Enterprise Singapore

Guide for GRT Processes on BGP 2.0

For companies

Last updated on 15 Dec 2024

www.enterprisesg.gov.sg

This deck provides a step-by-step guide for GRT processes on BGP 2.0. It includes:

- Updating of company profile
- Submitting internship application
- Submitting change request
- Submitting claim

Updating of company profile

Updating of company profile
Steps

You need a Corppass account to access BGP 2.0. Get your Corppass administrator to create an account for you. See steps to do this via this link: https://support.apply.gov.sg/hc/en-us/articles/10054928893327-BGP-2-0-beta-Pre-Application-Login

- **Log in to BGP 2.0 as a BGP Acceptor or BGP Preparer[1].**

- **Click "Edit Company Profile".**

[1] BGP Acceptor and BGP Preparer are both able to submit applications but only the BGP Acceptor can accept approved offers

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Updating of company profile
Steps

- Company's corporate profile will be extracted directly from ACRA upon company's login via Corppass.

- If you see a red notification on the screen that says "Outdated ACRA info", click on the "Refresh" button to update your profile.
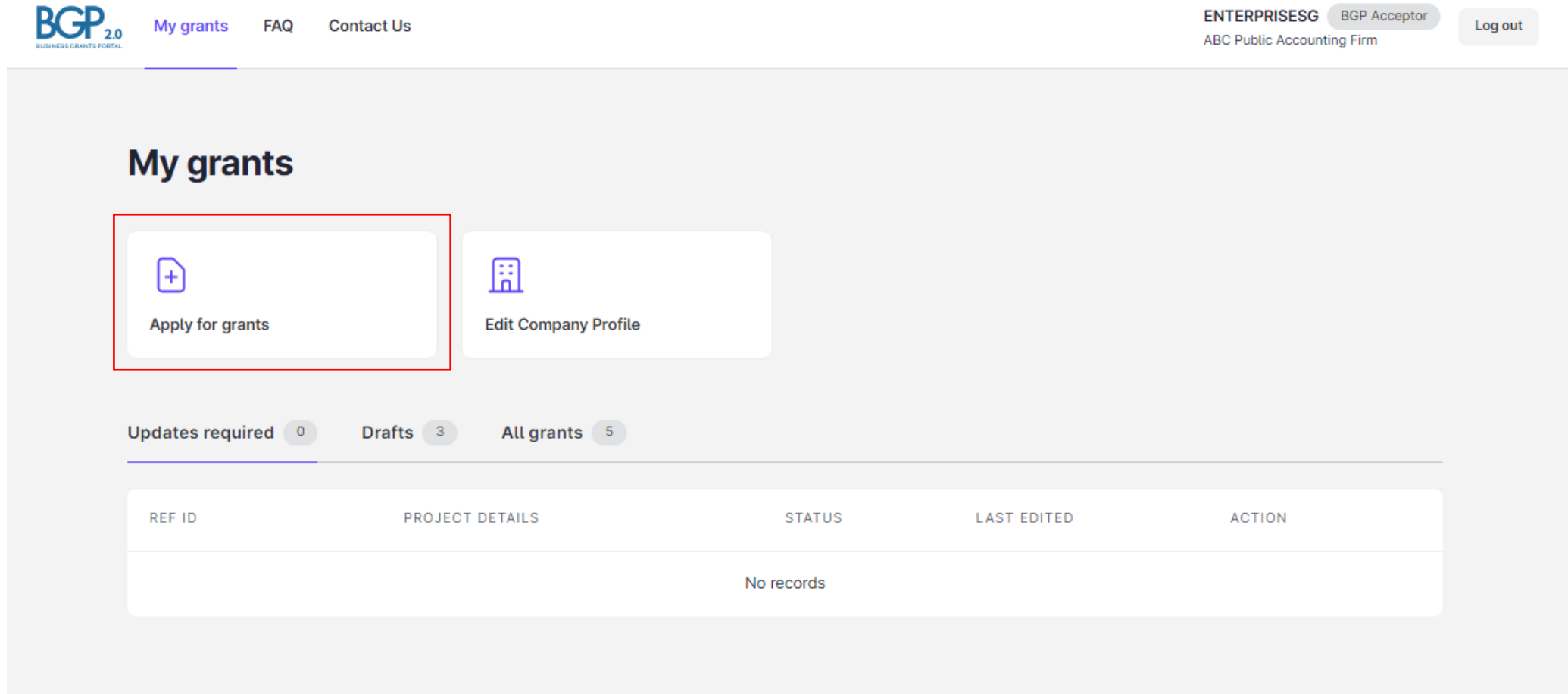

If the ACRA information is incorrect, click on "ACRA" to edit the information accordingly.

