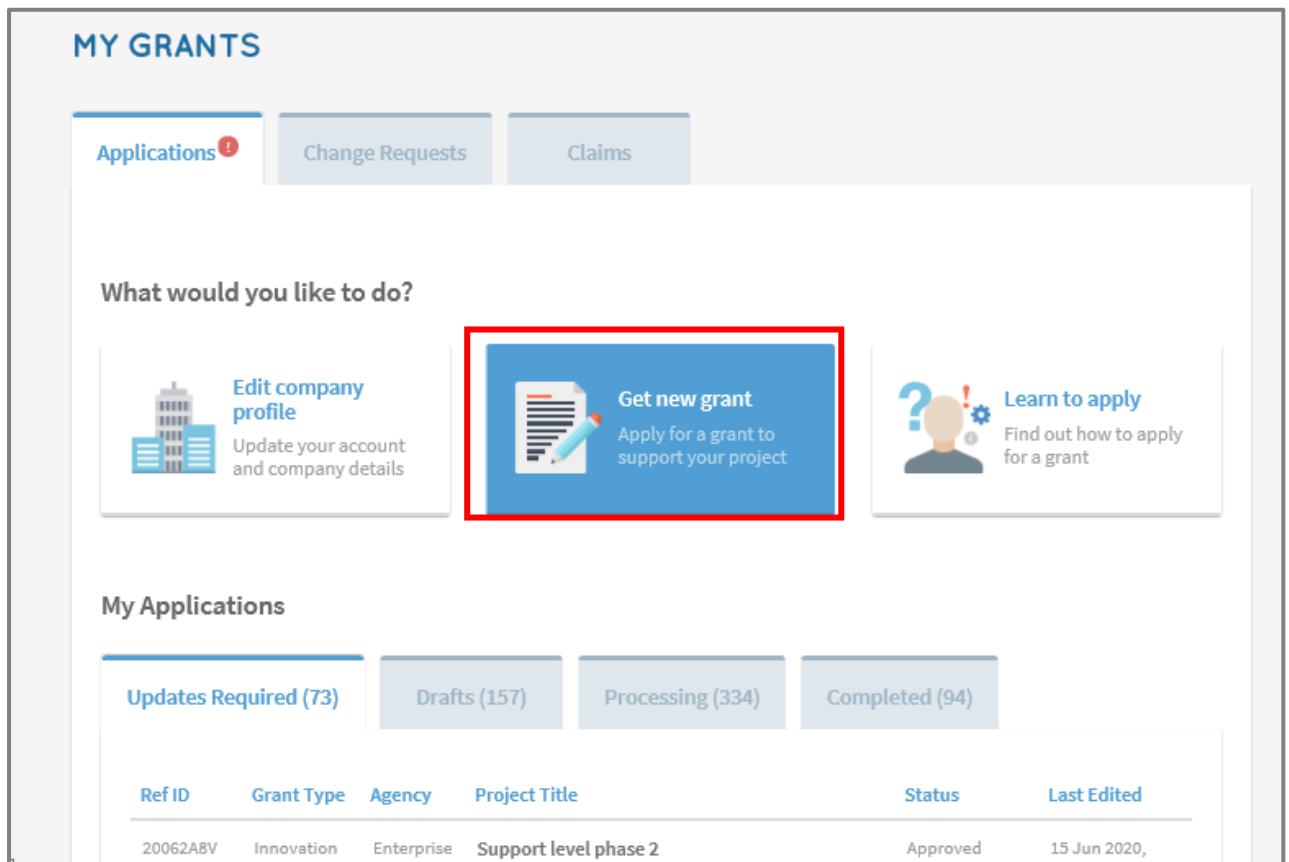


Step-by-Step Guide for Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

1) Submission of Application

Step 1/9:

- Login to BGP using CorpPass→'My Grants' Tab
- Click on 'Get New Grant'



