

## Productivity Solutions Grant (PSG) for Environmental Services (ES) Industry

### Business Grant Portal (BGP) Application Guide

Application Stage
<b>Beginning of Application</b> <ul style="list-style-type: none"><li>Log in to the Business Grant Portal (BGP) using your company's CorpPass account. Do not share or provide access of your CorpPass to unauthorised persons for use.</li><li>Select "<b>Environmental Services</b>" at beginning of application.</li><li><b>Which sector best describes your business:</b> Select "Cleaning" for buying of cleaning equipment, and "Waste Management" for buying of waste management equipment.</li></ul>
<b>Eligibility</b> <ul style="list-style-type: none"><li>Ensure your company meets the eligibility criteria listed. Select "<b>Yes</b>" if all criteria are met.</li><li>Do note that PSG is not applicable for companies who are buying to replace existing equipment with the same model as this is not considered a productivity gain.</li></ul>
<b>Contact Details</b> <ul style="list-style-type: none"><li>Fill in the required fields indicated for <b>Main Contact Person</b> and <b>Letter of Offer Addressee</b>.</li></ul>
<b>Proposal –</b> <b>Solution / Vendor Details</b> <ul style="list-style-type: none"><li>Fill in the required fields indicated for Solution and Vendor Details.</li><li><b>Vendor Quotations:</b> To obtain 2 other quotations from unrelated vendors for comparison, on top of your selected vendor.</li><li><b>Pre-owned:</b> Solution purchased to be brand new. To explain if solution is pre-owned.</li></ul> <b>Supporting Documents</b> <ul style="list-style-type: none"><li><b>Common Missing Documents:</b> ACRA Business Profile (BizFile), Product Brochure (Technical Specification), NEA Cleaning / Waste Collector License, Existing contract.</li><li><b>Existing Contract:</b> Ensure your contract is signed and valid for at least 1 year at point of application. To provide other documentary proof where not.</li><li><b>Vendor Product Brochure:</b> To check and ensure vendor product brochure has all technical specifications listed.</li><li><b>NEA Licence:</b> Ensure your licence is reasonably valid at point of application. To provide documentary proof for renewal of licence renewal if it is due to expire.</li></ul> <b>Deployment Locations</b> <ul style="list-style-type: none"><li>To specify locations of deployment where equipment / digital solution is being used and ensure contract letter specifies the deployment location and contract period.</li></ul>
<b>Declare &amp; Review / Consent &amp; Acknowledgement</b> <ul style="list-style-type: none"><li>Ensure you have read and understood the declarations and have accurately declared.</li></ul>

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#### Claim Stage

- **Holding period:** To hold equipment for 1 year from the date of claim approval.
- **Direct Credit Authorisation Form:** Ensure your Direct Credit Authorisation Form is completed and submitted during claim submission.
- **Certificate of Origin:** Optional to provide the certificate of origin during claim submission.