Submitting internship application

Submitting internship applications
Steps

- **In your main dashboard under the "My grants" tab, click "Apply for grants".**

Submitting internship applications
Steps

- Look for "Global Ready Talent Programme (Internship Stipend)" and click "More details". In the next page, click "Apply now" under your selected TAC partner.

Submitting internship applications
Steps

- Your company's corporate profile should be updated. If it is not, please follow the steps shown in the "Updating of company profile" section.

Submitting internship applications
Steps

- **Fill in your company details.**

Company Description

Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.

10,000 characters

Singapore Employee Size

Number of permanent full-timers based in Singapore and working exclusively for the applicant company.

Total Employee Size

Includes all employees (full-time, part-time, permanent, or temporary/contract) hired by all entities within the Group incorporated in Singapore or overseas. ('Group' is defined as applicant, companies owning >50% of the applicant, and companies that the applicant owns >50% of. Investment funds or nominees (e.g., venture capitalists, investment funds) are excluded.)

Annual Sales Turnover

Includes sales turnover of the Group. ('Group' is defined as applicant, companies owning >50% of the applicant, and companies that the applicant owns >50% of. Investment funds or nominees (e.g., venture capitalists, investment funds) are excluded.)

Up to 2 decimal place

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Submitting internship applications
Steps

- **Upload your Financial Statements.**

Financial Statements

Please upload audited financial statements or unaudited financial statements that are certified by management for the applicant entity (and for its Group if applicable). The documents must not be more than 18 months old at the point of application.

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Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting internship applications
Steps

- **Upload your Entity Registration Documents for all corporate shareholders and/or overseas entity(s) of the applicant for which the intern(s) will be posted to.**

Entity Registration Documents (Optional)

Please upload entity registration documents for all corporate shareholders and/or overseas entity(s) of the applicant for which the intern(s) will be posted to. The documents must not be more than 6 months old at the point of application.

Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting internship applications
Steps

- **Fill in your project details.**

Project details

Application Date

DD MMM YYYY

Project Title

Industry Sector

Click to select

Main Contact Person

Email notifications will be addressed to this individual.

Main Contact Email

Email notifications will be sent to the email provided.

Please input the initial application submission date, and do not amend this during reworks.

This is for company's own reference.

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Submitting internship applications
Steps

- **This step is only applicable if you have chosen ACE as your TAC. Fill in your start-up's information.**

Start-up criteria

Does the company's individual shareholder(s) own more than 50% of the company?

◯ Yes

◯ No

Is your company a technology start-up?

◯ Yes

◯ No

Does the company have a strong management team?
Please elaborate based on the background of key management members, including experience and expertise relevant to the start-up and its business.

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[                                    ]
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10,000 characters

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Submitting internship applications
Steps

- **Click "+ Add Student and internship details".**

Submitting internship applications

Steps

- Fill in student and internship details for each student. Repeat steps on pages 15 and 16 for up to 10 students.
  Note: You cannot submit internships whose start dates are more than 6 months from the internship application date. An error message will pop up accordingly.

Submitting internship applications
Steps

- **Upload the placement letter(s)/email(s) from institution for each student.**

Placement Letter/Email from Institution

To include the following information: intern name, faculty, NRIC, internship start and end dates (for hybrid internships with stints in Singapore and overseas, the placement letter must include the start and end dates for both local and overseas periods respectively), company name, weekly working hours, internship role and destination of overseas internship (if applicable).

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Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

Submitting internship applications
Steps

- Upload the front and back of each student's NRIC. If the education institution is unable to include the student's NRIC in the placement letter/email from institution for PDPA reasons, they may include matriculation number instead. In these cases, you should also upload both the student's NRIC and matriculation card here for matching purposes.

Student NRIC

Only one pdf file, titled as the student name, can be submitted per student, with both the front and back of the NRIC within.

Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting internship applications

Steps

- **Upload your internship training plan.**

Internship Training Plan

To include the following information: clear job scope, learning objectives, assignment of mentor(s) and detailed measures to ensure a positive internship experience. You may request for a sample internship training plan from your selected TAC partner.

Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting internship applications

Steps

- **Upload any other supporting documents, if needed.**

Submitting internship applications
Steps

- Click on the link to read the Terms & Conditions, and tick the boxes to complete your declarations. When you are ready to submit your internship application, choose "Submit" from the dropdown menu and click "Proceed". You will receive an email when your internship application is successfully submitted.

Submitting internship applications
Steps

- To view the status of your submitted internship application, go back to your dashboard and click the "All grants" tab. The status should be "Submitted".

Completing reworks

Completing reworks
Steps

- If rework is needed for your internship application, you will receive an email. To complete reworks, click the "Updates required" tab and click "Edit Form".