The screenshot shows the 'MY GRANTS' dashboard. At the top, there are three tabs: 'Applications' (with a red notification icon), 'Change Requests', and 'Claims'. Below the tabs, the main heading is 'What would you like to do?'. There are three cards: 'Edit company profile' (Update your account and company details), 'Get new grant' (Apply for a grant to support your project), and 'Learn to apply' (Find out how to apply for a grant). The 'Get new grant' card is highlighted with a red border. Below this is the 'My Applications' section, which has four tabs: 'Updates Required (73)', 'Drafts (157)', 'Processing (334)', and 'Completed (94)'. Under the 'Updates Required' tab, there is a table with the following data:

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
20062A8V	Innovation	Enterprise	Support level phase 2	Approved	15 Jun 2020,

Step 2/9: Select business sector and grant type

- Select the sector that best describes your business
- Click on 'Upgrade key business areas, such as adopt technology, improve business processes or raise service standards'
- Click on 'Pre-scoped Productivity Solutions' → Apply

Which sector best describes your business?

Agriculture	Air Transport	Building & Construction
Education	Environmental Services	Financial Services
Food & Beverages	Healthcare	IT
Landscape	Logistics	Manufacturing & Engineering
Maritime	Media	Professional Services
Real Estate	Retail	Security
Services	Tourism	Wholesale Trade
Others		

Next →

[← Back to My Grants](#)

I need this grant to

- Bring my business overseas or establish a stronger international presence**
Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence
- Upgrade key business areas, such as adopt technology, improve business processes or raise service standards**
Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects
- Enhance tourists' experience in Singapore**
Provides financial incentives to encourage businesses to develop and enhance tourism experiences to improve tourists' satisfaction during their stay in Singapore

[← Previous](#) [Next →](#)

[← Back to My Grants](#)

Which best describes the area you will develop with this grant?

- Productivity Solutions Grant**
Improve productivity with pre-scoped equipment/IT solutions/consultancy services.
- Core Capabilities**
Projects that help companies strengthen their business foundation to grow and transform. Supportable project scopes include Business Strategy Development, Financial Management, Brand & Marketing Strategies Development, Service Excellence and Human Capital Development.
- Innovation & Productivity**
Projects that help companies improve operational efficiencies and develop new business models, technologically novel products or processes. Supportable project scopes include Process Redesign, Product Development, Business Model and Process Innovation.

[← Previous](#) [Apply](#)


Step 3/9: Create Application Form

- Under Grants Action Page, scroll to the bottom of the page and click on 'Proceed' to create an application form.

You will need:

- Quotations from your vendor or consultant
- Product Brochures (if applicable)
- Project Proposal (if applicable)
- Contractual agreement, Tenancy agreement or Power bills (if applicable)

Total size of files submitted (company profile and grant application attachments) must not exceed 50MB.



APPLICATION FORM

View or edit your grant submission form

Last updated 0 days ago.
Drafts that have not been updated for 90 days will be deleted.

Proceed

Delete Application

Step 4/9: Eligibility

- Check 'Yes' if you meet the eligibility criteria

[← Back to Grant Actions](#)

Eligibility

Contact Details

Proposal

Cost

Business Impact

Declare & Review

Pre-scoped Productivity Solutions (PSG)

CHECK YOUR ELIGIBILITY

* Mandatory field

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant's purchase/lease/subscription of the solution must be used in Singapore.
- The applicant must not have:
 - made any payment to a supplier, vendor, consultant or third party in relation to the purchase/lease/subscription of the solution.
 - signed or confirmed any contract or purchase order with a supplier, vendor, consultant or third party in relation to the purchase/lease/subscription of the solution.

Does the applicant meet the eligibility criteria? *

Yes

 No

Save

Next →

Step 5/9: Contact Details

- Fill in details of the main contact person
- Fill in details of the Letter of Offer addressee

[← Back to Grant Actions](#)

☰ Eligibility

☎ **Contact Details**

📄 Proposal

🏠 Cost

📊 Business Impact

📝 Declare & Review

PROVIDE YOUR CONTACT DETAILS

• Mandatory field

Main Contact Person

The person submitting this application is the main contact person. Notifications about the application will be sent to them. Update this as necessary whenever you resubmit the application.

