

CAREER SUPPORT PROGRAMME CLAIM INSTRUCTION FOR EMPLOYERS

SECTION A – CHECKLIST FOR CLAIM

Employers can submit claims for wage support under the Career Support Programme (CSP) in two tranches. Employers will be reimbursed based on % proportion of the actual gross monthly salary paid out by employers for the employment period claimed for.

1st tranche: Claim for wage support for the first 6 months of employment within 12 months from new hire work commencement date

2nd tranche: Claim for wage support for the next 6 months of employment within 18 months from new hire work commencement date

Please kindly go through the following checklist to ensure you have fulfilled the criteria before submitting your claim for CSP:

Acknowledgement of Registration	
<input type="checkbox"/>	Submitted a registration for CSP and received an acknowledgement from WSG / e2i
Submission of Terms and Conditions	
<input type="checkbox"/>	Acknowledged and submitted the Terms and Conditions for CSP to WSG/e2i before submission of claims
Employer Bank Details	
<input type="checkbox"/>	<p>Provided the completed Direct Credit Authorisation (DCA) form to WSG for Payment before or during claim submission– [See Annex A]</p> <p><i>*Applicable only for employers who do not have existing vendor account with WSG</i></p>
EASY Account	
<input type="checkbox"/>	<p>Have a registered EASY account to submit a claim through WSG Feedback portal (https://portal.ssg-wsg.gov.sg/feedback). EASY stands for e-services Authorisation System managed by IRAS that allows companies to authorise their employees or a third party to access Government e-services</p>

Claim for 1st Tranche

[]	Provided eligible new hire with either structured On-The-Job training or sends him/her for external SSG-approved training courses.
[]	Employed and paid the eligible new hire with a monthly gross salary of at least \$4,000 (basic salary plus allowances attracting CPF contribution) for the period claiming for under CSP
[]	Have not applied for or received other wage support or equivalent (e.g. absentee payroll) for the same new hire under CSP or other WSG or e2i programmes for the period claimed under CSP

Claim for 2nd Tranche

[]	Employed and paid the eligible new hire with a monthly gross salary of at least \$4,000 (basic salary plus allowances attracting CPF contribution) for the period claiming for under CSP
[]	Have not applied for or received other wage support or equivalent (e.g. absentee payroll) for the same new hire under CSP or other WSG or e2i programmes for the period claimed under CSP

SECTION B – INFORMATION AND DOCUMENTS REQUIRED FOR CLAIM

Please submit claim for wage support for CSP through WSG Feedback portal (<https://portal.ssg-wsg.gov.sg/feedback>).

Please follow the steps below:

- i. Company representative to login using SingPass/EASY
- i. Select “Others” for type
- ii. Select “Grant, Funding & Awards” for category
- iii. Type “CSP Claim” in subject title
- iv. Provide requisite information and supporting documents (see below) in the Feedback section

Employers are required to provide the requisite information and supporting documents below when submitting claims through WSG’s portal feedback:

1. Completed Claims Request Form [Annex B]
2. Payslips / Salary Records corresponding with the claim period with the following details:
 - a. Name of employee and NRIC Number
 - b. Monthly gross salary of at least \$4,000 (basic salary and allowances attracting CPF contribution)
3. CPF Contribution Statement corresponding with the claim period

WSG will verify the claim submission and liaise with employer on the necessary follow up, if any, upon receipt of the claim request. WSG will require 30 working days to verify the claims submission and processing of the claims payout.

Contact Information

Employers who wish to find out more on the claim status can contact WSG at Tel: 6883 5885 or make an enquiry through WSG feedback portal at <https://portal.ssg-wsg.gov.sg/feedback>.

DIRECT CREDIT AUTHORISATION FORM
(Only ORIGINAL AND COMPLETED form with Bank's endorsement will be accepted.)

No correction tape/fluid should be used on this form. Any cancellations made must be endorsed by the authorised signatories signing this form.

Please mail the form: Workforce Singapore Agency, 1 Marina Boulevard, #18-01 One Marina Boulevard, S(018989)

Part I: To be completed by the Company/Individual

Please TICK one of the relevant boxes: [For enquiries please contact us via WSG Feedback Portal (https://portal.ssg-wsg.gov.sg/feedback); Hotline: +65 6883 5885]	
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Update existing Vendor record

Name(s) of Bank Account Holder(s):

Bank No.	Branch No.	Bank Account No. to be Credited

Bank and Branch Name	Swift Code

ACRA / UEN No. (for companies)	NRIC No. (for individuals)
Address	Others (e.g. FIN, Society No.)
	Tel. Number
	Fax. Number
GST Registered	Yes / No
*Remittance Advice will be sent to this given email address	
* Email	

- (a) I/we hereby authorise Workforce Singapore Agency to credit payments due to me/us to the above account. Amounts so credited would constitute valid discharge of obligations due to me/us.
- (b) This authorisation shall continue to be in force until I/we expressly revoked it by notice in writing delivered to you 30 days in advance before the change. Workforce Singapore Agency may in your absolute discretion terminate this arrangement by written notice delivered to my/our address last known to you.
- (c) In the event of a change in bank account number, I/we shall inform you in writing 30 days in advance before the change.
- (d) I/we hereby request and authorise the Workforce Singapore Agency to obtain confirmation or verification of information relating to me/us and/or to my/our account(s) from/with the bank where the Account is maintained as stated in the form.
- (e) In consideration of the Workforce Singapore Agency acceding to my/our said request and in consideration of the Bank confirming or verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/we agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.

