

Part B (to be read in conjunction and taken as a whole with Part A)

SECTION 4 OF 5 – ACCEPTANCE OF ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

1. Please read through the eligibility criteria carefully and declare that you have met all the eligibility criteria of the NTUC CTC Grant.

ELIGIBILITY CRITERIA OF APPLICANT-EMPLOYER

- a. Applicant-employer must be legally registered or incorporated in Singapore. Companies, societies, and non-profit organisations such as charities and social service agencies are eligible to apply. Government Bodies, Statutory Boards, Organs of State, wholly-owned subsidiaries of Government, and NTUC-ARU departments and other related organisations are ineligible.
- b. Applicant-employer must have set up a CTC and developed a transformation plan that is supported by their CTC's senior management representative and NTUC / Worker representative.
- c. Project must achieve:
- Enterprise transformation: Enhanced business capabilities, innovation and/or productivity; **AND**
 - Workforce transformation: Improved employment outcomes for local workers (i.e., Singapore Citizens/ Singapore Permanent Residents) through efforts such as job redesign and commit to the following worker outcomes:
 - i) Wage increment; and/or
 - ii) Implemented Career Development Plan (CDP) that is communicated to staff.
- d. Applicant-employer should not submit applications through any third party, such as external consultants, who claim to act on the organisation's behalf.

2. Please read and accept the following terms and conditions.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT-EMPLOYER

- a. The Applicant-employer is aware of the programme requirements and deliverables for the NTUC CTC Grant.
- b. The Applicant-employer understands that its NTUC CTC Grant application may be rejected if it fails to: (a) furnish all documents required in this application; and (b) fully furnish a reply and/or additional documents as may be requested by e2i within one (1) month from each request.
- c. The Applicant-employer understands that its NTUC CTC Grant claims may be rejected if it fails to furnish all documents required for claims.

- d. The Applicant-employer shall not have received funding from other Government sources⁵ for their qualifying project cost otherwise agreed by WSG in writing.
- e. The Applicant-employer agrees that only applications submitted by the Applicant-employer to e2i will be considered for funding.
- f. The Applicant-employer confirms that:
- i) Its directors, shareholders, office bearers, partners, employees, or any other persons related to the aforesaid persons are not given any forms of payment (including, without limitation, monies, loans, rebates, discounts, refunds, and liquidated damages, collectively, "Payments") by consultants or vendors, the aforesaid persons or any other person related to the aforesaid persons, in connection to the programme; and
 - ii) There is no intention to give such payments.
 - iii) The Applicant-employer understands that the exchange of such payments without seeking Workforce Singapore's (WSG's) and/or e2i's prior written approval(s) may constitute an offence under the Penal Code (Chapter 224).
- g. The Applicant-employer agrees that supportable components as stated in the NTUC CTC Grant LOA must be purchased within the period of funding (i.e. on or after the date of the LOA). Where there is any item purchased or committed to be purchased before the LOA start date, the entire project would be considered ineligible/void.
- h. The Applicant-employer agrees that e2i shall be entitled to share copies of the LOA and all other relevant documents and information relating to the Grant and/or Grantee with the MOM, WSG, NTUC and such other non-grant recipients. The CTC's NTUC / Worker Rep will be required to endorse the Applicant-employer's Transformation plan, and the committed project outcomes in relation to this Grant application via the Endorsement Letter annexed to the LOA.
- i. The Applicant-employer agrees, and procures for its employees benefitted to agree, to be profiled by the media as beneficiaries of the NTUC CTC Grant.
- j. WSG and/or e2i, their/its appointed auditor and/or nominated representatives, shall at any time upon reasonable request be given full access to information (including access to premises) deemed necessary for the purposes of conducting effectiveness surveys or audits in relation to the programme.
- k. WSG and/or e2i shall be entitled to recover from the Applicant-employer all grants provided or disbursed under the NTUC CTC Grant:
- i) If WSG and/or e2i determines in its sole discretion that the Applicant-employer has suppressed any material information, or provided false information, when submitting this application or the claim for the NTUC CTC Grant;
 - ii) If WSG and/or e2i determines in its sole discretion that any part of the NTUC CTC

