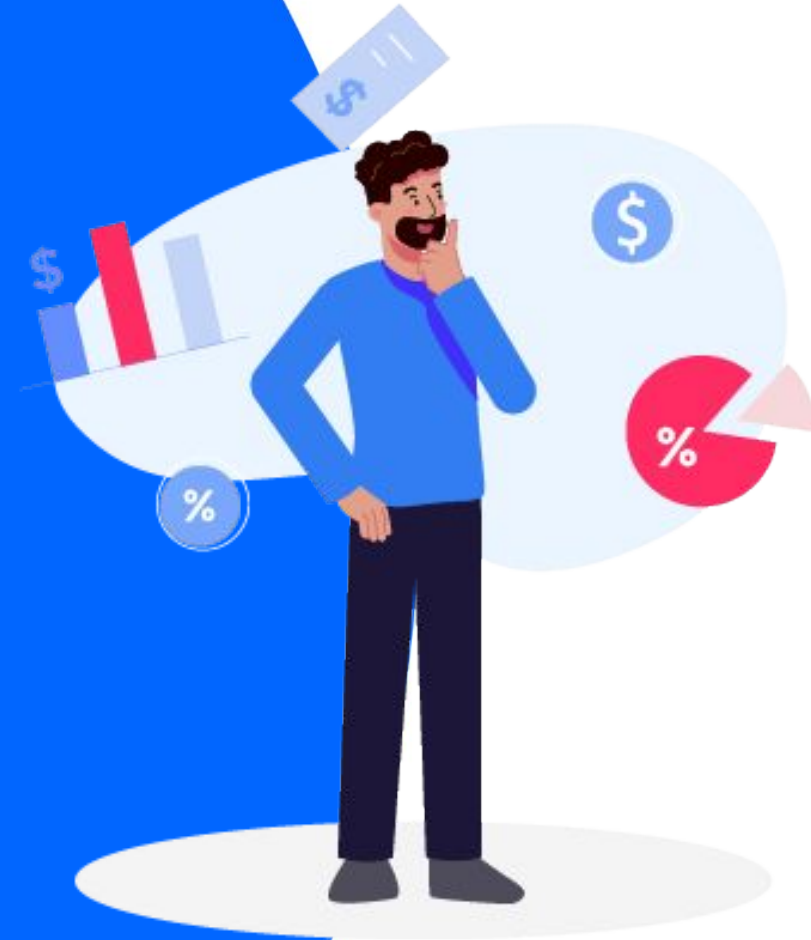


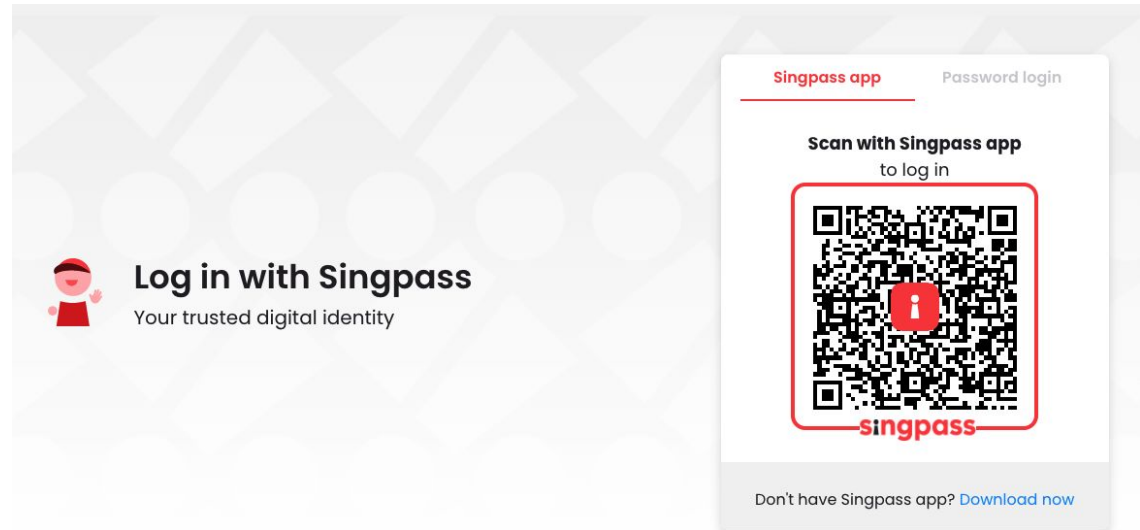
