.	
Min Monthly Stipend (SGD) * <sup>?</sup>	Company Supervisor's Name *
\$800.00	
Start Date *	Company Supervisor's Designation *
End Date *	Company Supervisor's Email *
Company Supervisor's Phone Number *	
<input type="button" value="Update Intern"/>	<input type="button" value="Clear"/>

**Step 6:**

Under the **Supporting Document** section, **“Drag Files or Click to Browse”** to select documents. Click **“Upload”** to complete the upload.

Uploaded documents will be populated in the **“Files Uploaded”** table below. To delete an uploaded file, click **“Delete”** in the **“Action”** column.

**Note:**

NRIC (Front and Back) and Internship Placement Letter are mandatory supporting documents.

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.

**Supporting Document**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.
- Please upload a copy of each intern's NRIC (front and back), in **jpeg, gif, png or bmp format**.
- Please upload a placement letter/email from the school, in **doc, docx, xls, xlsx, pdf, txt, jpeg, gif, png or bmp format**. To upload an email, please convert it to pdf format first.
- The sum of all file sizes uploaded should not exceed **15MB**.

1. NRIC (Front and Back)

[Drag Files or Click to Browse](#)

[Upload](#)

2. Internship Placement Letter

[Drag Files or Click to Browse](#)

[Upload](#)

Files Uploaded		
Document Name	Document Type	Action
<a href="#">NRIC.jpg</a>	NRIC (Front and Back)	<a href="#">Delete</a>
<a href="#">Placement.pdf</a>	Internship Placement Letter	<a href="#">Delete</a>

10 Showing rows 1 to 2 of 2 1

**Step 7:**

Tick the declaration checkbox.

Click **“Submit”** to submit the internship placement.

Click **“Save as Draft”** to save a draft internship placement.

Click **“Cancel”** to discard the internship placement.

**Declaration**

declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided 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 GRT.

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

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

**Step 8:**

Upon clicking **“Submit”**, a confirmation message will pop up. Click **“Confirm”** to proceed to submit the internship placement, or click **“Cancel”** to go back.

**Confirmation**

Are you sure to submit placement?

Once successfully submitted, the **Acknowledgement** page will be displayed to notify that the internship placement has been submitted successfully.

**Internship Placement**

**Acknowledgement**

Your Placement has been submitted successfully

Thank you for submitting your internship placement request. TAC will now process this request accordingly and you will receive an email notification should we require any further clarification.

If your internship request is approved, you will also receive an email notification to log into your account and view the Letter of Offer under “Pending Action Items”. You would have to accept all the terms and conditions as stipulated in the Letter of Offer to be eligible for GRT Internship grant support.

Internship application processing time would typically take around 4 to 6 weeks. We seek your patience and kind understanding.

Should you require more assistance, please contact [xxx@xxx.com](mailto:xxx@xxx.com)

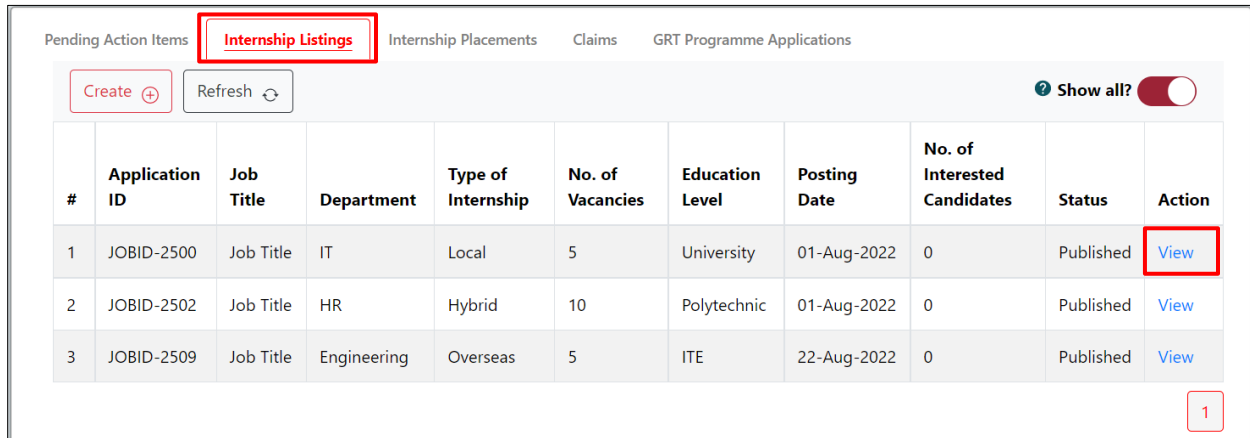
Internship Placement Summary Details

Placement ID	Placement Date	Placement Type
GRT-L-220782	23-Sep-2022	Local Internship

## Section 18.1b – Via Make New Placement

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab. Click on the “**View**” hyperlink in the “**Action**” column.



Pending Action Items **Internship Listings** Internship Placements Claims GRT Programme Applications

Create (+) Refresh (↺) Show all?

#	Application ID	Job Title	Department	Type of Internship	No. of Vacancies	Education Level	Posting Date	No. of Interested Candidates	Status	Action
1	JOBID-2500	Job Title	IT	Local	5	University	01-Aug-2022	0	Published	<a href="#">View</a>
2	JOBID-2502	Job Title	HR	Hybrid	10	Polytechnic	01-Aug-2022	0	Published	<a href="#">View</a>
3	JOBID-2509	Job Title	Engineering	Overseas	5	ITE	22-Aug-2022	0	Published	<a href="#">View</a>

1

**Step 2:**

Click **“Make New Placement”** to submit internship placement for students who are not in the **“Interested Students”** table.

