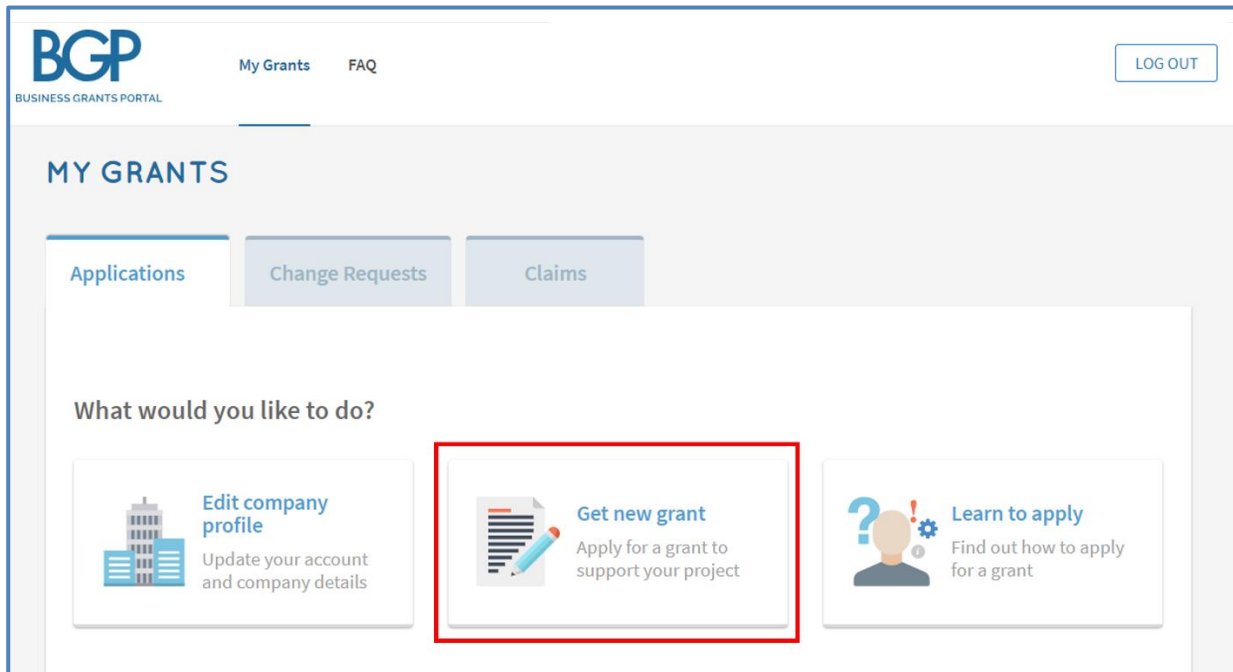


Step-by-step guide for Productivity Solutions Grant (PSG)

Application

Step 1/8: Login

- Login to BGP > My Grants tab
- Click on 'Get new grant'



Step 2/8: Select business sector and grant type

- Select 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 'Productivity Solutions Grant'
- Click 'Proceed'

Which sector best describes your business?

Agriculture	Air Transport	Arts & Culture
Building & Construction	Education	Environmental Services
Financial Services	Food & Beverages	Healthcare
IT	Land Transport	Landscape
Logistics	Manufacturing & Engineering	Maritime
Media	Personal Care Services	Professional Services
Real Estate	Retail	Security
Services	Sports, Wellness & Recreation	Tourism
Wholesale Trade	Others	

I need this grant to

<p>Bring my business overseas or establish a stronger international presence</p> <p>Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence</p>
<p>Upgrade key business areas, such as adopt technology, improve business processes or raise service standards</p> <p>Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects</p>
<p>Improve workplace safety and health</p> <p>Provides financial incentives to help businesses build safer and healthier workplaces</p>



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.



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 3/8: Eligibility

- Check 'Yes' if you meet the eligibility criteria
- Click 'Next'

[← Back to Grant Actions](#)

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

Does the applicant meet the eligibility criteria? *

Yes No

[Save](#) [Next →](#)

Step 4/8: Contact Details

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

[Back to Grant Actions](#)

Eligibility

Contact Details

Proposal 1

Cost

Business Impact

Declare & Review

Pre-scope Productivity Solutions (PSG)

PROVIDE YOUR CONTACT DETAILS

• Mandatory field

Main Contact Person

The person submitting this form is the main contact person. Notifications about the grant will be sent to them. Update this as necessary whenever you resubmit the form. Vendors should not be involved in the grant process, and their contact details should not be included.

