

Before you start your application for the Clean Tables Support Scheme (CTSS), please download the checklist to make sure you have all the documents and information needed ready.

<b>Documents to be Uploaded</b>	<b>Information From the Documents</b>
1. ACRA Bizfile (record not more than six (6) months from the date of application)	a. UEN Number
2. SFA Foodshop Licence	a. Licence Number b. Licence Type [Foodshop (Coffeeshop/Eating House) and Foodshop (Food Court) accepted only] c. Licence Expiry Date d. Foodshop Operating Address
3. All invoices, receipts, proofs of payment and delivery order (have to be certified true copy)	a. Description of items purchased and/or installed (e.g. food tray, tray return rack/station, tray return trolley, tray return counter, or others (to specify) etc.) b. Transaction date c. Transaction number d. Vendor's name e. Total amount paid for each item f. Unit cost of each item g. Number of each item purchased and/or installed
4. Photos of tray return facilities installed and/or trays purchased (limited to 3MB)	NA
5. Layout plan detailing number of foodstalls in the premises	
NA	a. Vendor ID from Vendors@Gov (Payment will be disbursed through bank account registered in Vendors@Gov. Please make sure you have created an account at Vendors@Gov before proceeding with the application.)

### **Creating an Account at Vendor@Gov**

Please visit Vendors@Gov Portal ([www.vendors.gov.sg](http://www.vendors.gov.sg)) to create a vendor record and provide your bank details. For more information on how to login and create the vendor record, please refer to the User Manual at Vendors@Gov.

(<https://www.vendors.gov.sg/Common/UserManual.aspx>)

Please allow up to three working days for your vendor record to be verified and approved. Once approved, you will receive an email notification at your registered email address.

Payment will be made to the registered bank account in Vendors@Gov after your application is approved.

If Applicant encounters issues with the vendor record creation via Vendors@Gov, on an exceptional basis, applicant can submit a signed original Direct Credit Authorisation (DCA) form with bank endorsement to NEA for processing. Please note that the processing time will be longer.

The signed original DCA form with bank endorsement along with your company's Business Profile and your NRIC must be submitted to Accountant-General's Department (AGD) and a copy be emailed to [NEA\\_CTSS@nea.gov.sg](mailto:NEA_CTSS@nea.gov.sg) if:

- a. Your bank account is not registered with DBS, POSB, UOB, OCBC, Far Eastern Bank or Citibank; or
- b. Your bank account is a joint account; or
- c. Your organisation/company is not registered with UEN; or
- d. Your organisation/company UEN entity type is UEN-Others; or
- e. You are a sole proprietor with no corporate bank account and are registering using your personal bank account.

**Accountant-General's Department, 100 High Street, #06-01, The Treasury, Singapore  
179434**

**Attention to AGD AP Branch**