**Interest Pool**

**Job Title**  
Job Title

**Department**  
IT

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Administration x Account Management x Communication Skills x Customer Service x Human Resources x

**Summary**

**Interested Students**

Refresh  Clear

<input type="checkbox"/>	Name	IHL Type	IHL Name	Email Address	No. of Skills Matched	Resume	Date Submitted
10 Showing rows 0 to 0 of 0							

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.



### Step 3:

View the internship placement submission form.

#### Internship Placement

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete. Please have the following information/document(s) ready for each intern before you proceed with the application.

Intern Details	Internship Details
<ul style="list-style-type: none"><li>• Full Name (as in NRIC)</li><li>• NRIC Number</li><li>• Faculty</li><li>• Year of Study</li><li>• Current Semester</li><li>• Email</li><li>• Contact Number</li></ul>	<ul style="list-style-type: none"><li>• Start and End Date</li><li>• For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul>

#### Internship Listing Details

Internship Type  Local Internship  Hybrid Internship  Overseas Internship

#### Job Position Details

**Job Title**  **Department**

**Roles & Responsibilities**

**Skills Required**  
Administration x Account Management x Communication Skills x Customer Service x Human Resources x

### Step 4:

Under the **Student Details** section, enter the student's NRIC.

#### Student and Internship Details

Summary of All Interns

SN	Edit	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation	Supervisor Email	Supervisor Phone Number	Delete
----	------	------	------	-----------------	------------	----------	-----------	-----------	-----------------	------------------------	------------------	-------------------------	--------

#### Student Details

**NRIC \***  **IHL Name \***

**Name as in NRIC \***

**Mobile \***  **Faculty \***

**Email \***  **Year/Semester \***

**Gender \***

**Note:**

If the student has not created an account on the BeGlobalReady website, complete the required fields marked by \*.

If the student has created an account on the BeGlobalReady website, the other fields under the **Student Details** section will be auto populated and read-only.

Student Details	
NRIC *	IHL Name *
XXXXX958H	IHL A
Name as in NRIC *	
Student A	
Mobile *	Faculty *
XXXXXXXX	Faculty A
Email *	Year/Semester *
xxx@xxx.com	Year 3 Sem 2
Gender *	
Female	

**Step 5:**

Under the **Internship Details** section, fill in required fields marked by \*.

Click **“Add Intern”**. The student’s record will be added in the **“Summary of All Interns”** table. Repeat steps 4-5 to add other students into the internship placement.

**Note:**

**“Min Monthly Stipend”** field is auto populated and read-only (800 SGD for ITE and Polytechnic students, and 1000 SGD for University students).

Internship Details	
Start and End Dates refer to the entire internship period with the company, inclusive of overseas internship period if applicable.	
Min Monthly Stipend (SGD) * <sup>?</sup>	Company Supervisor's Name *
\$800.00	Supervisor
Start Date *	Company Supervisor's Designation *
01-Sep-2022	Supervisor
End Date *	Company Supervisor's Email *
31-Oct-2022	xxx@xxx.com
Company Supervisor's Phone Number *	
XXXXXXXX	
<b>Add Intern</b>	Clear

**Note:**

In the “Summary of All Interns” table, click “**Edit**” to edit details in the Internship Details section. Click the hyperlink in the “**Delete**” column to remove the student from the internship placement.

Student and Internship Details

Summary of All Interns

SN	Edit	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation	Supervisor Email	Supervisor Phone Number	Delete
1	<a href="#">Edit</a>	XXXXX958H	Student A	\$800.00	01-Sep-2022	31-Oct-2022	Job Title	Roles and Responsibilities	Supervisor	Supervisor	xxx@xxx.com	XXXXXXXX	<a href="#">Delete</a>

**Step 6:**

Under the **Supporting Document** section, “**Drag Files or Click to Browse**” to select documents. Click “**Upload**” to complete the upload.

Uploaded documents will be populated in the “Files Uploaded” table below. To delete an uploaded file, click “**Delete**” in the “**Action**” column.

**Note:**

NRIC (Front and Back) and Internship Placement Letter are mandatory supporting documents. To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.

Supporting Document

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.
- Please upload a copy of each intern's NRIC (front and back), in **jpeg, gif, png or bmp format**.
- Please upload a placement letter/email from the school, in **doc, docx, xls, xlsx, pdf, txt, jpeg, gif, png or bmp format**. To upload an email, please convert it to pdf format first.
- The sum of all file sizes uploaded should not exceed **15MB**.

1. NRIC (Front and Back)

[Drag Files or Click to Browse](#)

[Upload](#)

2. Internship Placement Letter

[Drag Files or Click to Browse](#)

[Upload](#)

Files Uploaded

Document Name	Document Type	Action
<a href="#">NRIC.jpg</a>	NRIC (Front and Back)	<a href="#">Delete</a>
<a href="#">Placement.pdf</a>	Internship Placement Letter	<a href="#">Delete</a>

10 Showing rows 1 to 2 of 2

### Step 7:

Tick the declaration checkbox.

Click **“Submit”** to submit the internship placement.

Click **“Save as Draft”** is to save a draft internship placement.

Click **“Cancel”** to discard the internship placement.

**Declaration**

declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided 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 GRT.

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

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

### Step 8:

Upon clicking **“Submit”**, a confirmation message will pop up. Click **“Confirm”** to proceed to submit the internship placement, or click **“Cancel”** to go back.

**Confirmation**

Are you sure to submit placement?

Once successfully submitted, the **Acknowledgement** page will be displayed to notify that the internship placement has been submitted successfully.

**Internship Placement**

**Acknowledgement**

Your Placement has been submitted successfully

Thank you for submitting your internship placement request. TAC will now process this request accordingly and you will receive an email notification should we require any further clarification.

If your internship request is approved, you will also receive an email notification to log into your account and view the Letter of Offer under “Pending Action Items”. You would have to accept all the terms and conditions as stipulated in the Letter of Offer to be eligible for GRT Internship grant support.

Internship application processing time would typically take around 4 to 6 weeks. We seek your patience and kind understanding.

