

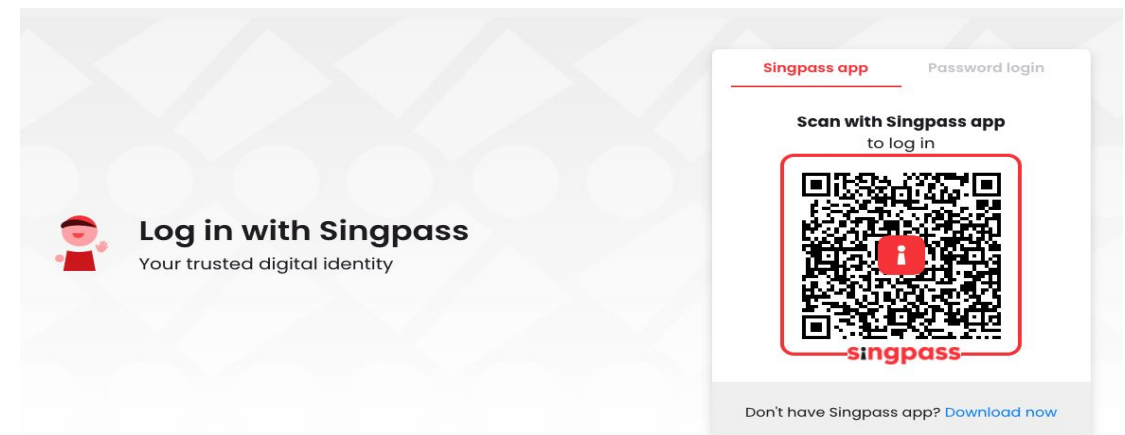
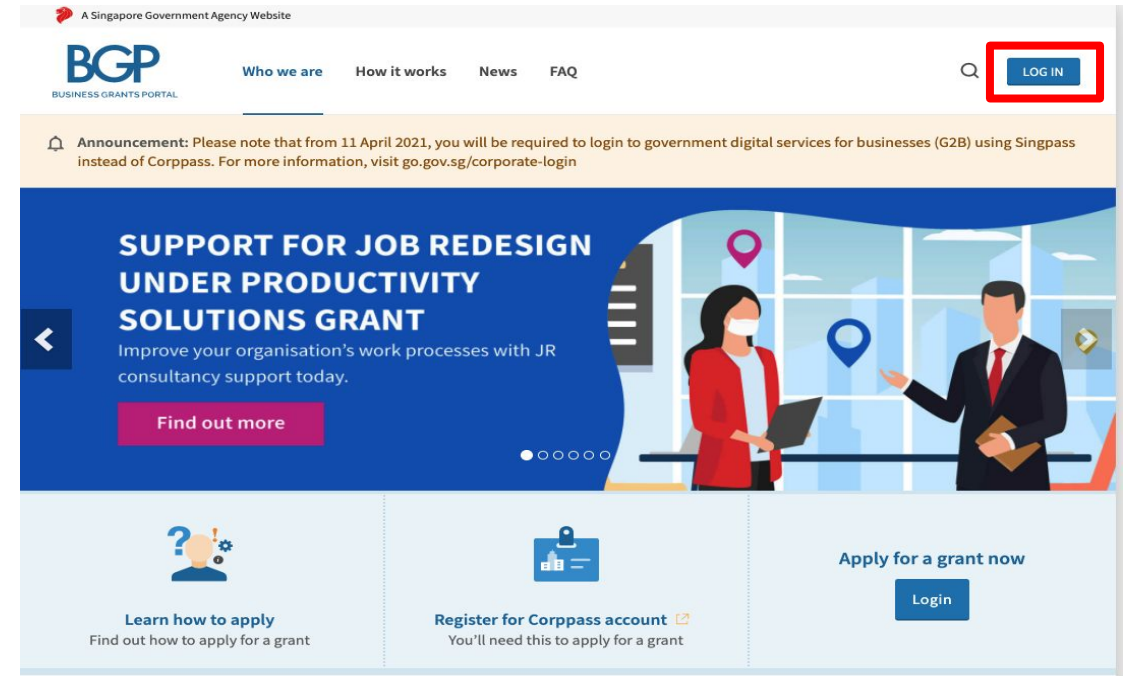


Step-by-step guide:
**Productivity
Solutions Grant
(PSG) Claim Process**



Log into the Portal

- Visit www.businessgrants.gov.sg
- Click on "LOG IN"
- Log into the portal with your Singpass information



