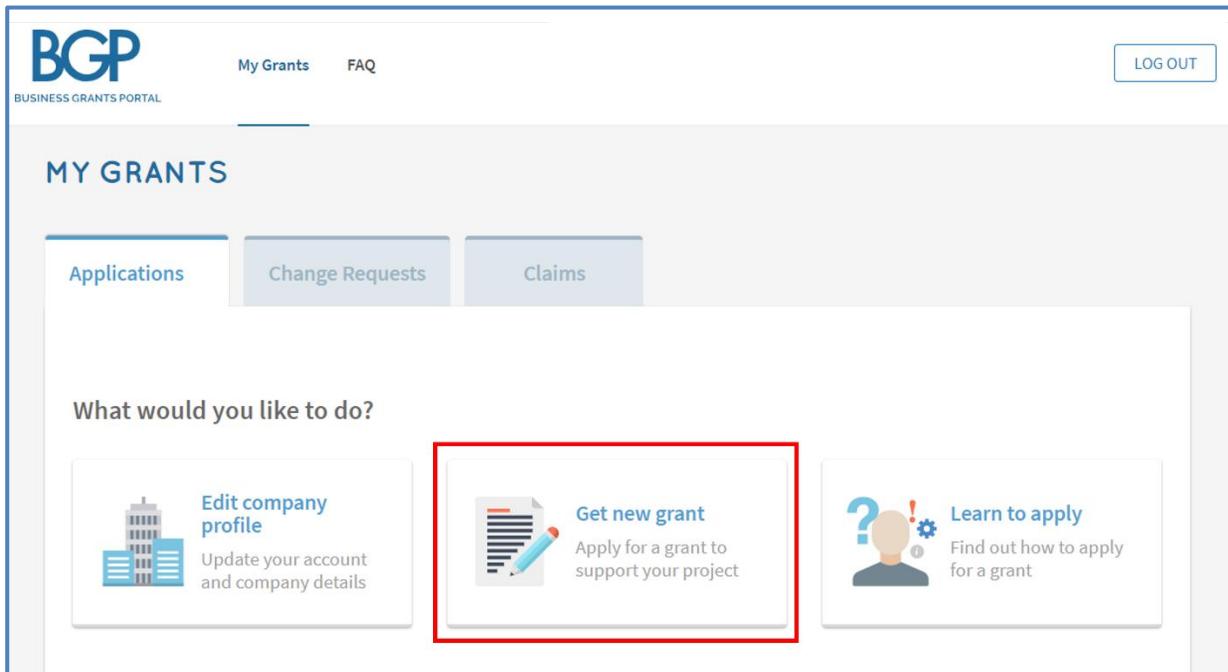


## Step-by-step guide for Productivity Solutions Grant (PSG)

### 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 'Apply' before clicking '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

**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

**Improve workplace safety and health**  
Provides financial incentives to help businesses build safer and healthier workplaces

Three circular progress markers are shown at the top: 'Select sector' (blue), 'Select grant' (blue), and 'Apply for grant' (blue).

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

**Productivity Solutions Grant**  
Improve productivity with pre-sscoped 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.

**Energy Efficiency Grant**  
Improve energy efficiency with whitelisted energy efficient equipment.

The following sectors match your company's ACRA SSIC(s):

- Retail: 47311 - RETAIL SALE OF MOTOR VEHICLES EXCEPT MOTORCYCLES AND SCOOTERS
- 00000 - Activities not adequately defined

[← Previous](#) [Apply](#)



**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-scooped Productivity Solutions (PSG)

## CHECK YOUR ELIGIBILITY

**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'

Pre-scooped 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 \*

[← Previous](#) [Save](#) [Next →](#)

## Step 5/8: Proposal

- Indicate 'Equipment' or 'IT Solution'
- Indicate 'Solution' or 'Vendor' for the preferred search method for your solution (if applicable)
- 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'

Pre-scooped Productivity Solutions (PSG)

### SUBMIT YOUR PROPOSAL

\* Mandatory field

What type of solution are you purchasing? \*

Equipment  IT Solution  Consultancy Service

Select preferred search method for your solution? \*

Solution  Vendor

Search for the Personal Care Services solution you want \*

OCI Sales and Accounting Management System (SAM) Version 11 - Package (5)

Vendor List:

Why do you need this solution? \*

e.g. More efficient way to manage patients' details and inventory, or current POS machine was bought 4 years ago and does not integrate with accounting system

500 characters left

When do you intend to start using this solution? \*

No. of Units required \*

## Upload supporting documents \*

Only jpg, png, gif, zip, doc, docx, ppt, ppbx, 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)



Drag and drop files here

or



Select Files

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 \*

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'

[« Back to Grant Actions](#)

Pre-sscoped Productivity Solutions (PSG)

### PROVIDE DETAILS OF COSTS

\* Mandatory field

All fees listed below must be in the quote attached.