Should you require more assistance, please contact [xxx@xxx.com](mailto:xxx@xxx.com)

Internship Placement Summary Details

Placement ID	Placement Date	Placement Type
GRT-L-220782	23-Sep-2022	Local Internship

## Section 19 – Retrieve Draft Internship Placement

This is applicable if company has previously saved a draft internship placement.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Placements**” tab. Click on the hyperlink in the “**Application ID**” column of the “**Drafts**” table.

The screenshot shows the 'Internship Placements' tab in a web application. The navigation menu includes 'Pending Action Items', 'Internship Listings', 'Internship Placements' (highlighted), 'Claims', and 'GRT Programme Applications'. Below the navigation is a 'Drafts' section with a 'Refresh' button and a search bar. A table with the following columns is displayed: 'Application ID', 'Internship Type', 'Creation Date', and 'Interns Request'. The first row contains the value 'DRAFT-GRT-L-220834' in the 'Application ID' column, 'Local Internship' in the 'Internship Type' column, '24-Aug-2022' in the 'Creation Date' column, and '1' in the 'Interns Request' column. The 'Application ID' cell is highlighted with a red border. At the bottom left, it says 'Showing rows 1 to 1 of 1' and at the bottom right, there is a '1' in a red box.

Application ID	Internship Type	Creation Date	Interns Request
<a href="#">DRAFT-GRT-L-220834</a>	Local Internship	24-Aug-2022	1

### Step 2:

Continue completing the necessary fields for the internship placement submission. Refer to **Section 18 – Submit Internship Placement** for details.

## Section 20 – Revise Internship Placement

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Company Revise**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'Pending Action Items' tab in a web application. The navigation menu includes 'Pending Action Items' (highlighted), 'Internship Listings', 'Internship Placements', 'Claims', and 'GRT Programme Applications'. Below the navigation is a section with a 'Refresh' button and a search bar. A table with the following columns is displayed: 'Application No.', 'Action Required', and 'Type'. The first row contains the value 'GRT-L-221050' in the 'Application No.' column, 'Company Revise' in the 'Action Required' column, and 'Internship Placement' in the 'Type' column. The 'Company Revise' cell is highlighted with a red border. At the bottom left, it says 'Showing rows 1 to 1 of 1' and at the bottom right, there is a '1' in a red box.

Application No.	Action Required	Type
GRT-L-221050	<a href="#">Company Revise</a>	Internship Placement

## Step 2:

Review comment from TAC and make the necessary changes.

### Internship Placement

#### Comment from TAC

This is TAC Remark

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete. Please have the following information/document(s) ready for each intern before you proceed with the application.

Intern Details	Internship Details
<ul style="list-style-type: none"><li>Full Name (as in NRIC)</li><li>NRIC Number</li><li>Faculty</li><li>Year of Study</li><li>Current Semester</li><li>Email</li><li>Contact Number</li></ul>	<ul style="list-style-type: none"><li>Start and End Date</li><li>For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul>

#### Internship Listing Details

Internship Type  Local Internship  Hybrid Internship  Overseas Internship

#### Job Position Details

Job Title  Department

#### Roles & Responsibilities

#### Skills Required

Administration x Account Management x Communication Skills x Customer Service x Human Resources x

#### Student and Internship Details

##### Summary of All Interns

SN	Edit	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation	Supervisor Email	Supervisor Phone Number	Delete
1	<a href="#">Edit</a>	XXXXX821C	Student A	\$800.00	01-Sep-2022	31-Oct-2022	Job Title	Roles and Responsibilities	Supervisor	Supervisor	xxx@xxx.com	XXXXXXXX	<a href="#">Delete</a>

### Step 3:

Tick the declaration checkbox.

Fill in the “**Company Remarks**” field and click “**Submit**”.

**Declaration**

declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided 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 GRT.

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

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

**Company Remarks**

Enter remarks

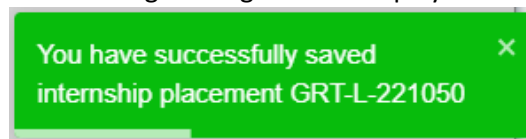
### Step 4:

Upon clicking “**Submit**”, a confirmation message will pop up. Click “**Confirm**” to proceed to submit the internship placement, or click “**Cancel**” to go back.

Confirmation

Are you sure to submit placement?

Once successfully submitted, the following message will be displayed.



## Section 21 – Accept Internship Placement Letter of Offer

### Step 1:

From the navigation menu, go to “Dashboard” and refer to the “Pending Action Items” tab. Click on the “Company Accept LOF” hyperlink in the “Action Required” column.

Application No.	Action Required	Type
GRT-L-221050	<a href="#">Company Accept LOF</a>	Internship Placement

Showing rows 1 to 1 of 1

### Step 2:

Review the Internship Placement details. Download and view the Letter of Offer by clicking on the LOF Reference Number.

Tick the declaration checkbox.

Click “Accept” to accept the LOF.

**Acceptance of Letter of Offer (LOF)**

**Placement ID**  
GRT-L-221050

**Placement Date**  
24-Aug-2022

**Type**  
Local Internship

**ACCEPTANCE OF THE INTERNSHIP GRANT UNDER GLOBAL READY TALENT PROGRAMME (GRT)**

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

**Candidates for Internship**

Student NRIC	Student Name	IHL	Start Date	End Date	Number of Weeks	Max Approved Grant
XXXXX821C	Student A	IHL A	01-Sep-2022	31-Oct-2022	9	1,260.00

2. We confirm that my Company will undertake the Internship under Global Ready 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**

3. We understand the need for Enterprise 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 view the LOF here.  
[View LOF : File Ref. No.: IN-RAS-2200013.pdf](#)

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

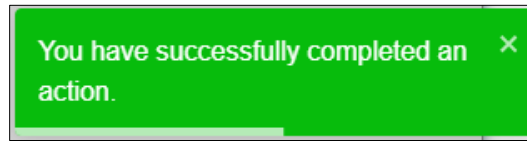
**Declaration**

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 GRT. Claims must be submitted within 6 months from the end of the qualifying period of the LOF.