Name *

Job Title *

Contact No. *

Email *

Alternate Contact Person's Email

Mailing Address

Same as registered address in Company Profile

Postal Code *

Block/House No. Street

Level Unit Building Name

Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.

Same as main contact person

Name *

Job Title *

Email *

Step 5/8: Proposal

- Indicate 'Equipment' or 'IT Solution'
- Indicate 'Solution' or 'Vendor' for the preferred search method for your solution
- Fill up the reason for the solution and the intended start date of the project
- Click 'Select Files' to upload quotation from vendor
- Fill in your deployment location if it is different from your ACRA registered address
- Click 'Next'

The screenshot shows a web interface for submitting a proposal. On the left is a navigation menu with the following items: 'Back to Grant Actions', 'Eligibility', 'Contact Details', 'Proposal' (highlighted), 'Cost', 'Business Impact', and 'Declare & Review'. The main content area is titled 'Pre-scope Productivity Solutions (PSG) SUBMIT YOUR PROPOSAL'. A green banner indicates a mandatory field. The first question is 'What type of solution are you purchasing?' with radio buttons for 'Equipment' and 'IT Solution' (selected). The second question is 'Select preferred search method for your solution?' with radio buttons for 'Solution' and 'Vendor' (selected).

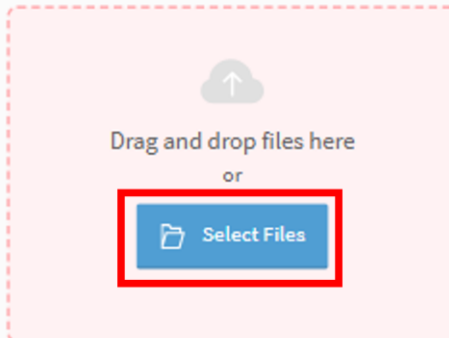
This screenshot shows a text input field for the question 'Why do you need this solution?'. The field contains the placeholder text '<Reason>'. Below the field, it indicates '492 characters left'. Below the text field is a date input field for the question 'When do you intend to start using this solution?'. The date field shows a calendar icon and the example date 'eg. 19 Jun 2024'.

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.

- Selected vendor's quotations *
- Licence(s) for your sector (optional)
- Other supporting documents (optional)



Please provide the required document(s)

Deployment Locations

Where will this solution be used?

Please enter at least one location, capped at maximum 10 locations. *

Please ensure that the number of unique location(s) matches the number of unit(s) required. For example, if you require 2 units, there should be 2 unique locations. *

My Deployment Location is the same as my ACRA registered address *

Yes

No

^

Location Type *

Select...

Home Office/Residential Building

Shop/Office/Factory/Institution

Postal Code *

Enter your Postal Code

Step 6/8: Cost

- Fill in details of project cost. Ensure that the quoted items and costs are as per Annex 3 of the PSG pre-qualified solution package
- Click 'Next'

Pre-scoped Productivity Solutions (PSG)

PROVIDE DETAILS OF COSTS

* Mandatory field

All fees listed below must be in the quote attached.

Solution Type	IT Solution
Solution Name	UAT Automation Check Solution 42
No. of Units required	nil
How do you intend to make the purchase? *	Select...

Your claims must be submitted within 12 months from the date your application is approved.

The quoted items and cost are as per Annex 3 of the PSG pre-qualified solution package *

Yes No

Please ensure that you have checked your quotation against the Annex 3 provided.

← Previous Save Next →

Step 7/8: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains
- Click 'Next'

[← Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal 1
- Cost
- Business Impact**
- Declare & Review

Pre-scoped Productivity Solutions (PSG)

EXPLAIN THE BUSINESS IMPACT

* Mandatory field

Overall Impact

Describe how the solution will change the way you do things *

e.g. I used to have to prune the hedges manually. With this solution, this process will be automated.

