

### **Quick tips for Energy Efficiency Grant (EEG) claims**

For a smoother EEG claim process, here are some commonly asked questions and tips to guide you along.



#### **Check if you are ready for claim submission**

To claim for EEG, you must have completed the following:

- a.  Purchased the equipment as approved in the EEG application.
- b.  Deployed and installed the equipment.
- c.  Paid for the equipment in full.



#### **Prepare documents before claim**

As part of the EEG claim, you will be required to submit the following documents:

**a. Invoice**

- The invoice should indicate purchase of the equipment as approved in the EEG application and billed by the approved vendor to the grant applicant.

**b. Payment supporting document**

- Proof that grant applicant has incurred expenses for the equipment. The payment supporting documents should indicate important information required such as grant applicant name, payee name, payment date, payment amount and approval status of transaction. Acceptable documents are bank statement, cheque and bank transfer image.

**c. Delivery Order**

The delivery order should indicate that the equipment has been delivered to the deployment address as approved in the EEG application.

**d. Pictures**

Equipment being installed and used on site. Pictures should be clear to show the equipment and location where it is being used (e.g. restaurant, supermarket).

Serial number of equipment (if applicable).

Failure to comply to the above may result in your claim being rejected and/or returned for amendment.

**Updated as of 17 Oct 2022**