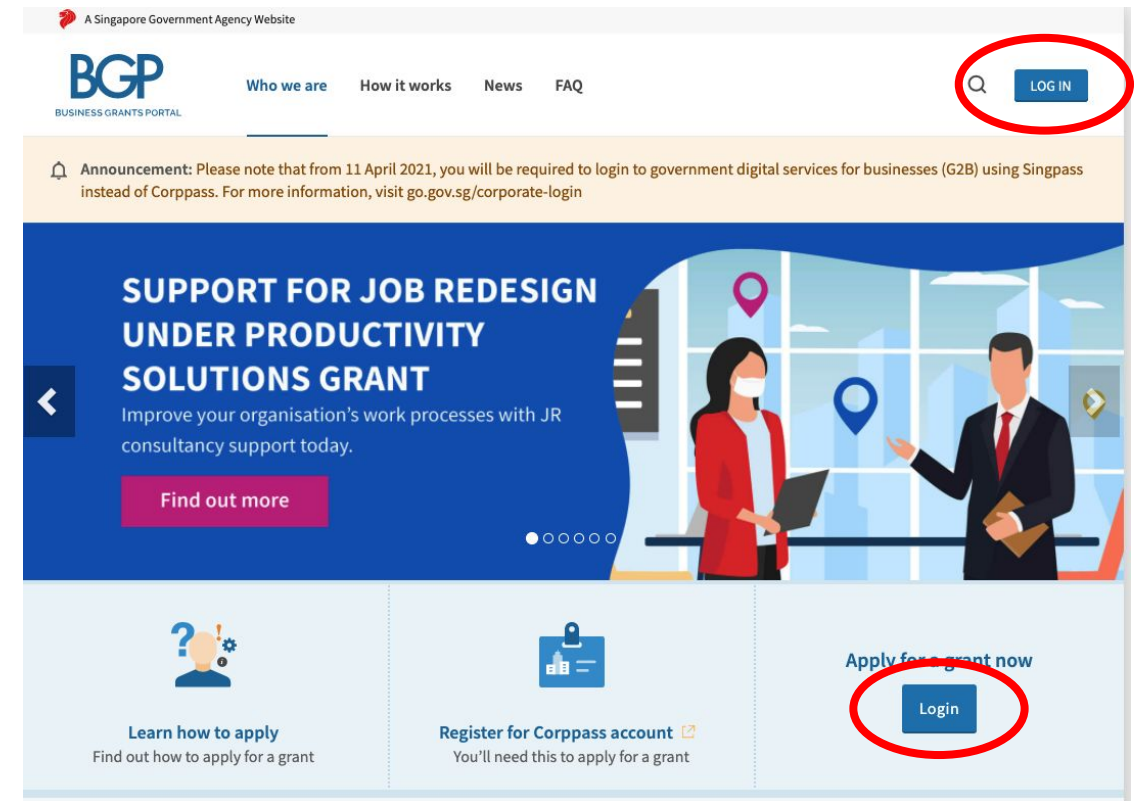