500 characters left

Productivity Gains

What task will be more efficient with the new solution? *

E.g. prune trees, send emails, flip burgers

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

%

[← Previous](#) [Save](#) [Next →](#)

Step 8/8: Declare & Submit

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

[Back to Grant Actions](#)

- Eligibility
- Contact Details
- Proposal 1
- Cost
- Business Impact
- Declare & Review**

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? *

No Yes

j. The Applicant acknowledges that it remains responsible for making the relevant licence applications required (where applicable) for business obtained from any other Government Body and/or ongoing compliance with terms and conditions relating to the licences obtained from any other Singapore Government Agency in connection with its business. The Applicant acknowledges that the approval of any grant application or project funding by the Agency does not mean that the Applicant is compliant with its other legal, regulatory and/or licencing obligations in respect of any other Singapore Government Agency. The Applicant acknowledges and agrees that it will, on an ongoing basis, continue to comply with all terms and conditions relating to all licences obtained from any other Singapore Government Agency in connection with their business.

The Applicant hereby acknowledges and consents to the above. *

[← Previous](#) [Save](#) [Review](#)

Acceptance of Letter of Offer

Step 1/1: Accept Letter of Offer

- Login to BGP > My Grants > Applications > Updates Required
- Click 'Accept your offer'
- Download the Letter of Offer and other document(s) 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*

MY GRANTS

Applications ! Change Requests Claims

What would you like to do?

- Edit company profile**
Update your account and company details
- Get new grant**
Apply for a grant to support your project
- Learn to apply**
Find out how to apply for a grant

My Applications

Updates Required (2) Drafts (3) Processing (30) Completed (9)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2303.JJF	Pre-scoped Productivity Solutions	Enterprise Singapore	Microsoft Dynamics 365 Business Central - BC ...	Approved Accept your offer	17 Jan 2024, 12:00 pm

LETTERS AND DOCUMENTS

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	Zebedee_Desensitised_Annex_3_Part_2.pdf	28 Jul 2023, 06:36 pm Download
application/pdf	Letter_of_Offer_23072JVR_28-Jul-2023.pdf	28 Jul 2023, 06:36 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.

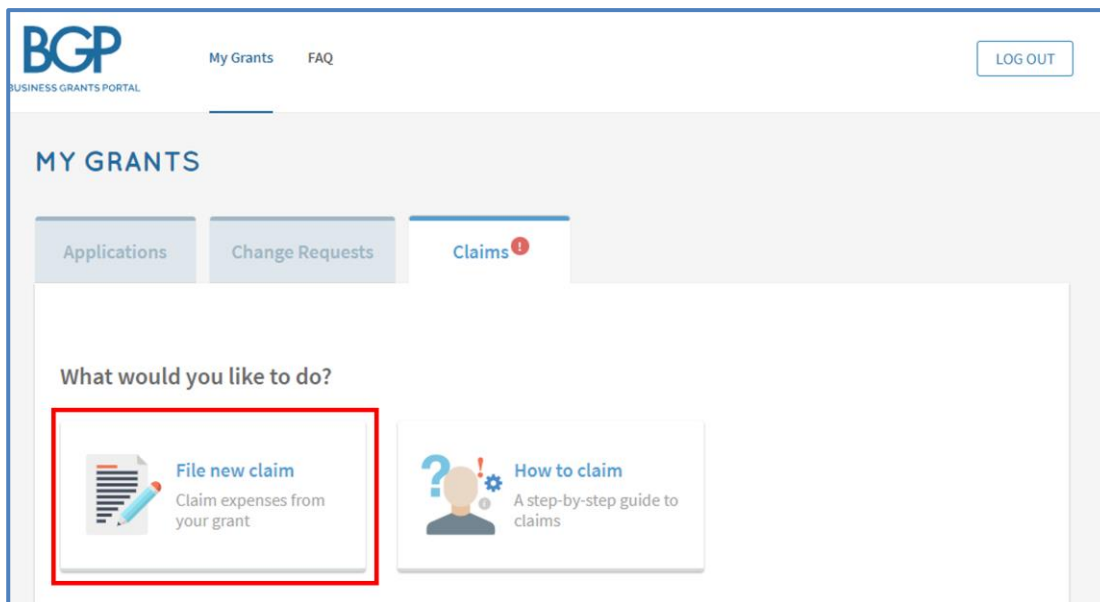
[Reject](#)

[Accept](#)

Claims Submission

Step 1/6: Login

- Login to BGP > My Grants > Claims
- Click on 'File new claim'



Step 2/6: Select Project

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

The screenshot shows the 'FILE NEW CLAIM' page. It features a table with the following columns: 'Ref ID', 'Grant Type', 'Project Title', and 'Claim Due Date'. The first row is highlighted with a red box.

