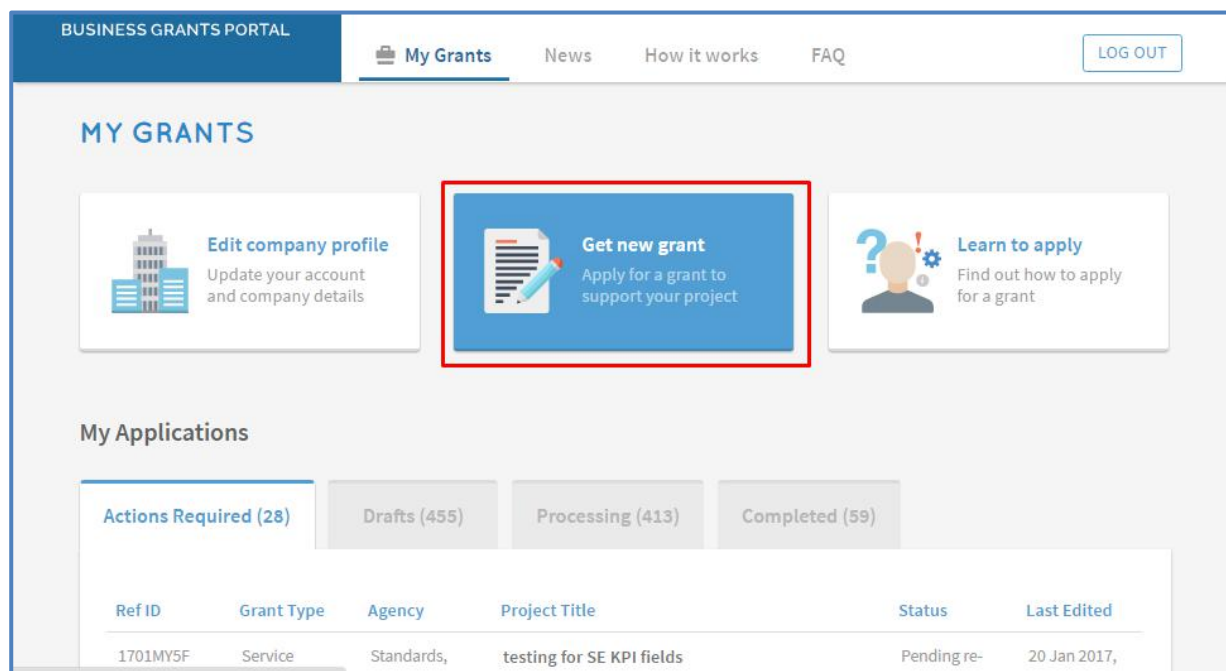


## Step-by-step guide for Productivity Solutions Grant (PSG)

### Application Submission


#### Step 1/8:

- 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 'Pre-scoped Productivity Solutions'



Select sector
Select grant
Apply for grant

**Which sector best describes your business?**

Agriculture	Air Transport ▾	Building & Construction ▾
Environmental Services ▾	Financial Services ▾	Food & Beverages ▾
Healthcare	IT	Landscape
Logistics	Manufacturing & Engineering ▾	Maritime
Media	Professional Services ▾	Retail
Security	Services	Tourism ▾
Wholesale Trade	Others	

Next →

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## 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

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

### Pre-scoped Productivity Solutions

Improve productivity with pre-scoped off-the-shelf equipment/IT solutions

### 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.

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[Apply](#)

## Step 3/8: Eligibility

- Check 'Yes' if you meet the eligibility criteria

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☰ Eligibility

Contact Details

Proposal

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Declare & Review

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

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## Step 4/8: Contact Details

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

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Pre-scoped Productivity Solutions (PSG)

## PROVIDE YOUR CONTACT DETAILS

\* Mandatory field

### Main Contact Person

The person submitting this application is the main contact person. Notifications about the application will be sent to them. Update this as necessary whenever you resubmit the application.

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"/>

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Blk/Hse No.	Street	
<input type="text"/>	<input type="text"/>	
Level	Unit	Building Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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 *	<input type="text"/>
Job Title *	<input type="text"/>
Email *	<input type="text"/>

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## Step 5/8: Proposal

- Indicate 'Equipment' or 'IT Solution'
- Select vendor and fill in details of equipment/IT solution
- Click 'Select Files' to upload quotation from vendor
- Fill in your deployment location

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### Pre-scoped Productivity Solutions (PSG)

## SUBMIT YOUR PROPOSAL

\* Mandatory field

What type of solution are you purchasing? \*

☐ Equipment ☒ IT Solution

Search for the **Security** solution you want \*

Beaufort-Xero Digital Solution Q

[Browse all solutions in this category](#)

No Of Units \*

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

suggestion:  
one month from application date

## Vendor Details

Vendor List \*

Beaufort Tax Consultants Pte. Ltd. (UEN 200900564D)

### 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 \*
- Other supporting documents (optional)
  - Licences (mandatory for the following) \*
  - 1. Waste Management Sector
    - General Waste Disposal Facility Licence
    - General Waste Collector Licence
    - Public Waste Collector Licence
  - 2. Cleaning Sector
    - Cleaning Business Licence
  - 3. Security Sector
    - Security Agency Licence

Drag and drop files here  
or

Select Files

Please upload our Quotation that you received from Beaufort

## Deployment Locations

Where will this solution be used? Enter at least one location. \*

Your claim will only be processed when the solution has been provided to all locations. If your solution will be rolled out to different locations in phases, you might want to consider submitting separate grants for each location.

Location Type \*

Select...

Home Office/Residential Building  
Shop/Office/Factory/Institution  
Park/State Land  
Construction Project Site  
On the Road/Roving

Building Name

Blk/Hse

Level

Unit

Does your business operate from this address? \*

☐ Yes

☐ No

Add New Location

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Select "Office" if you have an Operating Office, other than Registered Office Address

Otherwise, please select "Home Office" and complete your home address below

## Step 6/8: Cost

- Fill in details of project cost

Eligibility

Contact Details

Proposal 3

Cost

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### PROVIDE DETAILS OF COSTS

\* Mandatory field

All fees listed below must be in the quote attached.

Solution Type

IT Solution

Solution Name

nil

No Of Units

1

How do you intend to make the purchase? \*

Direct Purchase

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## Step 7/8: Business Impact

- Fill in details of overall impact
- Fill in details of productivity gains

Eligibility

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### EXPLAIN THE BUSINESS IMPACT

\* Mandatory field

Overall Impact

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

Suggestion:

Currently I prepare invoices using Word doc. This solution will help me automate the invoicing.

The solution enable me to keep my bills in the cloud for easy search and retrieval

I can generate live reports quickly and easily for management purposes

Productivity Gains

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

Invoicing and cashflow management

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

50 - 100 %



## Step 8/8: Declare & Submit

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

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Eligibility

Contact Details

Proposal 3

Cost

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to you, please click "No". \*

☐ No ☐ Yes

### Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

b. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.

c. The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.

d. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.

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

### Consent & Acknowledgement

a. The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.

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