Step-by-step guide:  
**Productivity  
Solutions Grant  
(PSG) Application**

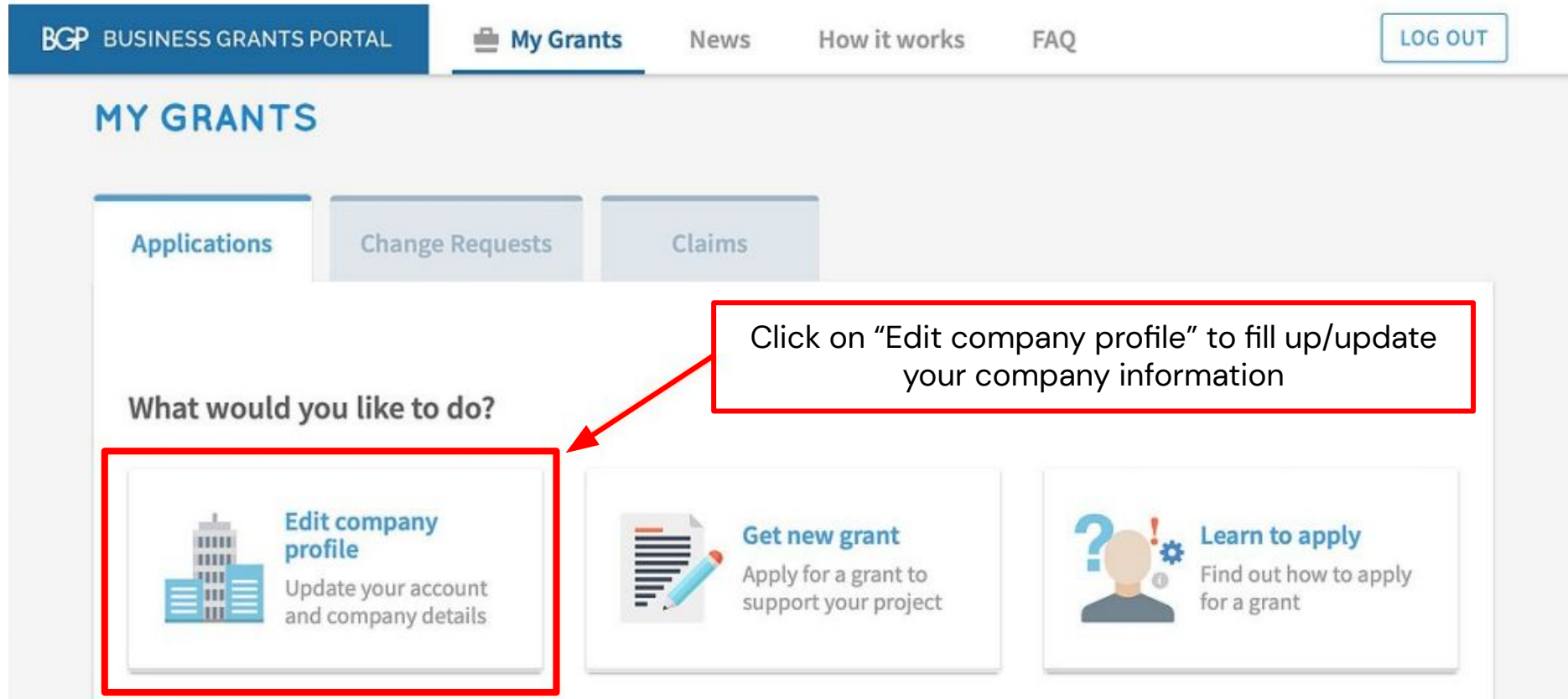


# Log into the Portal

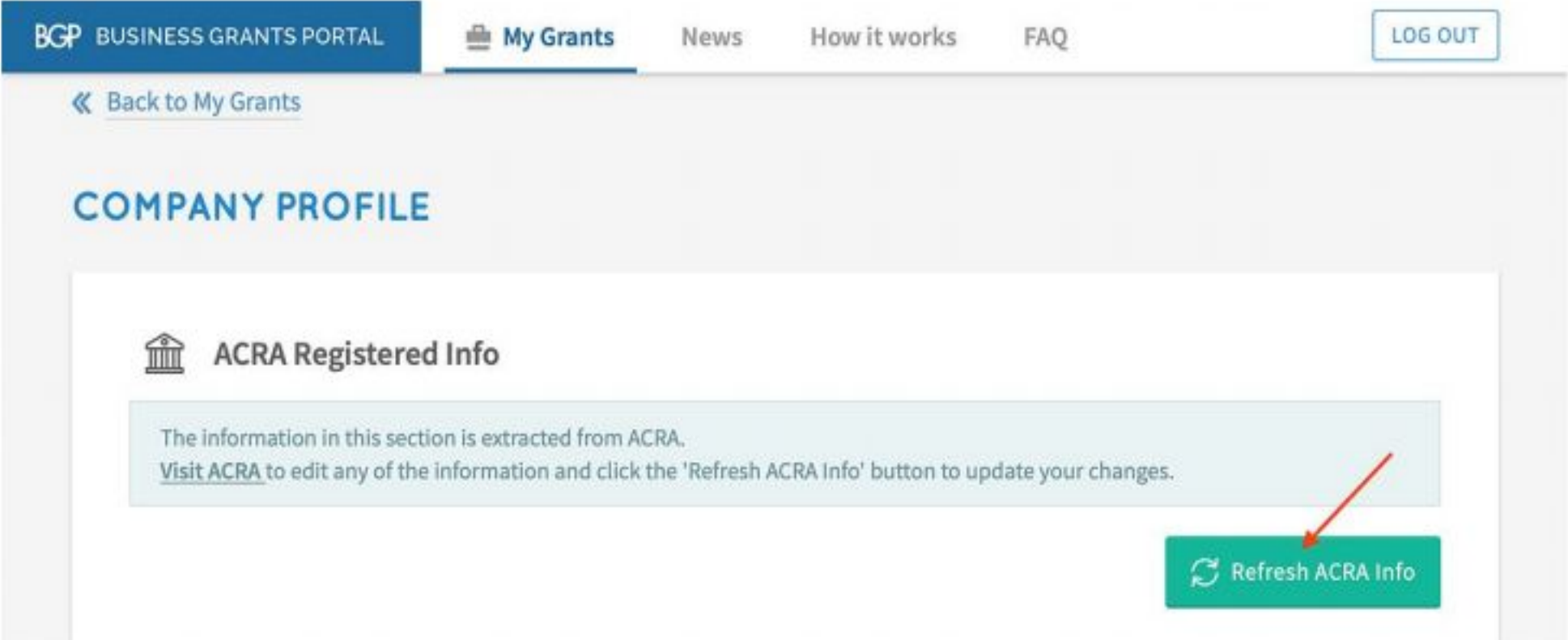
- Visit [www.businessgrants.gov.sg](http://www.businessgrants.gov.sg)
- Click on “LOG IN”
- Log into the portal with your Singpass information



# Begin your application



# Select Refresh ACRA Information



# Fill in your Company's Information

**If you do not have any financial information, input \$0 under Company Financial Info and upload a blank document.**

BCP BUSINESS GRANTS PORTAL My Grants News How it works FAQ LOG OUT

### Additional Company Info

Employment Size includes both local and foreign employees. Employees in overseas operations and subsidiaries should only be included if they are on the Singapore company's payroll.

Company Website

**Employment Size \***  employees  
We need a response for this field

**Brief description of the Company \***  
  
We need a response for this field

#### Holding Companies and Subsidiaries' Details

A Holding Company refers to a corporation which holds more than 50% of the applicant company's shares.  
A Subsidiary refers to a corporation with more than 50% of its shares held by the applicant company.

[Add New Item](#)

### Company Financial Info

Company Level Financials Information for the Past 3 Financial Years (FY)

Company Level Financials refers to the financials of the applicant company, excluding subsidiaries and associate companies.

**FY 2018**

Financial Year (FY) \*

FY End Date \*

Revenue \*

Net Profit before Tax \*

Total Overseas Sales

[Clear Fields](#)

Company Level Financial Statements for FY \*

Drag and drop files here  
or  
[Select Files](#)

Only jpg, png, gif, zip, doc, docx, ppt, pdf, xls, xlsx files supported

Select “Get new grant”

BGP

BUSINESS GRANTS PORTAL

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MATTHEW KUMAR DANARAJ

Accept

MJ CONSULTANT


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

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# Select Sector Type

- Once done, move on by clicking “Next”

BGP

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Select sector

Select grant

Apply for grant

Which sector best describes your business?

Agriculture

Air Transport

Education

Environmental Services

Food & Beverages

Healthcare

Landscape

Logistics

Maritime

Media

Real Estate

Retail



# Select Reason for Grant

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✓

Select sector

Select grant

Apply for grant

I need this grant to

Bring my business overseas or establish a stronger international presence

Provides financial incentives to help businesses take the first step overseas or establish a stronger international presence

Upgrade key business areas, such as adopt technology, improve business processes or raise service standards

Provides financial incentives to help businesses upgrade through ready solutions or embarking on capability upgrading projects

← Previous


Next →



Once done,  
**select “Next”**



# Select “Pre-scoped Productivity Solutions”



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✓

✓

Select sectorSelect grantApply for grant

Which best describes the area you will develop with this grant?