Name *

Job Title *

Contact No. *

Email *

Alternate Contact Person's Email

Mailing Address

Same as registered address in Company Profile

Postal Code * 🔍

<p>Blk/Hse No. <input style="width: 95%;" type="text"/></p> <p>Level <input style="width: 50%;" type="text"/></p>	<p>Street <input style="width: 95%;" type="text"/></p> <p>Unit <input style="width: 50%;" type="text"/></p> <p>Building Name <input style="width: 95%;" type="text"/></p>
---	---

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with the following items: 'Back to Grant Actions' (with a back arrow), 'Eligibility', 'Contact Details' (highlighted in blue), 'Proposal', 'Cost', 'Business Impact', and 'Declare & Review'. The main content area is titled 'Letter Of Offer Addressee' and contains the following fields and sections:

- Alternate Contact Person's Email:** A text input field.
- Mailing Address:** A checkbox labeled 'Same as registered address in Company Profile'.
- Postal Code:** A text input field with a search icon on the right.
- Blk/Hse No.:** A text input field.
- Street:** A text input field.
- Level:** A text input field.
- Unit:** A text input field.
- Building Name:** A text input field.
- Letter Of Offer Addressee:** A light blue box containing the text: 'This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.'
- Same as main contact person:** A checkbox.
- Name:** A text input field.
- Job Title:** A text input field.
- Email:** A text input field.
- Navigation:** At the bottom, there are three buttons: 'Previous' (grey), 'Save' (orange), and 'Next' (blue).

Step 6/9: Proposal

- Select 'Consultancy Service' as the type of solution you are purchasing
- Select Job Redesign → Support for Job Redesign under Productivity Solutions Grant (PSG-JR)
- Fill in consultancy details and select the consultant that you will be appointing from the 'Consultant List'.
Click 'Select Files' to upload quotation from consultant and the consultancy project proposal.

Note that the following documents are required when applying for PSG-JR:

- Consultant's quotation- itemised Job Redesign (JR) consultancy costing from pre-approved JR consultant
- Consultancy project proposal (based on template that can be accessed through BGP)
- Latest CPF Form 90 for the past 3 months (to verify for at least 3 local employees in the enterprise at the point of application, in alignment with the eligibility criteria)
- Other relevant supporting documents to support the project evaluation

[← Back to Grant Actions](#)

[Eligibility](#)
[Contact Details](#)
Proposal
[Cost](#)
[Business Impact](#)
[Declare & Review](#)

Pre-scoped Productivity Solutions (PSG)
SUBMIT YOUR PROPOSAL

* Mandatory field

What type of solution are you purchasing? *

Equipment IT Solution Consultancy Service

Type of Consultancy Service * Job Redesign × ▾

Search for the consultancy service you want *

× 🔍

[Browse all consultancy services in this category](#)

[← Back to Grant Actions](#)

[Eligibility](#)
[Contact Details](#)
Proposal
[Cost](#)
[Business Impact](#)
[Declare & Review](#)

*Must have at least three local employees at the point of application

When do you intend to start engaging this consultancy firm? *

Why do you need this consultancy service? *

500 characters left

Consultant Details

Consultant List *

▾

Upload supporting documents *
Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported. Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Consultant's quotation *
- Consultancy proposal (download template [here](#)) *
- CPF Form 90 (to verify for at least 3 local employees) *

Drag and drop files here
 or

Step 7/9: Cost

- Select 'Direct Purchase'
- Fill in the purchase price of the consultancy service based on the quotation

[← Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal
- Cost
- Business Impact
- Declare & Review

Pre-scoped Productivity Solutions (PSG)

PROVIDE DETAILS OF COSTS

• Mandatory field

All fees listed below must be in the quote attached.