**Cost** 1

Solution Type: IT Solution

Solution Name: OCi Sales and Accounting Management System (SAM) Version 11 - Package (5 Concurrent Users)

No. of Units required: 1

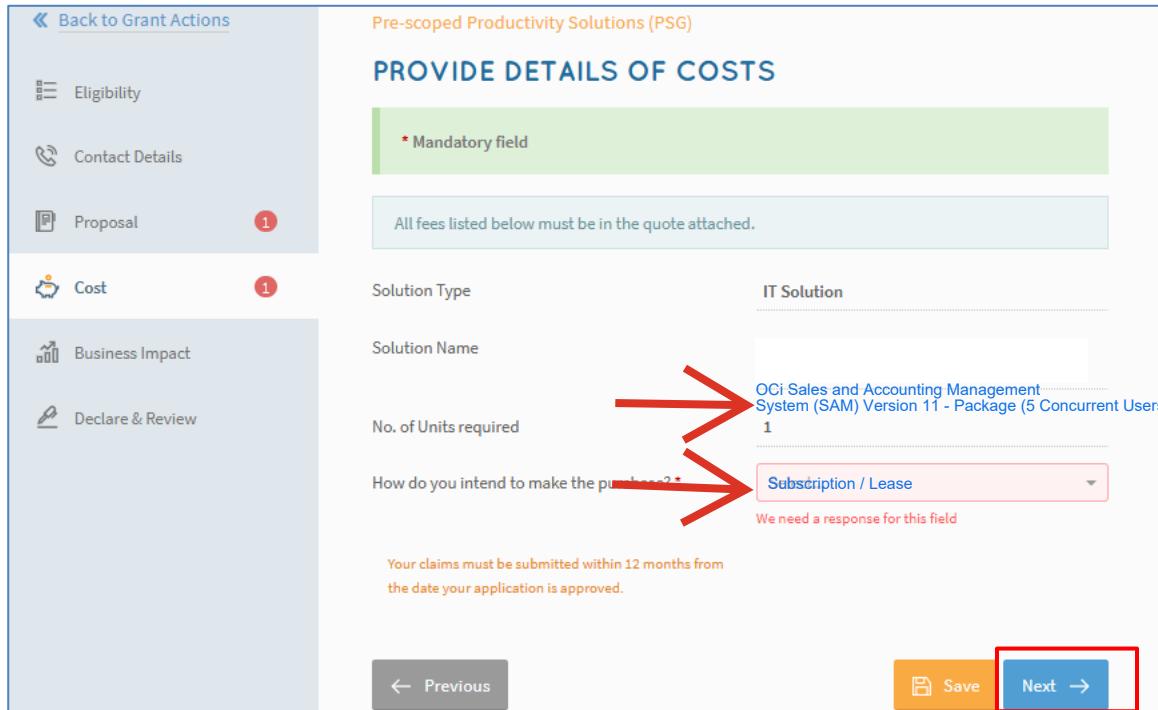
How do you intend to make the purchase? \*

Subscription / Lease

We need a response for this field

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

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## 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-sscoped 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

