

Step-by-step Guide on Submitting Application and Claim for the Lorry Crane Stability Control System (SCS) Grant



MINISTRY OF
MANPOWER

Updated March 2023



A Great Workforce A Great Workplace

Content Page

- Important Information
- New Grant Submission
- Letter of Offer Acceptance
- Claims Submission
- Assistance and Service Channels

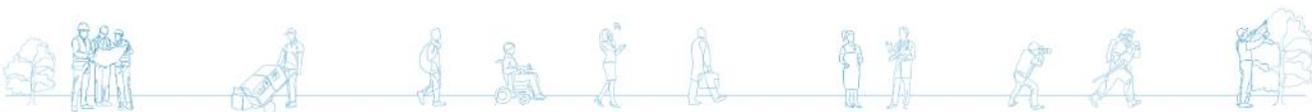
[Page 3](#)

[Page 4](#)

[Page 17](#)

[Page 23](#)

[Page 33](#)



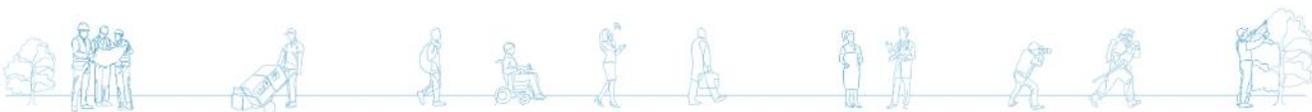
Important Information

General

This document provides a step-by-step guide on how to submit applications, claims and change requests for the Lorry Crane Stability Control System Grant.

Forms

- Mandatory fields in the e-form are denoted with a red asterisk (*).



NEW GRANT SUBMISSION



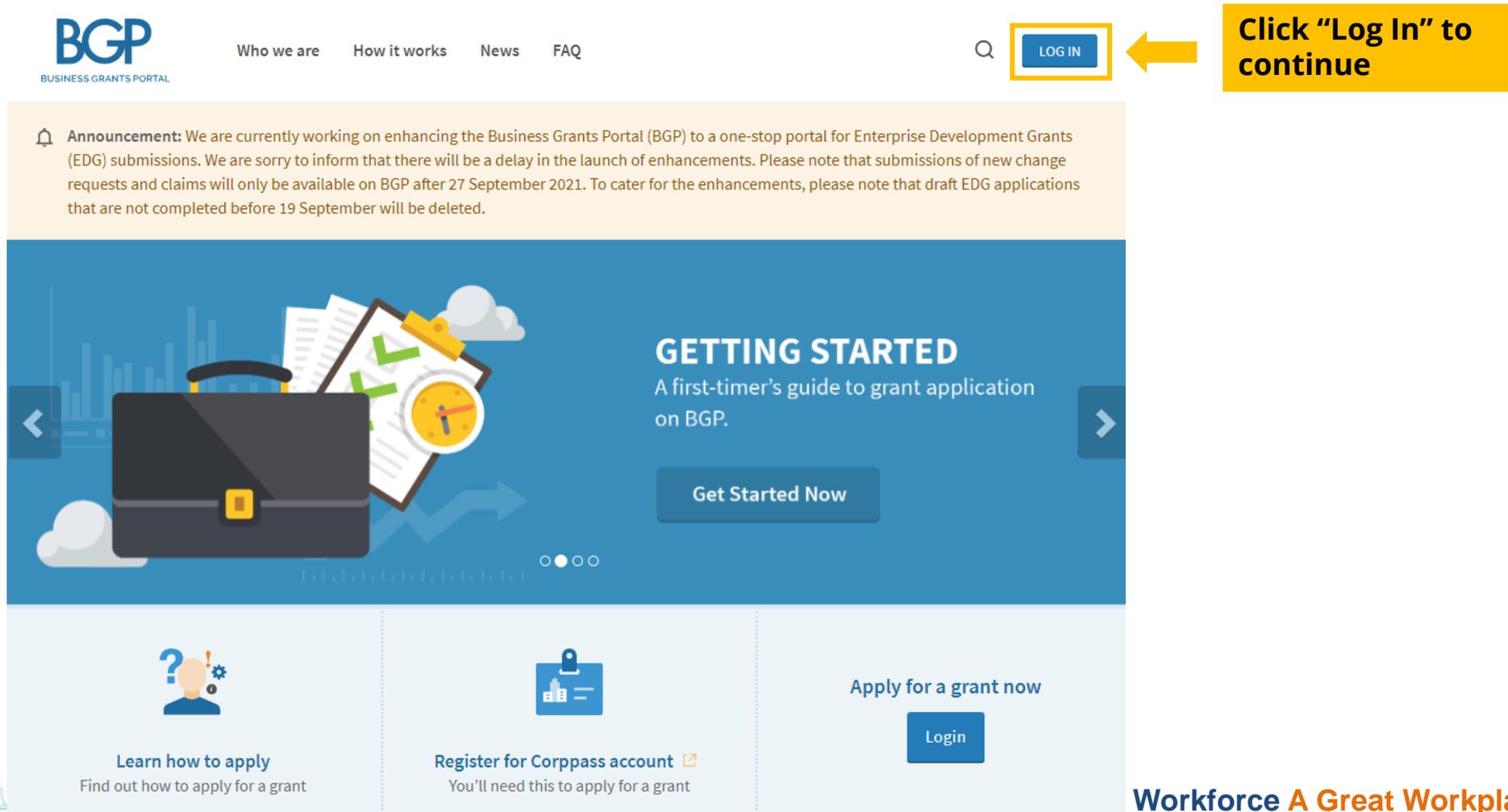
New Grant Submission Process (8 Steps)

- This is an overview of the steps to submit application for the Lorry Crane Stability Control System (SCS) Grant through the Business Grants Portal (BGP).