Completing reworks
Steps

• **Complete reworks based on the Officer's comments at the top of the form, and submit the internship application.**

Accepting offer

Accepting offer
Steps

- **You will receive an email when your internship application has been approved. Under the "Updates required" tab, click "View offer" for the approved internship placement.**

Accepting offer

Steps

- Click "Download" to download and read the Letter of Offer (LOF). Click "Accept" or "Reject" accordingly.
  <mark>Note:</mark> The LOF should be accepted before the start of the internship. Only the BGP Acceptor can accept the LOF.

Accepting offer
Steps

- To view the status of your submitted internship application, go back to your dashboard and click the "All grants" tab. The status should be "Offer Accepted", if you have accepted the offer.

Accepting offer
Steps

- To view your LOF, click "View Project" under the "All grants" tab.

Accepting offer
Steps

- **Click "Documents".**

Accepting offer slide showing the BGP 2.0 portal Project details page for "Internship" with the Documents button highlighted.

Accepting offer

Steps

- Click "Download" to view your LOF.

Application

NAME	UPLOADED	SIZE	ACTION
Letter of Offer for Global Ready Talent Programme (Internship) - AIP Partner SMF.pdf Approval Letter	12 Dec 2024, 12:12 PM	190.37 KB	Download

Submitting change request

Submitting change request

Steps

- You can submit change requests for internship applications where offers have been accepted. To do so, click "View Project" for the internship application under the "All grants" tab.

Submitting change request
Steps

- **Click "Submit new" under the "Change Request" section.**

Submitting change request
Steps

- **Fill in your main contact's details.**

Submitting change request
Steps

- To withdraw a student, please check the withdraw student checkbox below.
- To update a student's details, please edit the editable fields within the student's section. If there are changes required for the non-editable fields (e.g. NRIC, gender, internship start date), please withdraw the student and submit a new application.

Submitting change request

Steps

- Fill in the reason(s) for change and upload supporting documents, if needed. When you are ready to submit your change request, choose "Submit" from the dropdown menu and click "Proceed". You will receive an email when your change request is successfully submitted.

Submitting change request

Steps

- To view the status of your submitted change request, go back to your dashboard and click the "All grants" tab. The status should be "Submitted".

Submitting claim

Submitting claim
Steps

Inform your interns in advance that they need to complete an online student internship feedback form (https://go.gov.sg/grt-is-internshipfeedback) by the end of their internship. You may only submit a claim when:
- The latest internship has ended
- All students have completed the online internship feedback form

Claims must be submitted within 6 months from the latest internship end date

- **To submit a claim, click "View Project" for the internship application under the "All grants" tab.**
  Note: There can only be 1 claim for 1 application, regardless of the number of internships in that application. Check that the student and internship details are accurate before you submit the claim. If they are not accurate, please submit a change request before you submit the claim.

Submitting claim
Steps

- Click "Submit new" under the "Claim" section.

Submitting claim
Steps

- **Fill in your payment details.**

Payment Details

Payment Method

◉ PayNow Corporate

◯ GIRO

You must register for PayNow Corporate with your bank.

UEN
Per your approved application

Suffix (Optional)
Did you add suffix for your paynow registration with your bank? If yes, do enter your suffix in the field below. For example, you have registered your Paynow Proxy as 123456789XA01 with Company UEN as 123456789X together with suffix as A01 with your bank. Kindly enter A01 in the suffix field below.

3 characters

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Submitting claim
Steps

- **Fill in the claim details.**

Submitting claim
Steps

- **Upload payslips for each student.**

Submitting claim
Steps

- **Upload bank statements for the last month of students' internships.**

Submitting claim
Steps

- **You may leave this empty, as this is no longer required as of year 2025.**

Company feedback forms on students (Optional)

This is no longer required as of year 2025.

Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

Submitting claim
Steps

- **Download the claim form from this link: https://go.gov.sg/grt-claim-form, and upload completed claim forms for each student.**

Claim forms

Please download the Claim Form from this link https://go.gov.sg/grt-claim-form. Upon completion, upload one excel file per student, titled as the student name.

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Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting claim
Steps

- **Upload other supporting documents, if needed.**

Other supporting documents (Optional)

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Drag and drop files here or select files

Supported file types: JPG, PNG, PDF, DOC, DOCX, PPT, PPTX, GIF, XLS, XLSX

Upload up to 10 files. Each file must be 10MB or less.

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Submitting claim
Steps

- Tick the boxes to complete your declarations. When you are ready to submit your claim, choose "Submit" from the dropdown menu and click "Proceed". You will receive an email when your claim is successfully submitted.

Submitting claim
Steps

- **To view the status of your submitted claim, go back to your dashboard and click the "All grants" tab. The status should be "Submitted".**

THANK YOU

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GrowingEnterprises (SG)

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