**Pre-scoped Productivity Solutions**  
Improve productivity with pre-scoped equipment/IT solutions/consultancy services.

**Core Capabilities**  
Projects that help companies strengthen their business foundation to grow and transform. Supportable project scopes include Business Strategy Development, Financial Management, Brand & Marketing Strategies Development, Service Excellence and Human Capital Development.

**Innovation & Productivity**  
Projects that help companies improve operational efficiencies and develop new business models, technologically novel products or processes. Supportable project scopes include Process Redesign, Product Development, Business Model and Process Innovation.

# Proceed to fill Application

Complete your grant application. It should take about 30 mins with complete information on hand.

You will need:

- Quotations from your vendor or consultant
- Product Brochures (if applicable)
- Project Proposal (if applicable)

Total size of files submitted (company profile and grant application attachments) must not exceed 50MB.



## APPLICATION FORM

View or edit your grant submission form

Last updated 0 days ago.

Drafts that have not been updated for 90 days will be deleted.

Proceed

[Delete Application](#)

# Fill “Eligibility” Section

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☰ Eligibility

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## CHECK YOUR ELIGIBILITY

\* Mandatory field

“Applicant” or “you” refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

To qualify for this grant, the applicant must meet the following criteria.

- The applicant must be registered in Singapore.
- The applicant's purchase/lease/subscription of the solution must be used in Singapore.
- The applicant must not have:
  - made any payment to a supplier, vendor, consultant or third party in relation to the purchase/lease/subscription of the solution.
  - signed or confirmed any contract or purchase order with a supplier, vendor, consultant or third party in relation to the purchase/lease/subscription of the solution.

Does the applicant meet the eligibility criteria? \*


☐ Yes ☐ No

Save


Next →

Select “Yes” if you meet the qualifying criteria

# Provide your contact details

  
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MATTHEW KUMAR DANARAJ  **Acceptor**  
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PROVIDE YOUR CONTACT DETAILS

\* Mandatory field

Main Contact Person

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

Name \*

Job Title \*

Contact No. \*

Email \*

Alternate Contact Person's Email

Mailing Address

☐ Same as registered address in Company Profile

Postal Code \*

Enter your Postal Code

Blk/Hse No.

Street

Email \*

Alternate Contact Person's Email

Mailing Address

☐ Same as registered address in Company Profile

Postal Code \*

Enter your Postal Code

Blk/Hse No.

Street

Level

Unit

Building Name

Letter Of Offer Addressee

This should be the CEO or Managing Director as registered with ACRA, or other authorised individuals.


☐ Same as main contact person

Name \*

Job Title \*

Email \*

← Previous

 Save

Next →

# Fill in “Proposal Section”

A Singapore Government Agency Website

BGP

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\* Mandatory field

What type of solution are you purchasing? \*

☐ Equipment ☒ IT Solution ☐ Consultancy Service

Select preferred search method for your solution? \*

☐ Solution ☒ Vendor

Search for the Wholesale Trade solution you want \*

Type to search by solution, vendor, category or keyword

Vendor List \*

Select...

Why do you need this solution? \*

Select “IT Solution”

Select “Vendor” under search method for your solution

# Fill in “Proposal Section”

A Singapore Government Agency Website

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What type of solution are you purchasing? \*

☐ Equipment ☒ IT Solution ☐ Consultancy Service

Select preferred search method for your solution? \*

☐ Solution ☒ Vendor

Pre-approved Vendor List \*

sleek	
SLEEK TECH (PTE. LTD.)	201708433H

Search for the **Wholesale Trade** solution you want \*

Type to search by solution, vendor, category or keyword


Why do you need this solution? \*

*e.g. More efficient way to manage patients' details and inventory, or current POS machine was bought 4 years ago and does not integrate with accounting system*

Search for Sleek and select **SLEEK TECH (PTE.LTD)** in the Pre-approved Vendor List




# Add Accounting & Sales Management Plans





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Search for the **Other Professional Services** solution you want

Type to search by solution, vendor, category or keyword

Accounting Management and Sales Management System

A-Class Accounting & Sales Management by Sleek Version 1 - A - Slim

A-Class Accounting & Sales Management by Sleek Version 1 - B - Start Up

A-Class Accounting & Sales Management by Sleek Version 1 - C - SME

A-Class Accounting & Sales Management by Sleek Version 1 - D - Supreme


*e.g. More efficient way to manage patients' details and inventory, or current POS machine was bought 4 years ago and does not integrate with accounting system*

500 characters left

Make sure you choose the correct plan corresponding to the plan shown on your quotation.




