

CAREER SUPPORT PROGRAMME CLAIM FORM

I. Application Details						
Company name (as per ACRA records)						
UEN						
Company Type	<input type="checkbox"/> SME <input type="checkbox"/> Non-SME					
Company 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 clarifications 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 \$3,600 / \$4,000)	Total amount for new hire (\$)	Tranche	Supporting documents attached? (E.g. Salary records, payslips)
	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 salary support for employers.	e.g. \$X	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	Yes <input type="checkbox"/> N.A. <input type="checkbox"/>
					1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	Yes <input type="checkbox"/> N.A. <input type="checkbox"/>
					1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	Yes <input type="checkbox"/> N.A. <input type="checkbox"/>
					1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	Yes <input type="checkbox"/> N.A. <input type="checkbox"/>
Total						

IV. Claim Checklist								
	Please note that PCP-CSP bundling will not be allowed w.e.f 16 July 2020. i.e. if you have tapped on PCP funding for your new hire, you will not be eligible for CSP funding for the same new hire. If the CSP notification was submitted (or you have received a successful CSP notification which includes the PCP funding) before 16 July 2020, you can apply for CSP funding.							
1.	<p>Have you applied for/received additional salary support for any of SSG/WSG/NTUC's e2i's programmes for the new hire(s) in this claim (e.g., but not limited to Hiring Incentive/Enhanced Hiring Incentive, Professional Conversion Programme (PCP))?</p> <p>If yes, please provide these details:</p> <table border="1"> <tr> <td>Name of programme/ scheme:</td> <td></td> </tr> <tr> <td>Funding Start Date</td> <td></td> </tr> <tr> <td>Funding End Date</td> <td></td> </tr> </table>	Name of programme/ scheme:		Funding Start Date		Funding End Date		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Name of programme/ scheme:								
Funding Start Date								
Funding End Date								
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> <p>(During and after the Circuit Breaker period, until further notice, WSG will allow forms to be submitted without company stamp and signature. WSG will allow the <u>signed DCA</u> form to be submitted without company stamp and bank's endorsement. Instead, companies can provide the latest copy of Company's bank statement.)</p>								
Signature	Company stamp & UEN no.	Date						
Name:								
Designation (Director or equivalent or Personnel authorised by Director):								
Email:								

DIRECT CREDIT AUTHORISATION FORM

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

Please complete Part I and let us have a copy of your bank statement to verify your bank account. For individual, please provide a copy of your NRIC (front and back) as supporting document too.

Please note:

- (i) If you are invoicing as an individual, fill in your name as stated in your NRIC/FIN.
- (ii) If you are invoicing as a Singapore registered company/business/society, fill in your organisation's name as registered with ACRA/UEN. You may check your registered name on www.uen.gov.sg.

PART I – TO BE COMPLETED BY SUPPLIER WHO SUPPLIES GOODS AND SERVICES TO THE GOVERNMENT/STATUTORY BOARDS

All fields are mandatory. Incomplete forms will not be processed.

To: ACCOUNTANT-GENERAL

UEN No. (for all UEN registered entities)	
OR	
NRIC / FIN (for individuals)	
OR	
Others (e.g. Foreign Passport No)	
GST Registered	Yes / No
GST Registration No.	

Address	
Telephone Number	
Fax Number	
Email Address*	

*It is mandatory to provide the email address. Payment notification will be sent to this email address.

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

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

Bank and Branch Name

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- (a) I/We hereby authorise the Government and Statutory Boards 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 have notified you in writing.
- (c) I/We hereby request and authorise the Government and Statutory Boards to obtain confirmation/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.
- (d) In consideration of the Government and Statutory Boards acceding to my/our said request and in consideration of the Bank confirming/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.

Authorised Signature(s) & Stamp*

Date

* if required by company's account mandate

SALARY SUPPORT TO EMPLOYERS

Salary Support for Singapore Citizen PMETs	<u>First</u> 6 months of employment	<u>Second</u> 6 months of employment	<u>Third</u> 6 months of employment
≥40 years unemployed and actively looking for jobs ≥12 months	50%	30%	20%
≥40 years unemployed and actively looking for jobs for 6 months to <12 months OR made redundant	40%	20%	N.A.
<40 years unemployed and actively looking for jobs for ≥6 months	20%	10%	N.A.
Gross monthly salary*: Offering at least \$3,600/month for SME [^] (capped at \$7,000/month) Offering at least \$4,000/month for Non-SME [^] (capped at \$7,000/month)			

* The sum of the New Hire's basic monthly salary and any fixed monthly allowance

[^] Companies must be legally registered or incorporated in Singapore, with a Unique Entity Number (UEN)

Note: Companies will not be eligible for absentee payroll support from (SSG) and other wage support (e.g. Hiring Incentive under the SkillsFuture Mid-Career Support Package announced in Feb 2020 under the Unity Budget or the Enhanced Hiring Incentive announced in May 2020 under the Fortitude Budget etc) from any other government funding as they would have already received salary support under the CSP

INFORMATION AND DOCUMENTS REQUIRED FOR CLAIM

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

Please follow the steps below:

- i. Company Representative to login using CorpPass via the Organisation Login
- ii. Click on 'My Feedback' (on the left side of the page)
- iii. Click on 'Submit New Feedback'
- iv. Select "Others" for type
- v. Select "Career Support Programme" for category
- vi. Type "**CSP Claim**" in subject title
- vii. Provide requisite information and supporting documents in the Feedback section as stated below

Employers are required to provide the requisite information and supporting documents below when submitting claims through WSG Feedback Portal:

1. Completed Claims Request Form [Annex A]
2. Completed Direct Credit Authorisation Form [Annex B] *(only applicable for employers who do not have existing vendor account with WSG)*
3. 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 (\$3,600 for SMEs)

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 process 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>.