Once successfully accepted, the following message will be displayed.



## Section 22 – View Submitted Internship Placements

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Placements**” tab. Click on the hyperlink in the “**Placement ID**” column of the “**Submitted**” table.

Placement ID	LOF Number	No. of Interns	Type	Status
<a href="#">GRT-H-221025</a>		1	Hybrid Internship	Pending Application Evaluation
<a href="#">GRT-H-221028</a>		1	Hybrid Internship	Pending Application Evaluation
<a href="#">GRT-L-221029</a>		1	Local Internship	Pending Application Evaluation
<a href="#">GRT-L-221050</a>	<a href="#">IN-TAC-2200013</a>	1	Local Internship	Application Completed

### Step 2:

View the internship placement details. Click “**Back to Dashboard**” to return to the Dashboard.

Back To Dashboard

### Step 3:

Click on the hyperlink in the “LOF Number” column of approved applications in the “Submitted” table to download the LOF of the internship placement.

Company Portal | Pending Action Items | Internship Listings | **Internship Placements** | Claims | GRT Programme Applications

**Submitted**

Placement ID	LOF Number	No. of Interns	Type	Status
<a href="#">GRT-H-221025</a>		1	Hybrid Internship	Pending Application Evaluation
<a href="#">GRT-H-221028</a>		1	Hybrid Internship	Pending Application Evaluation
<a href="#">GRT-L-221029</a>		1	Local Internship	Pending Application Evaluation
<a href="#">GRT-L-221050</a>	<a href="#">IN-TAC-2200013</a>	1	Local Internship	Application Completed

## CLAIM

### Section 23 – Submit Claim

#### Step 1:

From the navigation menu, go to “Dashboard” and refer to the “Claims” tab.

Click on the “Submit” hyperlink in the “Action” column of the “My Claims” table.

Company Portal | Pending Action Items | Internship Listings | Internship Placements | **Claims** | GRT Programme Applications

**My Claims**

Placement ID	LOF Ref No	Status	Action	Expiry Date	Claim Extension Requested
<a href="#">GRT-L-220150</a>	<a href="#">IN-TAC-2200013</a>	Upcoming	<a href="#">Submit</a>	30-Apr-2023 12:00:00 AM	<input type="checkbox"/>
<a href="#">GRT-H-221015</a>	<a href="#">IN-TAC-2200058</a>	Internship in Progress	<a href="#">Submit</a>	30-Mar-2023 12:00:00 AM	<input type="checkbox"/>

**Step 2:**

Click on the hyperlink in the “**Select**” column to choose the student to claim for. Only one student can be selected at a time.

Click “**Next**” to complete the **Company Bank & Student Details** section.

Claim Application for Internship Grant Under GRT

Please select on the student that you would like to submit the claim for.

Select	NRIC	Full Name	Internship Start Date	Internship End Date	Contact	Approved Grant Amount (Extract from LOF)	IHL	Feedback Submitted
<a href="#">Select</a>	XXXXX821C	Student A	01 Sep 2022	31 Oct 2022	XXXXXXXX	\$1,260.00	IHL A	YES

10 Showing rows 1 to 1 of 1

[Next](#) [Cancel](#)

Section 23.1 – Company Bank & Student Details Step

**Step 1:**

Complete **Company’s Bank Details** section.

Click on the **Student Details** section to expand it and view details.

Claim Application for Internship Grant Under GRT

1 Company Bank & Student Details — 2 Upload Pay Slips — 3 Upload Mandatory Claim Documents — 4 Review Claims Application

**Company's Bank Details**

Have you submitted GIRO form previously? \*  Yes  No

**Student Details**

[Next](#) [Cancel](#)

**Note:**

The “Student has submitted the feedback form and internship report” checkbox indicates if student has submitted the necessary. If the checkbox is not ticked, please notify the student to submit the feedback form and internship report.

Click “**Next**” to proceed to the next step: Upload Pay Slips.

Click “**Cancel**” to cancel the claim.

**Claim Application for Internship Grant Under GRT**

1 Company Bank & Student Details — 2 Upload Pay Slips — 3 Upload Mandatory Claim Documents — 4 Review Claims Application

**Company's Bank Details**

**Student Details**

<b>Student Name</b>	<b>Qualifying Period</b>
Student A	01 Sep 2022 - 31 Oct 2022
<b>LOF Reference No</b>	
IN-TAC-2200013	

**NOTE:**

Please inform the student to submit their student feedback form to complete this application. If you wish to continue, you can proceed to the next sections and save this claim application.

Please note that if the checkbox is ticked, the student has submitted the student feedback form and internship report.

Student has submitted the student feedback form and internship report.

**Next**      **Cancel**

## Section 23.2 – Upload Pay Slips Step

### Step 1:

Click “Add New Row” to display and complete fields on the pay slip details for a particular month.

### Note:

To safeguard your privacy, please mask all NRIC data and ensure that only **the first letter and last 4 digits** are reflected when submitting documents.

Claim Application for Internship Grant Under GRT

✓ Company Bank & Student Details
2 Upload Pay Slips
3 Upload Mandatory Claim Documents
4 Review Claims Application

Upload Pay Slips

**Intern Name**  
Student A

**Type of Internship**  
Local

**Qualifying Period**  
01 Sep 2022 - 31 Oct 2022

**IHL Type**  
IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
<div style="border: 2px solid red; display: inline-block; padding: 5px 15px; background-color: #333; color: white; cursor: pointer;">Add New Row</div>									

Back

Next

Save As Draft

Cancel

### Step 2:

Under the “Upload Payslip” column, “Drag Files or Click to Browse” to select the document for upload. Under the “Action” column, click the “Add” hyperlink to add the record, or click “Cancel” to cancel the newly added record.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
01-Sep-2022	30-Sep-2022	5	22	0.0	0.00	1500.00	Sept 1 - Sept 30	<div style="border: 2px solid red; display: inline-block; padding: 5px; background-color: #f0f0f0; text-align: left;">                     Drag Files or Click to Browse                 </div>	<div style="border: 2px solid red; display: inline-block; padding: 5px; background-color: #f0f0f0; text-align: left;"> <a href="#">Add</a> <a href="#">Cancel</a> </div>

Once successfully added, the record will appear in the table as such.