# Add Document Management & Corporate Governance



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Type to search by solution, vendor, category or keyword

Document Management and Mobile Access System

A-Class Corporate Governance & Document Management by Sleek Version 1 - Plan A

A-Class Corporate Governance & Document Management by Sleek Version 1 - Plan B


A-Class Corporate Governance & Document Management by Sleek Version 1 - Plan C

A-Class Corporate Governance & Document Management by Sleek Version 1 - Plan D

e.g. More efficient way to manage patients' details and inventory, or current POS machine was bought 4 years ago and does not integrate with accounting system

500 characters left

Make sure you choose the correct plan corresponding to the plan shown on your quotation.

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# Fill in the Following:

**Number of units: 1**

**Intend to start date:** Date you ideally plan to make payment in the near future.

**Why do you need this solution:**

**Accounting Example:**


Follow the example in screenshot

**Corporate Secretary Example:**

I like to manage my company documents digitally as it is now stored on paper and makes it very time consuming to retrieve and check my records. I feel a document manage solution will significantly improve my productivity.


A screenshot of a web form for registering a document management solution. The form is titled "Fill in the Following:" and contains several input fields. The first field is "No Of Units" with a value of "1". The second field is "When do you intend to start using this solution?" with a date of "01 Feb 2021". The third field is "Why do you need this solution?" with a text area containing the example text: "I want to adopt this solution so that I can automate my accounting which is now very time consuming and prone to errors". Below this text area is a character count "381 characters left". The fourth section is "Vendor Details" with a dropdown menu for "Vendor List" showing "SLEEK TECH (PTE. LTD.)". At the bottom, there are two fields: "UEN" and "201708433H". The form is part of a website with a navigation bar at the top containing links for "Who we are", "How it works", "News", "FAQ", and a "LOG OUT" button. The user's name "MATTHEW KUMAR DANARAJ" and role "MJ CONSULTANCY" are displayed in the top right corner.

# Upload Sleek's quotation





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UEN201708433H

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.

• Selected vendor's quotations \*

• Other supporting documents (optional)

- Licences (mandatory for the following) \*


1. Waste Management Sector

• General Waste Disposal Facility Licence


• General Waste Collector Licence

2. Cleaning Sector


• Cleaning Business Licence



Drag and drop files here  
or


 Select Files

If asked to input a license number, indicate N/A

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# Upload Sleek's quotation



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Following)

1. Waste Management Sector

- General Waste Disposal Facility Licence
- General Waste Collector Licence
- Public Waste Collector Licence

2. Cleaning Sector

- Cleaning Business Licence

3. Security Sector

- Security Agency Licence

Drag and drop files here or

Select Files

Invoice\_INV-16068\_...ting.pdf

21 Jan 2021, 03:53 pm

0.11MB


Tag this document \*

Select the type of document...

Selected vendor's quotations

Other supporting documents

If asked to input a license number, indicate N/A

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# Deployment Locations


Even though the solutions are all cloud based, ESG still requires an indication of the main location that the solution will be deployed.

In this section, please list the **main address** (not a virtual address) where you will be most frequently using the PSG solution.

Please note this **should not be Sleek's office** as our address is only the company's legal address for regulatory purposes and not a business address.


