

## HAWKERS' PRODUCTIVITY GRANT Guidelines for Application

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### 1. Objective

The purchase of suitable automation equipment is co-funded to help stallholders achieve higher productivity in preparing and serving of sale items to customers through the use of technology.

### 2. Eligibility Criteria

To be eligible for the Hawkers' Productivity Grant (HPG), stallholder must satisfy the following conditions:

- (a) Is a **registered stallholder** with a **valid hawkler stall licence** issued by NEA / SFA.
- (b) Has a **valid Tenancy Agreement** with NEA or NEA-appointed operators, with balance tenancy term of **at least one (1) year**.
- (c) Complies with any terms and conditions as imposed by NEA.

Stallholders are to refer to NEA website for the pre-approved list of equipment that qualify for the grant.

### 3. Application

- (a) Stallholders have to use SingPass to login and submit online via this link: <http://e-services.nea.gov.sg/hcms/mainpage.aspx>. The following documents must be scanned and uploaded with the application:
  - i. Supplier's quotation with equipment unit cost
  - ii. Brochure of equipment with technical specifications e.g. power consumption in watts/amps, phase, dimensions, capacity, etc.
  - iii. Copy of bank book/bank e-statement that shows bank account number and holder's name
- (b) Applications will only be processed upon complete submission of documents and information. Required information includes submission of completed Addition & Alteration Form on declaration of existing electrical appliances and equipment installed in the stall via email to NEA. The date of the complete submission will be taken as the application date.
- (c) All applications submitted will be taken as final and no amendments are allowed.
- (d) Application for equipment not listed in the pre-approved list of equipment will be subjected to evaluation.
- (e) Outcome of applications will be notified via mail.
- (f) For successful applications, stallholders will receive a Letter of Offer (LOO). Stallholders will have to accept the stipulated terms and conditions in the LOO, sign the Letter of Acceptance (LOA) and return it to NEA within thirty (30) days from the date of LOO, **failing which this offer shall be deemed to have lapsed**.

#### 4. Funding Support

- (a) Stallholders can claim up to 80% of the equipment unit cost (excluding GST) on a reimbursement basis, capped at S\$5,000. Stallholders may submit up to a maximum of 3 applications. The last day of application is 31 March 2023.
- (b) Stallholders cannot claim from HPG if the equipment has been funded by other grant schemes.

#### 5. Claims and Disbursements

- (a) Upon receiving the LOO, stallholders may proceed to purchase the equipment. Stallholders are to submit their claim within two (2) months from the date of LOO. During the 2 months, stallholders have to use the equipment for at least one (1) month from the date of itemised receipt/invoice in order to declare the actual man-hour savings. Stallholders are to submit the following documents:
  - i. Disbursement Request Form, duly completed and signed
  - ii. Original itemised receipt and invoice
  - iii. Original Direct Credit Authorisation (DCA) Form, duly completed and signed (if applicable)
  - iv. Other documents (if any)
- (b) Claims must be submitted to:

**Hawker Centres Group  
National Environment Agency  
HDB Hub East Wing,  
480 Lorong 6 Toa Payoh #26-01  
Singapore 310480  
Attn: Hawkers' Productivity Grant, <Name of Grant Processing Officer>**

#### 6. Holding Period

- (a) Stallholder must hold the Approved Equipment for at least one (1) year commencing from the date of purchase of the Approved Equipment or until the end of the tenancy term of the stall whichever is the earlier.

#### 7. Other Information

- (a) NEA has the right to reject any applications or claims and its decision is final.
- (b) If stallholders fail to comply with any of the terms and conditions set out in the LOO or if any information furnished to NEA contains any inaccuracies, NEA reserves the right to take any further action against the stallholders as NEA in its sole discretion deems fit, including recovery of grant disbursed and debarment from further applications to the Hawkers' Productivity Grant.
- (c) For further information, please contact NEA at 6690 6550, email: [nea\\_hpg@nea.gov.sg](mailto:nea_hpg@nea.gov.sg), or visit NEA One-Stop Information and Service Centre located at HDB Hub East Wing, 480 Lorong 6 Toa Payoh, #26-01, Singapore 310480.

#### Typical Timeline of an Application

*\*Timeline is subjected to the completeness of application and documents required to process the grant*