Navigate “Claims” Tab

A Singapore Government Agency Website

BGP
BUSINESS GRANTS PORTAL


My Grants Who we are How it works News FAQ LOG OUT


Acceptor


MY GRANTS

Applications Change Requests **Claims**

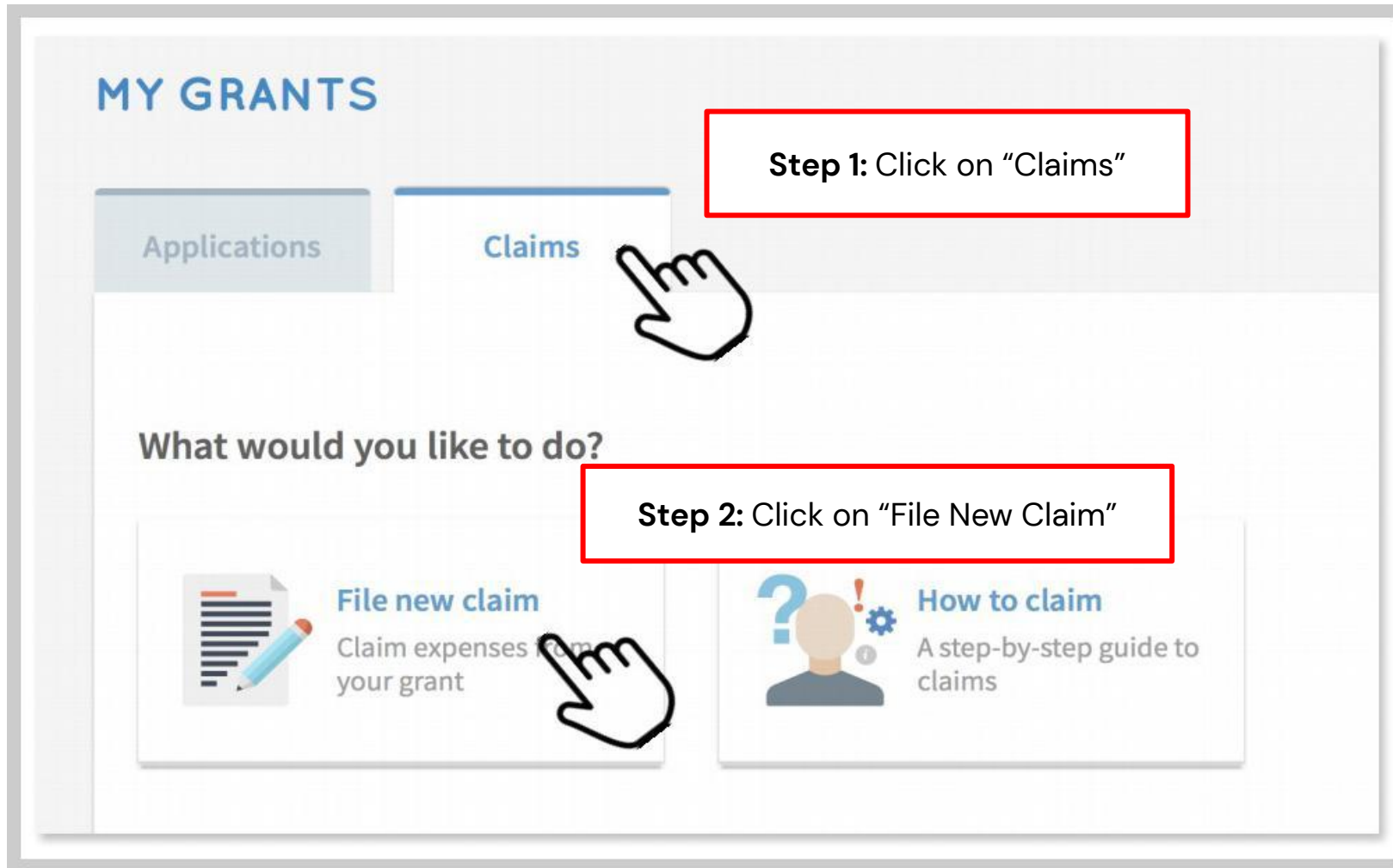
What would you like to do?

**Edit company profile**
Update your account and company details

**Get new grant**
Apply for a grant to support your project

**Learn to apply**
Find out how to apply for a grant

Navigating your Claims



Selection of Project

Click on the Project Title

You should be able to view the approved Xero package on the page.

Click on the approved project title “**A-Class Accounting & Sales Management by Sleek Version 1- B- Start up**”.

**Note your project title may be different from this example depending on what package you had signed up with Sleek.*


If you have multiple projects approved, proceed to claim one at a time.



[← Back to My Grants](#)

FILE NEW CLAIM


| Ref ID | Grant Type | Project Title | Claim Due Date |
|----------|-----------------------------------|--|----------------|
| 201132QE | Pre-scoped Productivity Solutions | Xero Cloud Accounting Software - Premium Package | 13 Jan 2022 |



CLAIMS
Review or edit your claims form

Step 3: Click on "Proceed"

Proceed



Main Contact Person Details

Step 4: If the information under Main Contact Person Details is the same as previous submission(s), click on the small box.
If not, input the Main Contact.