A screenshot of the BGP (Business Grants Portal) 'Deployment Locations' form. The page has a header with the BGP logo, navigation links ('My Grants', 'Who we are', 'How it works', 'News', 'FAQ'), a 'LOG OUT' button, and a user profile for 'MATTHEW KUMAR DANARAJ' with an 'Acceptor' role and 'MJ CONSULTANCY' affiliation. A left sidebar contains a 'Back to Grant Actions' link and a list of menu items: 'Eligibility', 'Contact Details', 'Proposal' (highlighted with a red '2' badge), 'Cost', 'Business Impact', and 'Declare & Review'. The main content area is titled 'Deployment Locations' and includes a note: 'Where will this solution be used? Enter at least one location. \*'. Below this is a disclaimer: 'Your claim will only be processed when the solution has been provided to all locations. If your solution will be rolled out to different locations in phases, you might want to consider submitting separate grants for each location.' The form is for a 'Home Office/Residential Building' and contains fields for 'Location Type \*', 'Postal Code \*', 'Blk/Hse No.', 'Street', 'Level', 'Unit', and 'Building Name'. A dropdown menu is open for 'Location Type', showing options: 'Home Office/Residential Building' (selected), 'Shop/Office/Factory/Institution', 'Park/State Land', 'Construction Project Site', and 'On the Road/Roving'. Below the form fields is a question: 'Does your business operate from this address? \*' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the form is a blue 'Add New Location' button. A disclaimer at the bottom states: 'The applicant acknowledge that the primary usage of this solution should be for applicant company or by applicant's appointed contractor at the applicant's premises, and not to be cross shared with the other companies deploying solutions at the same location. \*'. Below this is a red link: 'Acknowledge and consent to the terms to proceed'. At the very bottom are three buttons: 'Previous' (grey), 'Save' (orange), and 'Next' (blue).

# Provide Details of Cost

  
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Pre-scoped Productivity Solutions (PSG)

PROVIDE DETAILS OF COSTS

\* Mandatory field

All fees listed below must be in the quote attached.

Solution Type	IT Solution
Solution Name	A-Class Accounting & Sales Management by Sleek Version 1 - B - Start Up
No Of Units	1
How do you intend to make the purchase? *	Subscription/Lease × ▼

Your claims must be submitted within 18 months from





# Identifying Costs



## DRAFT INVOICE

Invoice Date  
10 Mar 2021

Invoice Number  
test - PSG AS Plan 2

GST Reg No.  
201708433H

Sleek Tech (Pte. Ltd.)  
28C Stanley St  
Singapore 068737  
EA 17S8937

BGP

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TEJAL PARESH CHOKSI

Preparer

TEJAL PLATED PTE. LTD.

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All fees listed below must be in the quote attached.

Solution Type

IT Solution

Solution Name

A-Class Accounting & Sales Management by Sleek Version 1 - B - Start Up

No. of Units required

1

How do you intend to make the purchase? \*

Direct Purchase

Purchase Price (Excluding GST) \*

SGD 803.76

Provide any one-time fees including training, installation, delivery charges, etc, that are listed in the quote (excluding GST) \*

SGD 280.38

Total

SGD \$1,084.14

Description	Quantity	Unit Price	Tax	Amount SGD
A-Class Accounting & Sales Management by Sleek Version 1 - B - Start Up	12.00	66.98	7%	803.76
1) Software Access to the Sleek Platform & Services - Start Up Subscription up to \$7.5k / monthly expenses > Digital KYC, Accounting Questionnaire & Onboarding > Financial Data Migration > Secure Cloud File Storage & Data Management > Access to SleekSign Digital Signature > Financial Metric Dashboard				
Xero Subscription > E-invoicing via PEPPOL > Financial Reporting & Analysis Functionality > Bank Feed Integration				
Digital Receipt Capture Software > Digital expense submission and automated extraction of up to 50 invoices & receipts via OCR technology				
2) Hardware Not applicable	1.00	0.00	7%	0.00
3) Professional Services Set up of Customised Reporting Templates > Chart of Accounts > Reporting Templates > Invoice Templates	1.00	93.46	7%	93.46
4) Training Software Training & Onboarding Webinar	2.00	93.46	7%	186.92
5) Others Not Applicable	1.00	0.00	7%	0.00
Subtotal				1,084.14
TOTAL TAX				75.88
TOTAL SGD				1,160.02

The Total amount populated in the application should tally with the subtotal amount on the quotation (excl. GST)





# Explain the Business Impact

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Pre-scoped Productivity Solutions (PSG)

## EXPLAIN THE BUSINESS IMPACT

\* Mandatory field

### Overall Impact

Describe how the solution will change the way you do things \*

*e.g. I used to have to prune the hedges manually. With this solution, this process will be automated.*

500 characters left

### Productivity Gains

What task will be more efficient with the new solution? \*

E.g. prune trees, send emails, flip burgers

How much more efficient do you expect this task to be? \*

%

[← Previous](#) [Save](#) [Next →](#)

**How should I describe the impact?**

See next 2 slides for examples of how to share these information.