**Upload Pay Slips**

<b>Intern Name</b>	<b>Qualifying Period</b>
Student A	01 Sep 2022 - 31 Oct 2022
<b>Type of Internship</b>	<b>IHL Type</b>
Local	IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
01-Sep-2022	30-Sep-2022	5	22	0.0	0.00	1500.00	Sept 1 - Sept 30	<a href="#">Payslip A.docx</a>	<a href="#">Edit</a>

Add New Row

**Note:**

To edit the existing record, click the **“Edit”** hyperlink in the **“Action”** column.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
01-Sep-2022	30-Sep-2022	5	22	0.0	0.00	1500.00	Sept 1 - Sept 30	<a href="#">Payslip A.docx</a>	<a href="#">Edit</a>

Update the existing record and click the **“Update”** hyperlink in the **“Action”** column.

Click the **“Delete”** hyperlink in the **“Action”** column to remove the record.

Click the **“Cancel”** hyperlink in the **“Action”** column to discard the changes.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
<input type="text" value="01-Sep-2022"/>	<input type="text" value="30-Sep-2022"/>	5	22	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>	<input type="text" value="1500.00"/>	Sept 1 - Sept 30	<input type="text" value="Payslip A.docx"/> Drag Files or Click to Browse	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Cancel</a>

**Step 3:**

Repeat step 1 for other claimable months of the internship.

Click **“Next”** to proceed to the next step: Upload Mandatory Claim Documents.

Click **“Back”** to go back to the **Company Bank & Student Details** section.

Click **“Save As Draft”** to save a draft claim.

Click **“Cancel”** to cancel the claim and go back to the **Dashboard**.

**Upload Pay Slips**

**Intern Name**  
Student A

**Qualifying Period**  
01 Sep 2022 - 31 Oct 2022

**Type of Internship**  
Local

**IHL Type**  
IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
01-Sep-2022	30-Sep-2022	5	22	0.0	0.00	1500.00	Sept 1 - Sept 30	<a href="#">Payslip A.docx</a>	<a href="#">Edit</a>

**Add New Row**

**Back** **Next** **Save As Draft** **Cancel**

## Section 23.3 – Upload Mandatory Claim Documents Step

### Step 1:

Under the **1. Please upload here your bank statements** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

#### Note:

To safeguard your privacy, please mask all NRIC data and ensure that only **the first letter and last 4 digits** are reflected when submitting documents.

Please upload the mandatory claim documents

**IMPORTANT NOTES**

**File Requirements:**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- The sum of all file sizes uploaded should not exceed **15MB**.
- We accept PDF, DOC, DOCX, XLS, XLSX formats.
- File name must not contain special characters (e.g. %, \$, @).

1. Please upload your bank statements here \*

**Drag Files or Click to Browse**

File Description

**Upload**

### Step 2:

Under the **2. Please upload here your company feedback** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

#### Note:

Please upload the completed company feedback form based on the form template provided. Click on the hyperlink to download the form template if necessary.

2. Please upload your company feedback form here \*

[company Feedback Form Template.pdf](#)

**Drag Files or Click to Browse**

File Description

**Upload**



**Step 3:**

Under the **3. Please upload other relevant documents here** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

3. Please upload other relevant documents here

[Drag Files or Click to Browse](#)

File Description

Upload

**Note:**

Uploaded documents will be populated in the table below.

To view an uploaded file, click the hyperlink in the “**View**” column.

To delete an uploaded file, select the file in the first column of the table and click “**Delete**”.

If you want to remove a file, select it from the table below and click on "Delete"

	Document Type	File Name	File Description	View
<input type="radio"/>	Bank Statement	Bank Statement Company A.docx	Bank Statement Company A	<a href="#" style="border: 2px solid red;">View</a>
<input type="radio"/>	Company Feedback	Company Feedback A.pdf	Company Feedback A	<a href="#">View</a>
<input type="radio"/>	Others	Document.pdf	Company Document	<a href="#">View</a>

10 Showing rows 1 to 3 of 3 1

Delete

**Step 4:**

Click **“Next”** to proceed to the next step: Review Claims Application.

Click **“Back”** to go back to the **Upload Pay Slips** section.

Click **“Save As Draft”** to save a draft claim.

Click **“Cancel”** to cancel the claim and go back to the **Dashboard**.

If you want to remove a file, select it from the table below and click on "Delete"

	Document Type	File Name	File Description	View
<input type="radio"/>	Bank Statement	Bank Statement Company A.docx	Bank Statement Company A	<a href="#">View</a>
<input type="radio"/>	Company Feedback	Company Feedback A.pdf	Company Feedback A	<a href="#">View</a>
<input type="radio"/>	Others	Document.pdf	Company Document	<a href="#">View</a>

10 ▾ Showing rows 1 to 3 of 3 1

BackNextSave As DraftCancel

## Section 23.4 – Review Claims Step

### Step 1:

Click **“Edit”** to make changes to the claim details of a particular student.

Click **“Add Another Student”** and repeat step 2 of **Section 23 – Submit Claim** to step 3 of **Section 23.3 – Upload Mandatory Claim Documents Step** to complete the claim details for each student within the same internship placement.