<p>Solution Type</p> <p>Solution Name</p> <p>How do you intend to make the purchase? *</p> <p>Purchase Price (Excluding GST) *</p> <p>Total</p>	<p>Consultancy Service</p> <p>Support for Job Redesign under Productivity Solutions Grant (PSG-JR)</p> <p>Direct Purchase x ▾</p> <p style="color: #e67e22; font-size: 0.8em;">Your claims must be submitted within 15 months from the date your application is approved.</p> <p>SGD ▾ <input style="width: 100%;" type="text"/></p> <p>SGD 0.00</p>
---	---

← Previous
Save
Next →

Step 8/9: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains

[← Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal
- Cost
- Business Impact
- Declare & Review

Pre-scoped Productivity Solutions (PSG)

EXPLAIN THE BUSINESS IMPACT

• Mandatory field

Overall Impact

How many jobs will be impacted after embarking on job redesign? *

Describe how the consultancy service will change the way you do things? *

- What job roles will be impacted by the job redesign?
- How will each job role be impacted by the job redesign?

500 characters left

Productivity Gains

What task will be more efficient with the new consultancy service? *

How much more efficient do you expect this task to be? *

 %

← Previous
Save
Next →

Step 9/9: Declare & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement

- Review your application and click 'Submit'

← [Back to Grant Actions](#)

Pre-scoped Productivity Solutions (PSG)

DECLARE & ACKNOWLEDGE TERMS

• Mandatory field

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

1. Has the applicant been or is currently being:

- investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
- subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority,

in any jurisdiction in the last 5 years? *

No Yes

2. Has the applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? *

No Yes

3. Is the applicant currently, or has been:

- bankrupt, wound up or under judicial management
- subject to any bankruptcy, winding up or judicial management proceedings, or
- appointed a receiver or manager? *

← [Back to Grant Actions](#)

Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

b. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.

c. The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.

d. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

e. The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.

f. The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

The Applicant hereby acknowledges and consents to the above. *

← Previous

Save

Review




2) Acceptance of Letter of Offer (LOF)

Step 1/1:

- Login to BGP using CorpPass→ 'My Grants' tab
- Click 'Proceed' in the 'Letters And Documents' section and click 'Accept'
- CorpPass: *Kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF*

Your Letter Of Offer is in Letters And Documents. Read it and [accept the terms](#) to enjoy your grant.

Ref ID:	20113HBF	Agency Details:	Singapore National Employers Federation
Status:	Approved		6827 6910
Submitted on:	18 Nov 2020, 04:39 pm		psgir@snef.org.sg

	APPLICATION FORM View or edit your grant submission form	Proceed
	HISTORY View history of communication and statuses	Proceed
	LETTERS AND DOCUMENTS Access to the letters of offer/rejection and related documents	Proceed

APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded
application/pdf	Letter_of_Offer_20113HBF_23-Nov-2020.pdf	23 Nov 2020, 03:00 pm Download

[Download all as zip](#)

By clicking "Accept",

- I acknowledge on behalf of the Applicant that I have read and understood the terms and conditions set out in the Letter of Offer and all its enclosures.
- I confirm that all declarations and information provided in the application for this grant are true and correct.
- The Applicant accepts the award of the grant on the terms and conditions set out in the above-mentioned Letter of Offer and its enclosures.
- We undertake to ensure that all terms and conditions in the Letter of Offer and all its enclosures are complied with.

[Reject](#)

[Accept](#)

3) Claims Submission


Step 1/6:


- Login to BGP using CorpPass → My Grants → Claims
- Click on 'File new claim'

MY GRANTS

Applications ¹ Change Requests **Claims**

What would you like to do?

 **File new claim**
Claim expenses from your grant

 **How to claim**
A step-by-step guide to claims

Step 2/6:

- Select approved grant you wish to submit claim for
- Click 'Proceed'

[← Back to My Grants](#)

FILE NEW CLAIM


Ref ID	Grant Type	Project Title	Claim Due Date
20113HBF	Pre-scoped Productivity Solutions	<u>Support for Job Redesign under Productivity Solutions Grant (PSG-JR)</u>	23 Feb 2022
19073R6E	Core Capabilities	BGP_UAT_ABD You are unable to proceed as a change request form has been created for this application.	30 Nov 2020
20062UFD	Core Capabilities	Project New You are unable to proceed as a change request form has been created for this application.	28 Dec 2020

Submit your grant claims. It should take about 20 minutes.

