Environmental Services (ES) Productivity Solutions Grant (PSG) Application Checklist

This checklist aims to help you in your ES PSG application process and is divided into two sections:

I. Required documentation to prepare for your PSG application
II. Important information for applicants

Note: This checklist must be submitted with your PSG application. By submitting it, you confirm that you have read, understood, and agree to comply with its contents.

I. Required documentation to prepare for your PSG Application:

S/N	Document	Applicable for	Things to Note
1	☐ Preferred Quotation for the equipment	All applicants	• Must be addressed to the applicant's company name. Please note that company name must be exact in the quotation. • Must be from the preferred vendor • Must include details of equipment (model type, quantity, pricing) and be aligned with the details submitted in the grant application • Must be dated. Quotations without dates will not be accepted.
2	☐ Full Accounting and Corporate Regulatory Authority (ACRA) document with list of all corporate shareholders	All applicants	• From Bizfile • Must be recent (within 6 months from the date of grant application)
3	☐Company and Group Financial statements for the past 3 years	All applicants	• Must be the latest three copies available and the revenue details must match those declared in the application. • If audited statements are unavailable, you may choose to upload other financial statements or management accounts/records.
4	☐Latest valid ES license issued by National Environment Agency (NEA)	Environmental Services Companies	• Must be valid at the point of application (i.e. Cleaning or Waste Management or Pest Management license)

S/N	Document	Applicable for	Things to Note
5	☐Valid supporting documentation (e.g., service contract, lease/tenancy agreement, or land title deed etc) for deployment location(s) of the equipment	Environmental Services Companies	• Must include details of the deployment location in Singapore (e.g. full address) and this must match with the deployment location submitted in the application • Must be valid at the point of application, i.e. still in effect and relevant to the equipment to be adopted • If the document submitted is a contract, the contract start and end dates should be included, and the contract must be endorsed by all parties relevant to the contract
6	☐Valid land title	Premises Owners	• To prove that company is the premises owner for the deployment location • Only official certificate of title which is still valid at the point of application would be accepted.
7	☐Singapore Land Authority (SLA) Management Corporation Strata Title (MCST) incorporation / constitution certificate	Managing agent representing MCST	• Must be valid at the point of application
8	☐Document indicating the building owner's approval for the managing agent to apply for ES PSG on its behalf	Managing agent representing MCST	• Can be an official document or an email • Approval must be obtained from building owner(s)

S/N	Document	Applicable for	Things to Note
9	☐Tenancy / Lease contract	Tenant/Lessee	• The leased deployment location based in Singapore must be valid at the point of application in the Business Grant Portal • Must clearly show the applicant as the tenant/lessee • Contract must be endorsed by both Tenant/Lessee (i.e. Applicant) and Landlord/Lessor • Applicant should highlight or indicate the page number(s) where the above information is stated in the application document
10	☐Document on landlord / lessor's approval for the applicant to deploy the equipment/solution at the leased deployment location	Tenant/Lessee	• Can be an official document (e.g. letter) or an email • Approval should be obtained from landlord/lessor before grant application
11	☐ ES PSG Application Checklist (this current document)	All applicants	• Must be submitted as part of applicant's acceptance of application submission requirements and important notes for Environment Services PSG
12	☐Screenshot of the exchange rate used	For applicants whose quotations are in foreign currency	• Applicable for quotations in foreign currency only • Exchange rate used should be based on application's first submission date in Business Grant Portal. Hence, screenshot is to be taken on the day

S/N	Document	Applicable for	Things to Note
			the application is intended to be submitted. • Examples of exchange rates could include bank rates, Monetary Authority of Singapore (MAS) exchange rates, etc.
13	☐Other supporting documents (if applicable)	All applicants	• Any other relevant supporting documents related to the equipment purchased

II. Information to note for Applicants

1) The Applicant refers to the company that applied for the Productivity Solutions Grant (PSG) using its Unique Entity Number (UEN). All supporting documents submitted during application must consistently reflect the applicant company's name. Documents that do not reflect the applicant's company name will be rejected.

2) Third parties are not allowed to apply or manage the grant on behalf of applicant companies.

3) The Applicant must not make any payment, deposit, or signed/confirmed any contract or orders related to the solution or equipment before the application submission. Any such actions taken outside of the qualifying period (from application submission date to claims due date) will not be eligible for support. This includes any signed/confirmed contracts, orders, or payments (e.g. deposits) made with suppliers, vendors, or third parties before the application is submitted or after the claims due date.

4) Qualifying costs include actual purchase, lease, or hire purchase cost of equipment.

5) The grant does not support Good Services Tax (GST) or any fees/charges beyond the qualifying cost made in relation to the equipment, e.g., administrative fees/charges, design fees, freight charges, shipping charges, port charges, bank charges, charges for assembly and dismantling, service charges, maintenance fees etc.

6) Only the actual purchase/lease/hire purchase cost will be supported for direct/ lease/ hire purchase mode.

7) Only new packages are eligible for support under subscription or leasing purchase modes. Pre-existing or ongoing subscriptions or leases at point of application will not be supported.

8) Pre-owned equipment are not supported. Please refer to our list of supportable solutions for description on type of equipment supported. Any customisations to the solution may not be supported.

9) The equipment must be used/deployed in Singapore.

10) All equipment are required to be implemented in compliance with the relevant prevailing local regulations.

11) The purchased equipment must be exclusively used by the company, kept functional in Singapore, and remain in the company's possession during specified periods. No selling, leasing, disposal or allowing damage beyond repair.

12) **The approval of the application is contingent upon submission of supporting documents** required for application processing and the review of these supporting

documents by NEA. NEA reserves the right to request additional supporting documents and clarifications when reviewing application submissions.

13) Approval of grant application does not translate to automatic approval of claims and disbursement of grant. Claim submission is required following the approval of grant application and purchase of equipment. **Claim must be approved before grant can be disbursed**. Payment must be made by applicant company to the approved vendor/supplier. Payment for the approved equipment by other parties, related companies, or subsidiaries on behalf of the applicant will not be accepted.

14) Upon approval of claim, there is a mandatory holding period of 1 year. This refers to the length of time that the equipment acquired by direct purchase must be owned and possessed by the Applicant, commencing on the date that the final claim is approved in Business Grant Portal.

15) Failure to meet this requirement and other terms and conditions as set out in the Letter of Offer may result in the clawback of the disbursed grant with interest on late repayment.