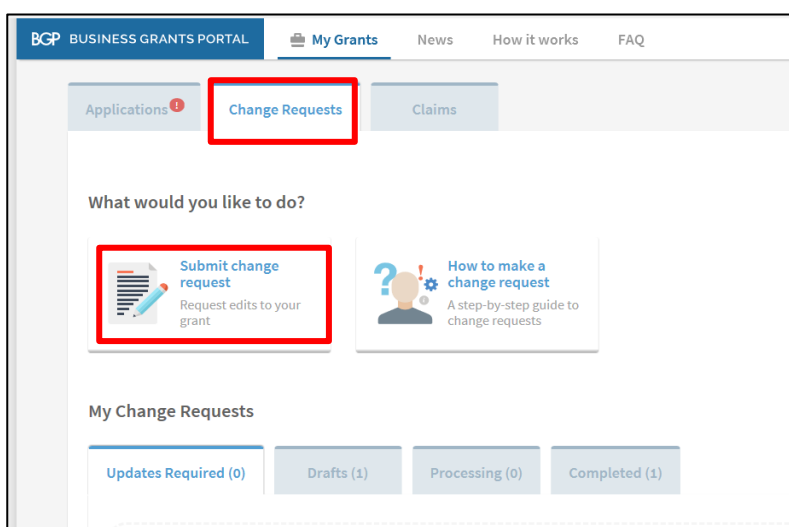


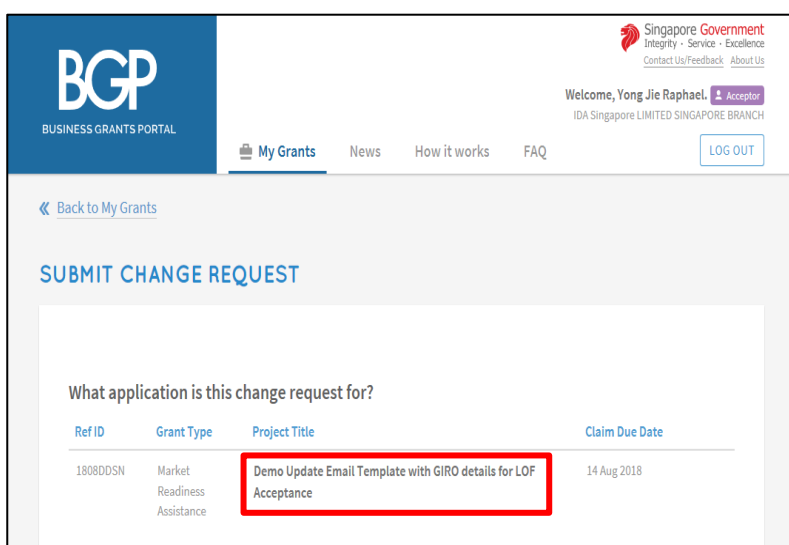
# Change Requests

For variance to the approved MRA application, please submit a change request via the [Business Grants Portal](#).

- 1) Log in to Business Grants Portal. Click on “Change Requests”, followed by “Submit change request”.



- 2) Click on the “Project Title”. Please note that option to submit change request is not available for withdrawn/lapsed application or application with claim which is processing or disbursed.



3) Click on “proceed” to submit a change request.

The screenshot displays the 'my grants' section of the Enterprise Singapore portal. At the top, there is a navigation bar with 'my grants', 'NEWS', 'HOW IT WORKS', and 'FAQ'. Below the navigation bar, a message states: 'You can submit a change request now. Depending on your request, you might need to provide: • Revised quotation (for review of supported grant amount). The agency reserves the right to request for additional supporting documents. All the files you submit must not exceed 50MB.' Below this message, there are four main sections, each with an icon, a title, a description, and a button:

- CHANGE REQUEST**: Submit a change request. Includes a 'Proceed' button and a red-bordered button labeled 'Delete Change Request'.
- GRANT APPLICATION**: View your grant application form. Includes a 'View' button.
- HISTORY**: View the history of this application. Includes a 'View' button.
- LETTERS AND DOCUMENTS**: Access the documents related to your application. Includes a 'View' button.

## Claims

MRA projects are supported on a reimbursement basis. Claims can be submitted when all the project deliverables have been achieved. Claims must reach Enterprise Singapore no later than 3 months from the end of the project qualifying period\*.

\*Refer to project Letter of Offer for details on project deliverable and project qualifying period.