Claim Submission Review

NRIC	Full Name	Internship Start Date	Internship End Date	Stipend	Amount Paid	Select
XXXXX821C	Student A	01 Sep 2022	31 Oct 2022	\$800.00	\$1,500.00	Edit

10 Showing rows 1 to 1 of 1

Add Another Student

Once you have completed filling in or reviewing the claim details, click **“Submit”**.

Claim Application for Internship Grant Under GRT

✓ Company Bank & Student Details — ✓ Upload Pay Slips — ✓ Upload Mandatory Claim Documents — 4 Review Claims Application

Claim Submission Review

NRIC	Full Name	Internship Start Date	Internship End Date	Stipend	Amount Paid	Select
XXXXX821C	Student A	01 Sep 2022	31 Oct 2022	\$800.00	\$1,500.00	Edit

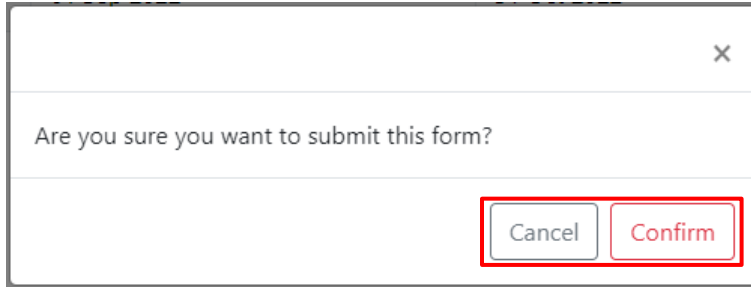
10 Showing rows 1 to 1 of 1

Add Another Student

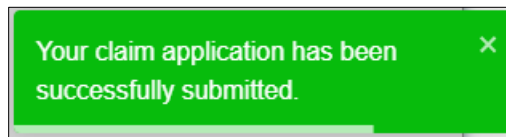
Submit Cancel

**Step 2:**

Upon clicking “Submit”, a confirmation message will pop up. Click “Confirm” to proceed to submit the claim, or click “Cancel” to go back.



Once successfully submitted, the following message will be displayed.

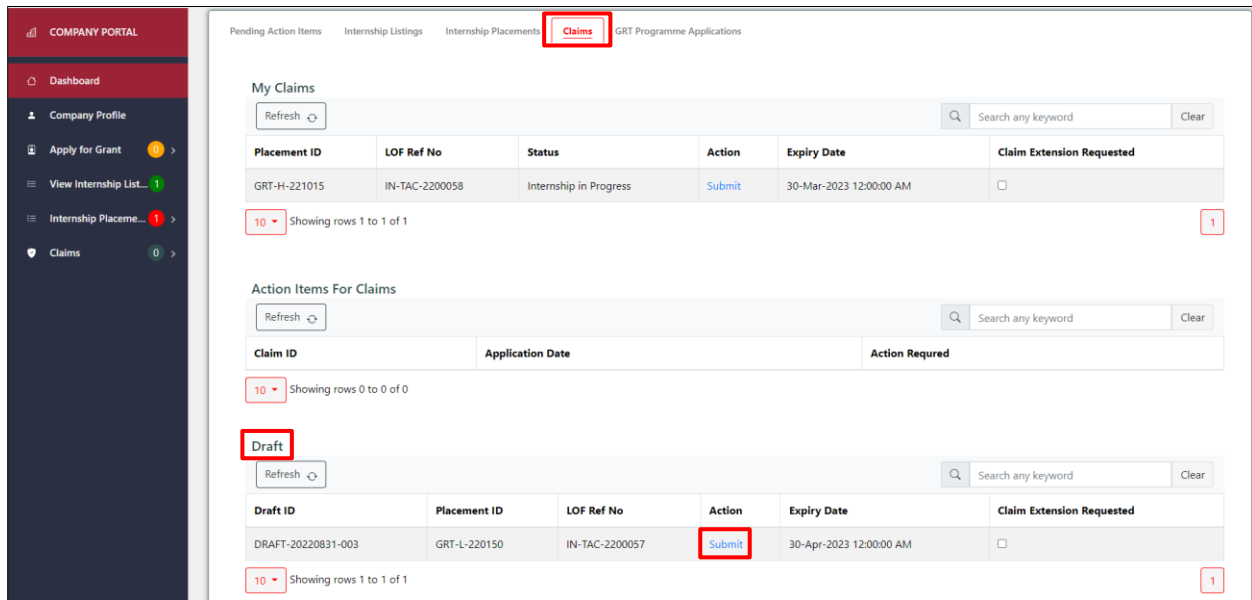


## Section 24 – Retrieve Draft Claim

This is applicable if company has previously saved a draft claim.

**Step 1:**

From the navigation menu, go to “Dashboard” and refer to the “Claims” tab. Click on the “Submit” hyperlink in the “Action” column of the “Draft” table.



## Step 2:

Continue completing the necessary fields for the claim submission.  
Refer to **Section 23 – Submit Claim** for details.

## Section 25 – Revise Claim

### Step 1a:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab.  
Click on the “**Company Revise**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'Pending Action Items' tab selected in the navigation menu. Below the menu is a search bar with a 'Refresh' button and a search input field containing 'Search any keyword' and a 'Clear' button. A table with the following columns is displayed: 'Application No.', 'Action Required', and 'Type'. The table contains one row with the following data: 'Application No.' is 'GRT-L-210651-C01', 'Action Required' is 'Company Revise', and 'Type' is 'Claim'. At the bottom left, there is a dropdown menu set to '10' and the text 'Showing rows 1 to 1 of 1'. At the bottom right, there is a small red box containing the number '1'.

Application No.	Action Required	Type
GRT-L-210651-C01	Company Revise	Claim

### Step 1b:

Alternatively, refer to the “**Claims**” tab.