My Grants News How it works FAQ LOG OUT

Back To Claims

Contact Details

Claim Information

Business Outcomes

Declare & Review

You are submitting a claim for this application: 1804JJCL

UPDATE YOUR CONTACT DETAILS

Mandatory field

☒ Same as previous submission

Main Contact Person

The person submitting this claim is the main contact person. Notifications about the claim will be sent to them. Update this as necessary whenever you resubmit the claim.

Name *

Job Title *

Contact No *

Email *

Alternate Contact Person's Email

Only tap on the check box if they are the same.
If not, do input the information below.

Review the Details

[← Back to Claim Actions](#)

Contact Details

Claim Information

Business Outcomes

Declare & Review

You are submitting a claim for this application: 201132QE

UPDATE YOUR CLAIMS INFORMATION

* Mandatory field

Solution Details

Solution Type

IT Solution - IT

Solution Name

Xero Cloud Accounting Software - Premium Package

Vendor Name

TIMCOLE PTE LTD

UEN

201134830C

☐ I used a different vendor.

Step 5: Review the Solution Details to make sure that the stated information are correct.

Uploading of Documents

Step 6: Under the question “Key in your software license numbers or equipment serial numbers”, state the following:
“Not applicable as it is a web-based application.”

Proceed to upload the required supporting documents. If you require any assistance in obtaining any of the stated supporting documents, feel free to reach out to Sleek directly.

The screenshot displays the 'Claim Information' step of the Sleek application process. The left sidebar contains navigation links: 'Back to Claim Actions', 'Contact Details', 'Claim Information' (highlighted with a red box and a notification icon), 'Business Outcomes', and 'Declare & Review'. The main content area is divided into two sections, both highlighted with red boxes. The top section, titled 'Key in your software license numbers or equipment serial numbers *', features a large text input field with a '458 characters left' indicator. The bottom section, titled 'Upload supporting documents *', provides instructions on supported file formats (jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx) and a file size limit of 10 MB. It lists required documents with checkboxes: Invoice, Bank Statement showing payment, Purchase Order or signed acceptance of quotation/Contract, Receipt or cheque, Pictures (with a sub-item for software license numbers), Usage report (with a sub-item for at least one month), and Other documents. A dashed red box highlights a file upload area with the text 'Drag and drop files here or' and a 'Select Files' button. Below this, a red text prompt says 'Upload and tag bank statement showing payment'. At the bottom, a file upload bar shows 'Quote_QU200003.pdf' uploaded on '16 Jun 2020, 08:13 pm' with a size of '0.23MB'.

Key in your software license numbers or equipment serial numbers *

458 characters left

Upload supporting documents *

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

- ✓ Invoice *
 - Bank Statement showing payment *
- ✓ Purchase Order or signed acceptance of quotation/Contract *
- ✓ Receipt or cheque *
- ✓ Pictures *
 - Licence number(s) of software
- ✓ Usage report *
 - At least one month
- Other documents

Drag and drop files here
or
Select Files

Upload and tag bank statement showing payment

Quote_QU200003.pdf 16 Jun 2020, 08:13 pm 0.23MB

Key in the Numbers

Step 7: Select “Direct Purchase” under Mode of Purchase.

Thereafter, fill in the “Actual Expenses Paid (Excluding GST)” with the amount shown on the invoice before GST.

The other information will be auto-filled.

The screenshot shows the 'Payment' section of a form. The 'Mode of Purchase' is set to 'Direct Purchase'. The 'How many instalments or subscription months is this claim for?' is set to '12'. The 'Actual Expenses Paid (Excluding GST)' is set to 'SGD'. The 'Estimated Total' is set to 'Up to 80%'. The 'Estimated Amount Claimable' is set to 'Up to 80%'. Red boxes and arrows highlight the 'Direct Purchase' selection, the 'Actual Expenses Paid' field, and the 'Estimated Total' and 'Estimated Amount Claimable' fields. A note states that 'Approved Grant', 'Grant Balance', 'Estimated Total', and 'Estimated Amount Claimable' will be auto-filled. Step 8 instructs to fill in the 'Total Amount shown on the invoice before GST'.

Payment

Will this be your final claim? Yes

Mode of Purchase **Direct Purchase**

How many instalments or subscription months is this claim for? * 12

Approved Grant

Grant Balance

Actual Expenses Paid (Excluding GST) * SGD

Estimated Total

Support Level (%) Up to 80%

Estimated Amount Claimable

Note: Approved Grant, Grant Balance, Estimated Total and Estimated Amount Claimable will be **auto-filled**

Step 8: Fill in the Total Amount shown on the invoice **before** GST

Review your Numbers

Step 8: Review and double check the auto-filled information under Location Deployed.