<p><b>1. GETTING STARTED</b></p>	<p><b>Refer to Letter of Offer for details on project qualifying period:</b></p> <p>Projects should have been completed within the specified qualifying period, and all project deliverables should have been achieved.</p>
<p><b>2. WHAT TO PREPARE</b></p>	<p><b>Prepare (within 3 months after project completion):</b></p> <p>Prepare the following documentation required for claims submission (Refer to Annex A below)</p> <ul style="list-style-type: none"> <li>• Project Deliverables</li> <li>• Project invoices and receipts</li> <li>• Prepare Giro Form and mail it to Enterprise Singapore (for first time applicants)</li> <li>• Contact an auditor from list of auditors for verification of invoices and receipts</li> </ul>
<p><b>3. WHAT TO SUBMIT</b></p>	<p><b>Submit Claims on Business Grants Portal</b></p> <p>Log on to the <a href="#">Business Grants Portal</a> (BGP) and select “my grants” followed by “claims. Refer to <a href="#">BGP Step by Step guide</a> for more information.</p>
<p><b>4. CLAIMS SUBMITTED</b></p>	<p><b>Verification</b></p> <p>An Enterprise Singapore officer will verify that the project deliverables have been met and may contact you for further information if required.</p>
<p><b>5. CLAIMS VERIFIED</b></p>	<p><b>Grant Disbursement</b></p> <p>The approved claim amount will be disbursed via Giro to your designated bank account after successful verification of project deliverables and expenses.</p> <p>First time application will need to ensure your Giro account is set up and furnish the GIRO information to Enterprise Singapore for fund disbursement.</p> <p>You will be informed via email when the grant has been approved and disbursed.</p> <p>An email will also be sent out by DBS to the email address stated in the GIRO form to confirm the transaction.</p>

## MRA Claims Submission Checklist

For submission of claims, please submit the relevant supporting documents via the Business Grants Portal. Submissions should be in English, documents in other languages should be clearly labelled in English.

For all claims	Checklist
<p><b>1) Statement of Claims (Annex 1)</b></p> <p>For all of the eligible expenses listed, the <b>applicant company</b> has to provide documentary proof that it has <b>incurred</b> and <b>paid</b> for the expenses in order to be eligible for a claim.</p> <p><i>Note: For eligible expenses incurred in foreign currency, the exchange rate for conversion of SGD equivalent must be based on the exchange rate as per the date of payment. Non-eligible cost items such as Singapore GST and incidental costs (e.g. out-of-pocket expenses) must be excluded in the claims.</i></p>	<input type="checkbox"/>
<p><b>2) Copy of the Contractual Agreement(s) from the Third-Party Consultancy Firm/Vendor (s).</b></p> <p><i>Note: Please ensure that the contractual agreement(s) is/are duly signed and dated. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>
<p><b>3) Copy of the Invoice(s) listed in the Statement of Claim.</b></p> <p><i>Note: Please ensure that the invoice(s) is/are duly addressed to the applicant company. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>
<p><b>4) Copy of Bank Statement(s) of the applicant company reflecting the specific payment(s) made for each of the eligible expenses.</b></p> <p>If several payments are made for one eligible expense, please indicate to us which are the ones for reconciliation purposes.</p> <p>If one payment is made for several eligible expenses, please provide a breakdown of the eligible expenses being paid for.</p> <p><i>Note: If foreign currency is involved, please attach the bank advice which states the exchange rate used. If no bank advice is furnished, the claim amount will be based on the website <a href="http://www.oanda.com">www.oanda.com</a> to convert the rate to Singapore Dollars. The date of conversion is based on the payment date of the foreign currency. The original or certified true copy(s) may be requested for verification when necessary.</i></p>	<input type="checkbox"/>