Scroll down to the “**Action Items for Claims**” table and click on the “**Revise Claim Application**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'Claims' tab selected in the navigation menu. On the left is a sidebar with a 'COMPANY PORTAL' header and a 'Claims' menu item with a '0' notification. The main content area has a search bar with a 'Refresh' button and a search input field containing 'Search any keyword' and a 'Clear' button. Below the search bar is a table titled 'My Claims' with the following columns: 'Placement ID', 'LOF Ref No', 'Status', 'Action', 'Expiry Date', and 'Claim Extension Requested'. The table contains one row with the following data: 'Placement ID' is 'GRT-H-221015', 'LOF Ref No' is 'IN-TAC-2200058', 'Status' is 'Internship in Progress', 'Action' is 'Submit', 'Expiry Date' is '30-Mar-2023 12:00:00 AM', and 'Claim Extension Requested' is an unchecked checkbox. Below the table is a dropdown menu set to '10' and the text 'Showing rows 1 to 1 of 1'. At the bottom right, there is a small red box containing the number '1'. Below the 'My Claims' table is another table titled 'Action Items For Claims' with the following columns: 'Claim ID', 'Application Date', and 'Action Required'. The table contains one row with the following data: 'Claim ID' is 'GRT-L-220150-C01', 'Application Date' is '31-Aug-2022', and 'Action Required' is 'Revise Claim Application'. Below this table is a dropdown menu set to '10' and the text 'Showing rows 1 to 1 of 1'. At the bottom right, there is a small red box containing the number '1'.

Placement ID	LOF Ref No	Status	Action	Expiry Date	Claim Extension Requested
GRT-H-221015	IN-TAC-2200058	Internship in Progress	Submit	30-Mar-2023 12:00:00 AM	<input type="checkbox"/>

Claim ID	Application Date	Action Required
GRT-L-220150-C01	31-Aug-2022	Revise Claim Application

**Step 2:**

Review comment from Enterprise Singapore and make the necessary changes.  
Click **“Edit”** to view claim details for a particular intern.

**Claim Application for Internship Grant Under GRT**

**Claim Submission Review**

Officer Comment

This is ESG Remark.

✓ Company Bank & Student Details — ✓ Upload Pay Slips — ✓ Upload Mandatory Claim Documents — 4 Review Claims Application

**Claim Submission Review**

NRIC	Full Name	Internship Start Date	Internship End Date	Stipend	Amount Paid	Select
XXXXX821C	Student A	01 Sep 2022	31 Oct 2022	\$800.00	\$1,500.00	<a href="#">Edit</a>

10 Showing rows 1 to 1 of 1

**Step 3:**

Review **Company's Bank Details** and **Student Details** sections.

Click **"Next"** to proceed to the next step: Upload Pay Slips.

Click **"Cancel"** to discard changes.

The screenshot shows a multi-step process. At the top, there are four steps: 1. Company Bank & Student Details (active), 2. Upload Pay Slips, 3. Upload Mandatory Claim Documents, and 4. Review Claims Application. Below the steps, there are two sections: 'Company's Bank Details' and 'Student Details'. The 'Student Details' section contains the following information:

Student Name	Qualifying Period
Student A	01 Sep 2022 - 31 Oct 2022

**LOF Reference No**  
IN-TAC-2200013

**NOTE:**  
Please inform the student to submit their student feedback form to complete this application. If you wish to continue, you can proceed to the next sections and save this claim application.  
Please note that if the checkbox is ticked, the student has submitted the student feedback form and internship report.

Student has submitted the student feedback form and internship report.

At the bottom of the form, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

**Step 4:**

Click the file name link in the **“Upload Payslip”** column to download the payslip for review or click the **“Edit”** hyperlink under the **“Action”** column to make the necessary changes.

Click **“Add New Row”** to add another payslip record.

Click **“Next”** to proceed to the next step: Upload Mandatory Claim Documents.

Click **“Back”** to go to the **Company Bank & Student Details** section.

Click **“Cancel”** to discard changes.

Company Bank & Student Details — 2 Upload Pay Slips — 3 Upload Mandatory Claim Documents — 4 Review Claims Application

**Upload Pay Slips**

**Intern Name**  
Student A

**Qualifying Period**  
01 Sep 2022 - 31 Oct 2022

**Type of Internship**  
Local

**IHL Type**  
Polytechnic

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

Start Date	End Date	Working Days per Week	Total No. of Working Days	No. of Unpaid Leave	Deduction	Actual Expenses	Remarks	Upload Payslip	Action
01-Sep-2022	30-Sep-2022	5	22	0.0	0.00	1500.00	Sept 1 - Sept 30	<a href="#">Payslip A.docx</a>	<a href="#">Edit</a>

**Add New Row**

**Back** **Next** **Cancel**



**Step 5:**

To upload additional mandatory claim documents, click “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

✓ Company Bank & Student Details      ✓ Upload Pay Slips      3 Upload Mandatory Claim Documents      4 Review Claims Application

Please upload the mandatory claim documents

**IMPORTANT NOTES**  
**File Requirements:**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- The sum of all file sizes uploaded should not exceed **15MB**.
- We accept PDF, DOC, DOCX, XLS, XLSX formats.
- File name must not contain special characters (e.g. %,\$,@).

1. Please upload your bank statements here \*

Drag Files or Click to Browse

File Description

Upload

2. Please upload your company feedback form here \*

[Company Feedback Form Template.pdf](#)

Drag Files or Click to Browse

File Description

Upload

3. Please upload other relevant documents here

Drag Files or Click to Browse

File Description

Upload

Review or delete uploaded documents which are populated in the table below.

To review an uploaded file, click the hyperlink in the “**View**” column.

To delete an uploaded file, select the file in the first column of the table and click “**Delete**”.

Click “**Next**” to proceed to the next step: Review Claims Application.

Click “**Back**” to go to the **Upload Pay Slips** section.

Click “**Cancel**” to discard changes.