If **incorrect**, update the address. Click "Next" to proceed.

The screenshot shows a web form titled "Location Deployed". At the top, there is a dropdown menu labeled "Shop/Office/Factory/Institution". Below this is a "Location Type *" field with a dropdown menu showing "Shop/Office/Factory/Institution". To the right of this is a "Postal Code *" field with a search icon. Below the postal code field are three input fields: "Blk/Hse No.", "Street", and "Level". To the right of "Level" is a "Unit" field and a "Building Name" field. Below these fields are two questions with radio button options: "Does your business operate from this address? *" with "Yes" (selected) and "No" options, and "Is your address a shared office? *" with "Yes" and "No" (selected) options. At the bottom of the form is a blue button labeled "Add New Location". At the very bottom are three buttons: "Previous", "Save", and "Next" with a right arrow. A red line with arrows points from the "Location Type" dropdown, the "Postal Code" field, the "Blk/Hse No." field, the "Level" field, and the "Next" button. A red box at the bottom right contains a note.

Note: Click on the dropdown box to choose Location Type

Key in the Costs

Step 9: For the question “How much do you expect your costs to reduce?”, fill in the Cost Savings in percentage.

With the use of Sleek solutions, you should expect your cost to reduce between 20 to 60%.

Step 10: Fill in the Cost Savings in percentage

You are submitting a claim for this application: 1804JJCL

BUSINESS OUTCOMES

* Mandatory field

Now that you've used this solution, update your projections to reflect the actual impact.

Cost Savings

How much do you expect your costs to reduce? *

 %

Productivity Gains

Step 10: If the information under Productivity Gains is the same as the previous submission, click on the small box indicating “Same as previous submission”. Otherwise, type in your own words and the task efficiency percentage.

With Sleek solutions, you can expect productivity improvements of between 25% to 50%.

If you made no changes, indicate “NIL” under the statement “If your projections have changed, tell us why.” Otherwise, state the reason.

Click “Next” to proceed



Step 11: If the information under Productivity Gains is the same as previous submissions, click on the small box. **If not**, please indicate in your own words, and the percentage.

Productivity Gains

☒ Same as previous submission

When task will be more efficient with the new solution? *

How much more efficient is this task now? *

bookkeeping

75.00 %

If your projections have changed, tell us why.

This will help us to identify better solutions in the future. Your feedback will not affect your grant disbursement.

Indicate NIL, If no changes of the projection.

500 characters left

← Previous

Save

Next →

Declaration and Acknowledgment of Terms

Step 11: Read and select either “Yes” or “No” for each question at the Declare & Acknowledge Terms page.

You may now log out and wait for the submission confirmation via email, or continue to submit another claim.

You are submitting a claim for this application: 1804JJCL

DECLARE & ACKNOWLEDGE TERMS

* Mandatory field

"Applicant" or "you" refers to the company or business making this claim, e.g a sole proprietorship, partnership, limited liability partnership, or company.

1. Have all expenses for the IT solution or equipment set out in this claim been paid for by the applicant? *
☒ Yes ☐ No
2. Has the Applicant made any other claims for these expenses? *
☒ No ☐ Yes
3. Has the Applicant applied for, obtained or is intending to apply for any other grants, tax or financial incentives for the purchase of this IT solution or equipment? *
☒ No ☐ Yes
4. Has the Applicant received or is the Applicant receiving or claiming any monies, loans, rebates, discounts, refunds or damages from any person providing goods and services that is the subject of this application for grant? *
☒ No ☐ Yes
5. Does the Applicant and its related companies and their respective directors or shareholders have any relationship, connection, association or dealings with any person providing goods and services in relation to this application for grant? *
☒ No ☐ Yes
6. Have any of the costs set out in this claim been paid on behalf of the Applicant by any of the following related parties:
 - a party which is a member of the same group as the applicant
 - a party which is an associate of, or joint venture participant with, the Applicant or any member of the group of which the Applicant is a member
 - a party which is a joint venture of a third entity and the Applicant is an associate of the third entity
 - a party which is controlled or jointly controlled by the Applicant with another party or parties
 - a party which has significant influence over the Applicant or who is an officer or a key management personnel of the Applicant or of a parent of the Applicant? *☒ No ☐ Yes

Consent & Acknowledgement

- a. The Applicant states that the information in this claim and the accompanying information is true and correct.
- b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.
- c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

☒ The Applicant hereby acknowledges and consents to the above. *

← Previous Save Review



And you're done!