You will need:

- Invoice
- Bank Statement showing payment, payee's name and account number
- Purchase Order or signed acceptance of quotation/Contract
- Receipt or cheque
- Completed Project Report Card

All the files you submit must not exceed 50MB.



CLAIMS
Review or edit your claims form

Proceed

[Delete Claim](#)

Step 3/6: Contact Details

- Fill in your contact details

[← Back to Claim Actions](#)

Same as previous submission

Contact Details 3

Main Contact Person

The person submitting this claim is the main contact person. Notifications about the claim will be sent to them. Update this as necessary whenever you resubmit the claim.

Name *

Job Title *

Contact No *

Email *

Alternate Contact Person's Email

[Claim Information](#)

[Business Outcomes](#)

[Declare & Review](#)

Step 4/6: Claim Information

- Fill in your claim information
- Upload supporting documents

Note that the following documents are required for claim submission:

- Final Invoice from JR Consultant
- Bank statement showing payment to JR Consultant
- Receipt from JR Consultant or cheque issued to JR Consultant
- Purchase order or signed acceptance of quotation/contract
- Completed Project Report comprising:
 - Project Implementation Report
 - Project Milestones Log
 - Satisfaction survey on PSG-JR Consultancy Support (to be completed online)
- Latest CPF Form 90 (if any of the impacted employee(s) listed in the project implementation report is not reflected in the CPF Form 90 provided at the point of application).
- Any other supporting documents for claims or as required in Business Grants Portal (BGP)

- Fill in payment details
- Fill in Claim amount based on actual expenses paid

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

Mandatory field

Solution Details

Solution Type: Consultancy Service - Food Services

Solution Name: Support for Job Redesign under Productivity Solutions Grant (PSG-JR)

Consultant Name: IT Infinity Pte Ltd


UEN: A12245678

I used a different consultant.

Upload supporting documents

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- Invoice
- Bank Statement showing payment, payee's name and account number
- Purchase Order or signed acceptance of quotation/Contract
- Receipt or cheque
- Completed Project Report Card
 - Download template [here](#)
- Other documents



Drag and drop files here
or

[Select Files](#)

Declare & Review

Payment

Will this be your final claim? Yes

Mode of Purchase: Direct Purchase

Approved Grant: SGD 7,000.00

Grant Balance: SGD 7,000.00

Actual Expenses Paid (Excluding GST): SGD 5,000.00

Estimated Total: SGD 5,000.00

Support Level (%): Up to 70 %

Estimated Amount Claimable: SGD 3,500.00

[← Previous](#) [Save](#) [Next →](#)

9BjbDB1i8wsMqGx1e/form/business_outcome

Step 5/6: Business Outcomes

- Fill in details of business outcomes

Contact Details

Claim Information

Business Outcomes

Declare & Review

BUSINESS OUTCOMES

*** Mandatory field**

Now that you've used this consultancy service, update your projections to reflect the actual impact.

Cost Savings

How much do you expect your costs to reduce? *

%

Overall Impact

Auto-fill from previous submission

How many job roles were impacted after embarking on job redesign? *

Describe how the consultancy service changed the way you did things *

- Factory workers will be impacted by job redesign
- Factory workers' process will be streamlined and automated

500 characters left

Productivity Gains

Auto-fill from previous submission

What task was made more efficient with the new consultancy service? *

How much more efficient is this task now? *

%

How much is the reduction of man-hours for this task with the consultancy service? *

%

If your projections have changed, tell us why.

This will help us to evaluate the effectiveness of the consultancy grant support provided. Your feedback will not affect your grant disbursement.

500 characters left

[← Previous](#) [Save](#) [Next →](#)

Step 6/6: Declaration & Submit

- Complete declaration section accordingly
- Where applicable, indicate your consent & acknowledgement
- Review claim and click 'Submit'

No Yes

Consent & Acknowledgement

a. The Applicant states that the information in this claim and the accompanying information is true and correct.

b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

The Applicant hereby acknowledges and consents to the above. *

[← Previous](#) [Save](#) [Review](#)