If you want to remove a file, select it from the table below and click on "Delete"

	Document Type	File Name	File Description	View
<input type="radio"/>	Bank Statement	Bank Statement Company A.docx	Bank Statement Company A	<a href="#">View</a>
<input type="radio"/>	Company Feedback	Company Feedback A.pdf	Company Feedback A	<a href="#">View</a>
<input type="radio"/>	Others	Document.pdf	Company Document	<a href="#">View</a>

10 ▾ Showing rows 1 to 3 of 3 1

**Step 6:**

Click **“Edit”** to make further changes to the claim details of a particular student.

Fill in the **“Company Reply”** field.

Click **“Submit”** to submit the revised claim application.

NRIC	Full Name	Internship Start Date	Internship End Date	Stipend	Amount Paid	Select
XXXXX821C	Student A	01 Sep 2022	31 Oct 2022	\$800.00	\$1,500.00	Edit

10 Showing rows 1 to 1 of 1

Company Reply \*

Submit Cancel

Upon clicking **“Submit”**, a confirmation message will pop up. Click **“Confirm”** to proceed to submit the claim, or click **“Cancel”** to go back.

Are you sure you want to submit this form?

Cancel Confirm

Once successfully submitted, the following message will be displayed.

Your claim application has been successfully submitted.

## Section 26 – View Submitted Claim

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Claims**” tab. Click on the “**Claim ID**” hyperlink in the “Submitted” table.

The screenshot shows the 'Claims' tab in the Company Portal. The 'Submitted' table is highlighted, showing a claim with ID GRT-H-221014-C01. The 'Action' column contains a 'View' link.

Claim ID	Submission Date	Approved Grant Amount per LOF	Approved Disburse Amount	Disbursement Date	Status
GRT-H-221014-C01	31-Aug-2022 02:29:05 AM	\$787.50			Pending Company Rework

### Step 2:

Click the “**View**” hyperlink under the “**Action**” column to view the claim details for a particular student.

The screenshot shows the 'Claim for Internship Grant Under GRT' details page. The 'View' link in the 'Action' column of the student table is highlighted.

Nric	Full Name	Email	Contact	IHL	Action
XXXXX174H	Student A	xxx@xxx.com	XXXXXXXX	IHL A	View

**Step 3:**

View the student's claim details.

Click **"Hide Student Details"** to collapse the student's claim details.

**Claim for Internship Grant Under GRT**

**Company Details**

**Internship** Have you submitted GIRO form previously?  
GRT-H-221014  Yes  No

Nric	Full Name	Email	Contact	IHL	Action
XXXXX174H	Student A	xxx@xxx.com	XXXXXXXX	IHL A	<a href="#">View</a>

10 ▾ Showing rows 1 to 1 of 1 1

**Claim Details**

**Intern Name** Internship was delivered in accordance to the school internship scope and was conducted from the period of  
Student A 01 Sep 2022 To 30 Sep 2022

Date From	Date To	Working Days per Week	Total No of Working Days	No of Unpaid Leave Days	Deduction	Actual Expenses	Remarks	Uploaded Payslip
01 Sep 2022	30 Sep 2022	5	22	0.0	0.00	1500.00	Sep 1 - Sep 30	<a href="#">Payslip A.docx</a>

10 ▾ Showing rows 1 to 1 of 1 1

**Total Actual Expenses**  
\$1,500.00

**Uploaded Documents**

Hide Student Detail

## Section 27 – Apply for Claim Extension

### Step 1:

From the navigation menu, select “**Extend Claim Submission**” under Claims.

The screenshot shows the 'Request To Extend Claim Submission Deadline' page. The left navigation menu has 'Extend Claim Submission' highlighted. The main content area contains a form with the following fields:

- Date Requested: 31/08/2022
- LOF Reference Number \* (dropdown menu)
- Expiry Date: IN-TAC-2200058
- Reason for Extension Request \* (text area)

Buttons for 'Submit' and 'Cancel' are at the bottom of the form.

### Step 2:

Select the "LOF Reference Number" of the claim to be extended from the dropdown list.

Fill in the “Reason for Extension Request”.

Click “Submit” to submit the extension request.

Click “Cancel” to exit the **Request to Extend Claim Submission Deadline** page.

### Note:

An extension for the submission of a particular claim can only be requested once.

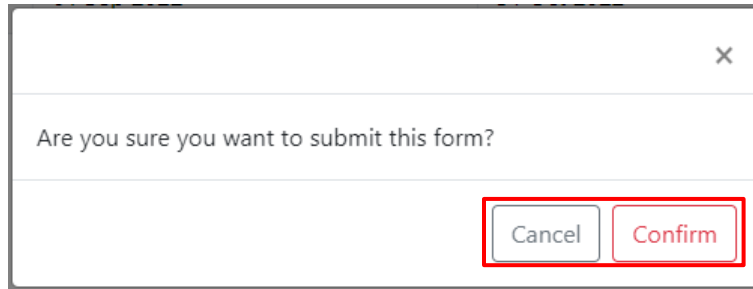
This close-up screenshot shows the form fields with the following values:

- Date Requested: 31/08/2022
- LOF Reference Number \* (dropdown menu)
- Expiry Date: IN-TAC-2200058
- Reason for Extension Request \* (text area)

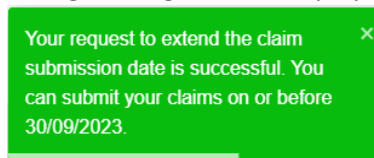
The 'Submit' and 'Cancel' buttons are highlighted with a red box.

### Step 3:

Upon clicking “Submit”, a confirmation message will pop up. Click “Confirm” to proceed to submit the claim, or click “Cancel” to go back.



Once successfully submitted, the following message will be displayed.



### Step 4:

From the navigation menu, go to “Dashboard” and refer to the “Claims” tab.

If the extension request was successfully submitted, the checkbox under the “Claim Extension Requested” column will be ticked for that particular claim.

