

User Guide: e-Submission of Hawkers' Productivity Grant Application

Funding support for stallholders to achieve higher productivity in preparing and serving of sale items to customers through the use of suitable automation equipment

Step 1:

- ✓ Login to Hawkers Online Portal using SingPass



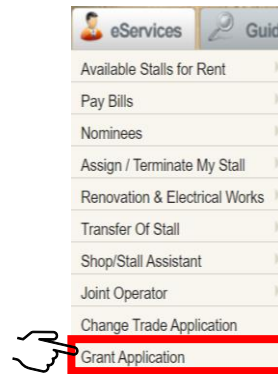
Step 2:

- ✓ Update your contact information (e.g. contact number, email address) for our Grant Processing Officer to contact you



Step 3:

- ✓ Under eServices, select **Grant Application**
- ✓ Select the stall unit no. that you are applying grant
- ✓ Key in the application information (e.g. equipment details, bank account details)



Step 4:

- ✓ Enter the equipment details
- ✓ Click **Add/Update** to apply for more than 1 equipment (no limit but capped at S\$5,000 grant per stallholder)
- ✓ Click **Save as Draft** then **Next** to proceed
(Application can be saved as draft before submitting. Please take note that draft application will automatically be removed from your account after 2 days.)

Name of Equipment	Model No. of Equipment	Function of Equipment	Power Consumption	Current hour(s) without use of Equipment	Estimated hour(s) with use of Equipment	No. of Registered Hawker Assistants	No. of Hawker Assistants needed with use of Equipment	Estimated Cost (Exclude GST)
Meat Peeler Machine	MPH123	Meat Peeler	23 Amp	12 hrs 10 mins	09 hrs 05 mins	2	1	\$3,300.00
\$3,300.00								

Add/Update

Name of Equipment*:

Model No. of Equipment*:

Function of Equipment*:

Power Consumption*:

Current hour(s) without use of Equipment: Hours*: Minutes*:

Estimated hour(s) with use of Equipment: Hours*: Minutes*:

No. of registered Hawker Assistants*:

No. of Hawker Assistants needed with use of Equipment*:

Equipment in Pre-Approved List*: Yes No

How does the Equipment improve

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Step 5:

Upload supporting documents



a) Brochure of equipment with technical specifications on electrical consumption



b) Copy of stallholder's bank book/bank statement



c) Supplier quotation with equipment unit cost

Step 6:

✓ Verify information keyed in are correct



✓ Read through the Terms and Conditions

✓ Click **Submit** to send out the application



Step 7:

✓ You will see **"Your application/request has been successfully submitted"** on the top left of the page.

1	Select stall for the grant application	2	Enter grant application details	3	Upload supporting documents	4	Confirm and Submit	5	Complete
Your application/request has been successfully submitted.									
Transaction Reference Number: GS/1709/0002									
Application Mode: e-Services									
Application Date: 24-Sep-2017									
Tenancy Details									
Tenancy No: TE/TB1/00-000/0000/00									
Commencement Date: 01-Jul-2016									
Expiry Date: 30-Jun-2019									
Trade Type: COOKED FOOD > COOKED FOOD(NON-MUSLIM)									

Additional Information

Check Grant Application status:

- ✓ Login to Hawkers Online Portal using SingPass
- ✓ Mouse over **My Account** tab
- ✓ Click on **My Account Summary**



3 type of status under **My Account Summary**:

- ✓ **"New"** – Application has been submitted successfully.
- ✓ **"Processed"** – Application has been processed, and you will be notified via mail.
- ✓ **"Draft"** – Application was saved but not submitted. Please take note that draft application will automatically be removed from your account after 2 days.

Contact Details

For more information, please email NEA at nea_hpg@nea.gov.sg, call NEA hotline at 6225 5632 or visit the NEA One-Stop Information and Service Centre located at HDB Hub East Wing, 480 Lorong 6 Toa Payoh, #26-01, Singapore 310480