<p><b>5) Additional proof of payments includes but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• For credit card payments, the applicant company's corporate card bank statement(s) or the individual's credit card statement(s) reflecting the specific payment(s) made to the Third-Party Consultancy Firm/Vendor(s). <input type="checkbox"/></li> <li>• Receipt(s) issued by the Third-Party Consultancy Firm/Vendor(s) or Payee Company reflecting the specific payment received. <input type="checkbox"/></li> <li>• For telegraphic transfer(s), the instructed bank's transfer advice slip(s) containing the name of the other company/individual, reflecting the specific payment(s) made to the Third-Party Consultancy Firm/Vendor(s). <input type="checkbox"/></li> <li>• Cash payment has limited audit trail and is <b>not</b> encouraged. In the event there is need for payment to be in cash, applicant company to provide the following: - <input type="checkbox"/> <ul style="list-style-type: none"> <li>a) explanation on why payment must be made in cash;</li> <li>b) articulate how the cash withdrawn from the applicant company's bank account is being delivered to the Third-Party Consultancy Firm/Vendor(s), stating the parties involved in the arrangement;</li> <li>c) the currency of the withdrawn cash and delivered cash; and</li> <li>d) all necessary documentary evidence (e.g. payment voucher, money changer's exchange slip, etc.) to substantiate the arrangement.</li> </ul> </li> </ul> <p><i>Note: The original or certified true copy(s) may be requested for verification when necessary.</i></p>		
<p><b>6) Auditor's Report (Annex 2)</b> Select an auditor from <a href="#">Enterprise Singapore's Pre Qualified Panel</a> to verify your claim submission.</p> <p>Documents and information as specified from 1) to 5) above will need to be provided to the auditor for review in order for an Auditor's Report to be issued. Please ensure that the Auditor's Report is obtained and submitted together with the Statement of Claim at claim stage.</p> <p><i>Note: Please note that for the audited claim, the original or certified true copy(s) of the furnished documents and/or additional documents and information may be requested by Enterprise Singapore for sample check and verification.</i></p>	<input type="checkbox"/>	
<p><b>7) <a href="#">GIRO form</a> (For first-time grant applicant)</b></p>	<input type="checkbox"/>	
<p><b>8) Proof of completion includes but is not limited to:</b></p>		
<p><b>Market Entry</b></p>	<ul style="list-style-type: none"> <li>• Acknowledgement from relevant authorities that filing documents have been submitted</li> <li>• Copies of certificates, permits and licenses obtained</li> <li>• Copies of franchise/JV agreements</li> <li>• Others if any</li> </ul>	<input type="checkbox"/>
<p><b>In-depth FTA Consultancy</b></p>	<ul style="list-style-type: none"> <li>• Detailed report on assessment of current situation, potential benefits from specific FTA(s), if any, and the related FTA information</li> <li>• Plans/strategy to leverage on FTAs</li> <li>• Relevant filing documents submitted to authorities</li> <li>• Copies of certificates, permits and licenses obtained.</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Written ruling/opinion for classification of goods, origin determination of goods and/or Customs valuation</li> <li>• Standard Operating Procedure manuals</li> <li>• Copies of certificate/permit/license/official submissions transacted with Customs authorities</li> </ul>	
<b>Business Matching</b>	<ul style="list-style-type: none"> <li>• Detailed report on the profile of the potential customers/partners for the company in the selected market</li> <li>• Documentation on the scheduled business meetings with selected partners/customers and business matching outcome.</li> <li>• Photocopy of potential customer's/partners' name cards</li> </ul>	<input type="checkbox"/>
<b>Overseas Marketing Presence (OMP)</b>	<ul style="list-style-type: none"> <li>• Documentation to show proof of rental of overseas office space</li> <li>• Documentation to show proof that the marketing activities have been conducted in market.</li> <li>• Documentation to show proof of posting of the Singaporean/PR/foreigner. e.g. employment or appointment letter of staff, CPF statement (latest month within the project period) or employment pass/work permit for foreign employees, proof of permanent residency for SG/PR (such as long stay agreement, passport etc).</li> </ul>	<input type="checkbox"/>
<b>In-market Business Development</b>	<ul style="list-style-type: none"> <li>• Detailed report on updates of local in-market BD personnel's progress, and documentation and outcomes of business meetings</li> <li>• Report on market updates, including advice on set-up of entity in the market or future strategy plans, etc.</li> </ul>	<input type="checkbox"/>
<b>Overseas Marketing and PR activities</b>	<ul style="list-style-type: none"> <li>• Event write-up attached with corresponding supporting materials e.g. publicity materials</li> <li>• Photographs to show proof of participation</li> </ul>	<input type="checkbox"/>
<b>Participation in Overseas Physical and Virtual Trade Fairs</b>	<u>Overseas Physical Trade Fairs</u> <ul style="list-style-type: none"> <li>• Event write-up attached with corresponding materials such as exhibitor listing, photographs and publicity materials reflecting Applicant Company's name</li> <li>• Photographs to show proof of participation</li> </ul>	<input type="checkbox"/>
	<u>Virtual Trade Fairs</u> <ul style="list-style-type: none"> <li>• Screenshots of exhibitor listing, publicity materials, virtual booths, virtual business meetings/matching sessions, post event analytics report, product samples for virtual fairs (where available and/or applicable)</li> </ul>	<input type="checkbox"/>

**Annex 1 – Statement of Claim**

Attach additional copies as needed

LOF Ref : \_\_\_\_\_

S/N	Invoice No.	Date	Description of Eligible Expense	Consultant Name	Support level (%) (A)	Qualifying Cost* (Foreign Currency) (B)	Exchange Rate (SGD) (C)	Qualifying Cost* (SGD) (D) = (B) x (C)	Estimate Amount Claimable (SGD) (E) = (A) x (D)
<b>Total Estimate Amount Claimable</b>									

\*Qualifying costs refer to costs that are eligible to be covered by this grant. Refer to the Letter of Offer for more details on qualifying costs for this grant.

**For Company's use:**

Signature & Company's Stamp : \_\_\_\_\_

Name & Designation (Director) : \_\_\_\_\_

Date : \_\_\_\_\_

Tel/ DID : \_\_\_\_\_

Email Address : \_\_\_\_\_

**For Auditor's use**

Name of the Auditor's Firm & Stamp : \_\_\_\_\_

Authorised Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Recommended Amount  
(If different from the original amount) : \_\_\_\_\_

Comments : \_\_\_\_\_