# Example 1: For PSG Accounting & Sales Management Submissions

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Eligibility

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Cost

**Business Impact**

Declare & Review

Pre-scoped Productivity Solutions (PSG)

## EXPLAIN THE BUSINESS IMPACT

\* Mandatory field

### Overall Impact

Describe how the solution will change the way you do things \*

With the solution, I expect my accounting processes to be automated, resulting in my company having a 30 to 40% time savings. It would also make me more efficient and less prone to errors

312 characters left

### Productivity Gains

What task will be more efficient with the new solution? \*

bookkeeping, expenses tracking, payroll

How much more efficient do you expect this task to be? \*

30.00%

# Example 2: For PSG Document Management & Corporate Governance Solution Submissions.

Eligibility

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Business Impact

Declare & Review

\* Mandatory field

Overall Impact

Describe how the solution will change the way you do things \*

With the solution, I expect to be able to better manage my company documentations and keep track of filing deadlines and review past company documents. I would spend about 30% less time searching for company documents, and with digital signature, I expect my contracts to be enforced much faster. I would also go paperless with all my mails being digitalised and archived, resulting in 30-40% less waste

97 characters left

Productivity Gains

What task will be more efficient with the new solution? \*

Signing of documents, managing company rec

How much more efficient do you expect this task to be? \*

30.00

%

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# Complete Declaration & Review

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 **Declare & Review**

Pre-scoped Productivity Solutions (PSG)

## DECLARE & ACKNOWLEDGE TERMS

\* Mandatory field

"Applicant" or "you" refers to the company or business applying for this grant, e.g a sole proprietorship, partnership, limited liability partnership, or private limited company.

1. Has the applicant been or is currently being:

- investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
- subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority,

in any jurisdiction in the last 5 years? \*

☐ No ☐ Yes

2. Has the applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? \*

☐ No ☐ Yes

# Complete Declaration & Review


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3. Is the applicant currently, or has been:

- bankrupt, wound up or under judicial management
- subject to any bankruptcy, winding up or judicial management proceedings, or
- appointed a receiver or manager? \*

☐ No ☐ Yes

4. Has the applicant applied for, obtained or is intending to apply for any other grants, tax, or financial incentives for the purchase of this solution? \*

☐ No ☐ Yes

5. Has the applicant commenced on the project prior to this application, such as signing any contract and making any form of payment to any supplier or service provider engaged? \*

☐ No ☐ Yes

6. Do any of the suppliers and service providers engaged on this project have any relationship, connection or association with the applicant, its related companies or their directors and shareholders? \*

☐ No ☐ Yes

7. This grant cannot be used to defray the cost of equipment that are stated as compulsory items in the tender for any projects that the company is tendering for. Did the applicant include the estimated grant amount in the contract sum of a project? If this is not applicable to you, please click "No". \*

☐ No ☐ Yes



# Complete Declaration & Review

- Eligibility
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- Proposal
- Cost
- Business Impact
- Declare & Review**

9. The Applicant agrees to comply with all applicable SDMs that may subsequently be issued by the Singapore Government and its agencies. \*

☐ No ☐ Yes

## Consent & Acknowledgement

- The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.
- The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.
- The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.
- The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.
- The Applicant agrees that it will allow agencies/entities appointed or authorised by the Agency to access its premises for the purpose of ensuring compliance with the applicable SDMs.
- The Applicant understands and agrees that if any of the above declarations are found to be false or inaccurate, or if the Applicant breaches any of the agreements above, the Government has the right to suspend the disbursement of monies and/or other benefits under the grant, to revoke any grants issued, and to immediately recover all monies and/or other benefits disbursed under the grant.

☐ The Applicant hereby acknowledges and consents to the above. \*

The logo for 'Sleek' features the word in a bold, sans-serif font. The letters 'S', 'l', and 'k' are dark blue, while 'e', 'e', and 'a' are a lighter blue. A small, curved blue line is positioned below the 'e's, resembling a smile.

**Sleek**

**And you're done!**