To: _____
 (Name of Applicant's Bank)
 I/we hereby authorise the Bank, including any officer thereof, to disclose all information related to me/us as requested in this document.

 Authorised Signature(s) & Stamp as in Bank's Record _____
Date

Part II: For bank's endorsement

To: WORKFORCE SINGAPORE AGENCY
 We hereby certify that the signature(s) and other particulars as stated in Part I agree with that contained in our records.

 Name & Signature of Authorised Bank Officer _____
Date

Part III: For Official Use Only

Your GIRO form has been rejected due to:

- No or invalid verification by Bank, kindly submit to your Bank for verification.
 - No Alterations/cancellations are allowed on the form, kindly complete a new form.
 - Other Reason: _____
- (Note: Workforce Singapore Agency reserves the right to reject any GIRO form that is deemed to be unacceptable.)

CAREER SUPPORT PROGRAMME CLAIM FORM

I. Application Details						
Company name (as per ACRA records)						
UEN						
Payee name	<i>(Name as per bank account)</i>					
Payee bank account number	_____ <i>Please attach the completed Direct Credit Authorisation (DCA) form to WSG. *Applicable for employers who do not have an existing vendor account with WSG.</i>					
II. Contact Person Details (for clarification on claim form)						
Name				Designation		
Email address				Contact number		
III. Claim Details						
Name and NRIC No	Employment start date (in DDMMYYYY format)	Claim period (DDMMYYYY to DDMMYYYY)	Computation and remarks (Please state reasons if gross monthly salary of the new hire is less than \$4,000)	Amount for new hire (\$)	Tranche	Supporting documents attached? (E.g. Salary records, CPF contribution statements)
	e.g. 01102015	e.g. 01102015 to 30062016	e.g. 40% x the actual gross monthly salary paid out by employers, capped at \$2,800 a month X claim period Refer to Annex for wage support for employers.	e.g. \$X	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/>	Yes N.A. <input type="checkbox"/> <input type="checkbox"/>
					1 st <input type="checkbox"/> 2 nd <input type="checkbox"/>	Yes N.A. <input type="checkbox"/> <input type="checkbox"/>
					1 st <input type="checkbox"/> 2 nd <input type="checkbox"/>	Yes N.A. <input type="checkbox"/> <input type="checkbox"/>
Total						

VI. Claim Checklist		
1.	Have all the new hires in this claim attended either a structured in-house OJT or a SSG/WSG-approved course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1a.	If yes to 1, please provide the following information	
	Course Title:	
	Training Provider:	
	Course Commencement Date	
	Course End Date	
2.	Have you NOT applied for/received additional wage support for any of WSG/e2i's programmes such as Professional Conversion Programme for the new hires in this claim?	Yes <input type="checkbox"/> No <input type="checkbox"/>
V. Declaration		
<p>1. We declare that the information stated in this claim and the information in the supporting documents are true and correct and that apart from this claim, we have not made similar claims. We agree and give our full consent for WSG or its appointed representatives to obtain and verify information from or with any source, as WSG deems appropriate for the assessment of our claim.</p> <p>2. We declare that this claim has been verified by an authorised representative of the company and we have abided by all the Terms and Conditions accepted at point of registration under CSP.</p> <p>3. We declare that all information given by us in this claim and any supporting documents attached hereto are true to the best of our knowledge and we have not wilfully suppressed any material fact. We accept that if any of the information given by us in this claim is in any way false or incorrect, our claim may be rejected, and that any and all funds, with interests, which have been disbursed to us shall be returned to WSG immediately without demand.</p>		
Signature	Company stamp	Date
Name: Designation (Director or equivalent): Email:		
VI. For WSG's internal use		
Processed by	Name/Signature/Date	
Approved by	Name/Signature/Date	
Disbursement number		

WAGE SUPPORT TO EMPLOYERS

	Wage support for first six months of employment	Wage support for next six months of employment
For SC PMETs aged 50 and above, <u>made redundant or unemployed for six months or more</u>	40% of gross monthly salary, capped at \$2,800/month	20% of gross monthly salary, capped at \$1,400/month
For SC PMETs who are: (i) Aged 40 to 49, made <u>redundant or unemployed for six months or more</u> ; or (ii) Aged below 40, made <u>redundant and unemployed for six months or more</u>	20% of gross monthly salary, capped at \$1,400/month	10% of gross monthly salary, capped at \$700/month

Employers would be able to claim for higher tier salary support of 40-20%, for those hiring Singaporean PMETs 50 years and above, made redundant, from 22 Sept 2016.