Ref ID	Grant Type	Project Title	Claim Due Date
23103UVL	Pre-scoped Productivity Solutions	Crystal Dash CRM - Plus Edition (3 Users)	17 Jul 2025
2405EQVE	Pre-scoped Productivity Solutions	UAT Automation Check Solution 41	29 Nov 2025

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
- Pictures - For hardware support e.g. laptop bundles, please include photographs of the laptop's serial number.
- Usage report

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
- Click 'Next'

[Back to Claim Actions](#)

You are submitting a claim for this application: 23103UVL

UPDATE YOUR CONTACT DETAILS

* Mandatory field

Auto-fill from previous submission

Main Contact Person

The person submitting this form is the main contact person. Notifications about the grant will be sent to them. Update this as necessary whenever you resubmit the form. Vendors should not be involved in the grant process, and their contact details should not be included.

Name *	<input type="text"/>
Job Title *	<input type="text"/>
Contact No. *	<input type="text"/>
Email *	<input type="text"/>
Alternate Contact Person's Email	<input type="text"/>

Step 4/6: Claim Information

- Fill in your claim information
- Click 'Select files' to upload supporting documents
- Fill in payment details and Fund Transfer Method
- Fill in deployment location
- Click 'Next'

[Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

UPDATE YOUR CLAIMS INFORMATION

*** Mandatory field**

Solution Details

Solution Type

Solution Name

Vendor Name

UEN

I used a different vendor.

Key in your software license numbers or equipment serial numbers *

500 characters left

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. Note: Company name should be indicated clearly on the first page. Note: Each bank statement must be uploaded separately from other documents. *
- Purchase Order or signed acceptance of quotation/Contract *
- Receipt or cheque *
- Pictures *

Drag and drop files here
or

[← Back to Claim Actions](#)

- Contact Details
- Claim Information
- Business Outcomes
- Declare & Review

Payment

Will this be your final claim? _____

Mode of Purchase _____

How many instalments or subscription months is this claim for? *

No. Of Units *

Approved Grant _____

Grant Balance _____

Actual Expenses Paid (Excluding GST) *

Estimated Total

Support Level (%)

Estimated Amount Claimable

Funds Transfer Method *

Do you have a PayNow Corporate account? * Yes No

Company UEN + alphanumeric suffix (if any)

With PayNow Corporate, grant applicants can receive their grant faster, within 14 working days after approval of claims.

You can register your PayNow Corporate through your respective banks in three simple steps:

1. Contact your bank or log in to your bank's internet banking or mobile banking app.
2. Link your UEN to the bank account. You can add a 3-digit alpha-numeric suffix to your UEN to create multiple PayNow proxies.
3. Enter your name to complete the setup.

- * Disbursements will only be made after claims approval.
- * In the event that no PayNow Corporate or GIRO has been set up, we are unable to disburse the claim.

Step 5/6: Business Outcomes

- Fill in business outcomes
- Click 'Next'

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

You are submitting a claim for this application: 23103UVL

BUSINESS OUTCOMES

*** Mandatory field**

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

Cost Savings

How much do you expect your costs to reduce? * %

Productivity Gains

Auto-fill from previous submission

What task will be more efficient with the new solution? *

How much more efficient is this task now? * %

How much is the reduction of man-hours for this task with the solution? * %

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. 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'

[← Back to Claim Actions](#)

- Contact Details ✓
- Claim Information ✓
- Business Outcomes ✓
- Declare & Review** 1

delay.

PayNow Corporate (Funds Transfer Method)

h. I/We authorise Enterprise Singapore to credit payments due to me/us to the bank account linked to the UEN + Suffix (if applicable). Amounts credited shall constitute a valid and full discharge of obligations due to me/us.

i. This authorisation shall continue to be in force until it is expressly revoked by me/us in writing delivered to Enterprise Singapore giving 30 days' notice in advance.

j. 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, linked to the UEN + Suffix (if applicable), is maintained as stated in the form.

k. 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 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 linked to the UEN + Suffix (if applicable). 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.

l. I/We acknowledge that Enterprise Singapore will not be a party to or involved in any dispute that may arise in relation to the grant disbursement into the aforementioned bank account, linked to the UEN + Suffix (if applicable).

The Applicant hereby acknowledges and consents to the above. *

Acknowledge and consent to the terms to proceed

[← Previous](#) [Save](#) [Review](#)