Pre-sscoped 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

The Applicant hereby acknowledges and consents to the above. \*

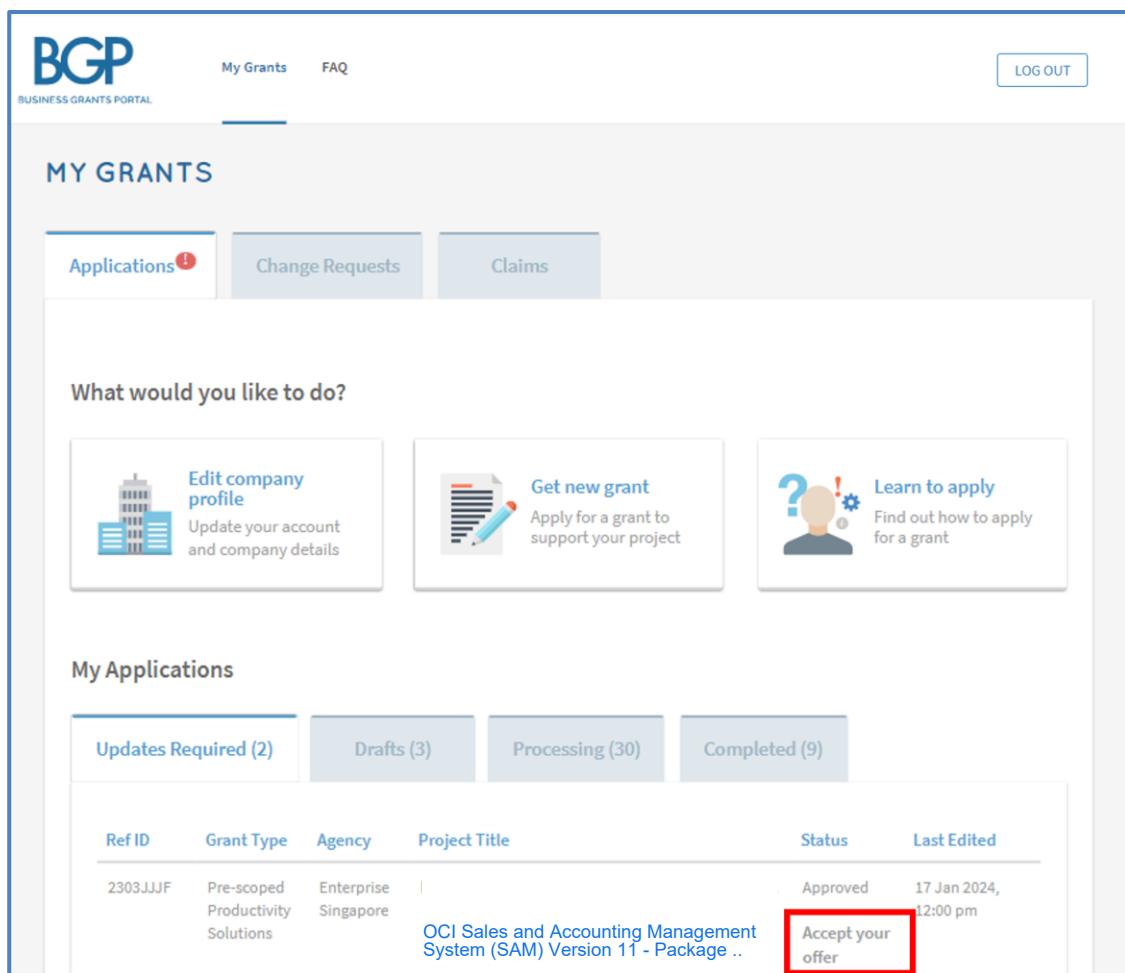
I consent to sharing my information with other Government agencies working with Business Grants Portal for the purpose of receiving updates, promotions, and relevant information. I also agree to enrol in Government agencies working with Business Grants Portal newsletter subscription to stay informed about their services and initiatives. I understand that my information will be handled in accordance with Government agencies working with Business Grants Portal privacy policy and that I can unsubscribe from the newsletter at any time.

[← 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*



The screenshot shows the BGP (Business Grants Portal) interface. At the top, there is a navigation bar with the BGP logo, 'My Grants', 'FAQ', and 'LOG OUT'. Below this is a section titled 'MY GRANTS' with three tabs: 'Applications' (highlighted in red), 'Change Requests', and 'Claims'. A sub-section titled 'What would you like to do?' contains three buttons: 'Edit company profile' (with a building icon), 'Get new grant' (with a document and pencil icon), and 'Learn to apply' (with a person icon). Below this is a section titled 'My Applications' with four tabs: 'Updates Required (2)', 'Drafts (3)', 'Processing (30)', and 'Completed (9)'. A table lists grants with columns: Ref ID, Grant Type, Agency, Project Title, Status, and Last Edited. One grant in the table is highlighted with a red box around the 'Accept your offer' button in the Status column.

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2303JJF	Pre-sscoped Productivity Solutions	Enterprise Singapore	OCI Sales and Accounting Management System (SAM) Version 11 - Package ..	Approved	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	<a href="#">1.pdf</a>	28 Jul 2023, 06:36 pm	 <a href="#">Download</a>
application/pdf	<a href="#">1.pdf</a>	28 Jul 2023, 06:36 pm	 <a href="#">Download</a>
<a href="#">Download all as zip</a>			

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](#)