⁵ These grants include but are not limited to include Enterprise Development Grant (EDG), Productivity Solutions Grant (PSG), Job Redesign under Productivity Solutions Grant (PSG-JR), SkillsFuture Enterprise Credit (SFEC), Enterprise Leadership for Transformation Programme (ELT), Market Readiness Assistance (MRA), Business Improvement Fund (BIF), Aviation Development Fund (ADF), Job Redesign initiatives (e.g. i4.0 Human Capital Initiative for Manufacturing Sector, Service Industry Transformation Programme for the Services sector).

- Grant was used for any purpose(s) not in accordance with the eligibility criteria, programme requirements, and deliverables as notified by WSG and/or e2i in this application and from time to time; or
- iii) There are any circumstances reasonably deemed appropriate by WSG and/or e2i.
 - iv) For the avoidance of doubt, where WSG and/or e2i has not disbursed any part of the NTUC CTC Grant to the applicant-employer, WSG and/or e2i is not obligated to disburse such part of the NTUC CTC Grant insofar that any event arises or has arisen under sub-clause (i) to (iii) above.
- l. The Applicant-employer has not suppressed any material information or provided false information, and all information provided or to be provided shall be true, complete, and correct.
 - m. The Applicant-employer accepts and agrees to abide by the above terms by submitting this application. Any false information provided may constitute an offence under the Penal Code (Chapter 224).
 - n. WSG and/or e2i shall be entitled to approve or reject this application and/or subsequent claims for the NTUC CTC Grant at its absolute discretion, without giving any reasons whatsoever.

By ticking, you confirm that you have read and understood the above section, declared eligibility for the NTUC CTC Grant, and accepted the terms and conditions. *

3. Please declare the following.

The Applicant-employer shall declare to e2i during project application if there are related-entity purchases for any of the supportable components.

The Applicant-employer declares that there is no actual or potential conflict of interest between the Applicant-employer and e2i assisting with this application, and their respective officers or employees.

If Applicant-employer is unable to tick any of the checkboxes above, please provide the reasons. (up to 1,000 words)

SECTION 5 OF 5 – DECLARATION BY APPLICANT-EMPLOYER

<input type="checkbox"/>	By ticking, I hereby declare that the transformation plan has been discussed with and endorsed by the NTUC / worker representative of my CTC (refer to Annex A below). *
<input type="checkbox"/>	By ticking, I hereby declare that the information provided in this project application is truthful and accurate, and will be used by e2i to evaluate this application for the NTUC CTC Grant. I am authorised to complete and submit this project application on behalf of my organisation. *

SIGN OFF BY SENIOR MANAGEMENT OF THE APPLICANT-EMPLOYER (E.G. OWNER, CHAIRMAN, PRESIDENT, DIRECTOR, MD, ED, CEO, COO, GM) *	
Signature:	Salutation & Name:
	Designation:
	Date:

FOR OFFICIAL USE ONLY

Date received by Industry Officer:
Date received by Grant Management Officer:

Comments by Industry Officer

ANNEX A: NTUC / WORKER CTC REP TABLE

Please refer to the table below for information on who can be your senior management representative and who is your CTC's NTUC / Worker representative.

Categories	Information
Senior management reps	Senior management is one who is able to make business and workforce decisions for the entity (e.g. Owner / Chairman / President / Director / Managing Director (MD) / Chief Executive Officer (CEO) / General Manager (GM)).
NTUC / Worker rep	Unionised / Managed General Branch (MGB) CTCs: Executive Secretary (ES), General Secretary (GS), President of Union
	U SME CTCs: Director of U SME
	Other CTCs: Cluster Super Lead / Lead