Step 1/8: Login to BGP using Corppass

- Login to BGP at <https://www.businessgrants.gov.sg/> login using Corppass



The screenshot shows the BGP Business Grants Portal homepage. At the top left is the BGP logo with the text 'BUSINESS GRANTS PORTAL'. To its right are navigation links: 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon is followed by a blue 'LOG IN' button, which is highlighted with a yellow box and a yellow arrow pointing to it from a yellow callout box on the right that says 'Click "Log In" to continue'. Below the navigation is an announcement banner with a bell icon and text: 'Announcement: We are currently working on enhancing the Business Grants Portal (BGP) to a one-stop portal for Enterprise Development Grants (EDG) submissions. We are sorry to inform that there will be a delay in the launch of enhancements. Please note that submissions of new change requests and claims will only be available on BGP after 27 September 2021. To cater for the enhancements, please note that draft EDG applications that are not completed before 19 September will be deleted.' Below the announcement is a large blue banner for 'GETTING STARTED' with the subtext 'A first-timer's guide to grant application on BGP.' and a 'Get Started Now' button. The banner features an illustration of a briefcase, documents, and a clock. Below this are three light blue boxes: 'Learn how to apply' with a question mark icon and the text 'Find out how to apply for a grant'; 'Register for Corppass account' with a clipboard icon and the text 'You'll need this to apply for a grant'; and 'Apply for a grant now' with a 'Login' button. At the bottom left are icons representing diverse people, and at the bottom right is the slogan 'Workforce A Great Workplace'.

Step 2/8: Click on Get New Grant

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BGP
BUSINESS GRANTS PORTAL

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

Full Name  Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

1 Select "Applications"

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

2 Click "Get new grant" to continue

Step 3a/8: Select Business Sector

- Select Sector that best describes your business



Which sector best describes your business?

Agriculture	Air Transport	Arts & Culture
Building & Construction	Education	Environmental Services
Financial Services	Food & Beverages	Healthcare
IT	Land Transport	Landscape
Logistics	Manufacturing & Engineering	Maritime
Media	Personal Care Services	Professional Services
Real Estate	Retail	Security
Services	Sports & Recreation	Tourism
Wholesale Trade	Others	

Next →

Click "Next" to continue

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Step 3b/8: Select Functional Area

- Select “Improve workplace safety and health”

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BUSINESS GRANTS PORTAL

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Generic Trading Company Pte Ltd

« Back to My Grants

✓ 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
- Improve workplace safety and health**
Provides financial incentives to help businesses build safer and healthier workplaces

← Previous Next →

Click “Next” to continue

A Great Workforce A Great Workplace 9/55

Step 3c/8: Select Development Area

- Select “Lorry Crane Safety”

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BUSINESS GRANTS PORTAL

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« [Back to My Grants](#)

Progress: Select sector ✓ — Select grant ✓ — Apply for grant ✓

Lorry Crane Safety
Improves the safety of lorry crane lifting operations with the installation of a stability control system.

← Previous **Apply**

Click “Apply” to continue



Step 4/8: Check Eligibility

- Complete Application Form

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BUSINESS GRANTS PORTAL

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Generic Trading Company Pte Ltd

← Back to Grant Actions

☰ Eligibility

Contact

Proposal

Cost

Declare & Review

Lorry Crane Safety (Lorry Crane Stability Control System Grant)

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.

Is the applicant registered in Singapore? *

Yes No

Are all the following statements true for this project? *

- The applicant has not installed an SCS that operates by impeding crane manoeuvres based on restriction to the rated capacity of the crane;
- The applicant has not made any payment or contractual agreement to any crane manufacturers or authorised agents for an SCS before applying for this grant; and
- The applicant has not submitted an application for this grant for the lorry cranes involved in this grant application.

Yes No

Save Next →

Make sure to complete all sections



1 Select the appropriate answer



Click "Save" to save changes



2 Click "Next" to continue



Step 5a/8: Provide Contact Details

- Fill in details of the main contact person

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BUSINESS GRANTS PORTAL

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[← Back to Grant Actions](#)

Eligibility

Contact

Proposal

Cost

Declare & Review

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

Correspondences on the grant application will be sent to the contact person.



Enter the particulars of the main contact person



Step 5b/8: Provide Contact Details (cont.)

Fill in mailing address



Mailing Address

Same as registered address in Company Profile

Postal Code *

Enter your Postal Code

Block/House No.	Street	
<input type="text"/>	<input type="text"/>	
Level	Unit	Building Name
<input type="text"/>	<input type="text"/>	<input type="text"/>



Step 6/8: Submit Proposal and Supporting Documents

- Upload completed project proposal template and supporting documents

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← Back to Grant Actions

Eligibility

Contact

Proposal 1

Cost

Declare & Review

Lorry Crane Safety (Lorry Crane Stability Control System Grant)

SUBMIT YOUR PROPOSAL

* Mandatory field

Project Title * Lorry Crane SCS Grant

Project Proposal and Other Supporting Documents *

- Project proposal (Download template [here](#))
- Quotation from crane manufacturer or authorised agent
- Product specifications and operation manual
- Latest certificate of test and examination for existing crane
- Vehicle registration details for existing crane

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

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.

Please provide the required document(s)

← Previo **Click "Save" to save changes** Save Next →

1 Enter a project title, e.g. "Lorry Crane SCS Grant"

2 Download project proposal template

3 Upload completed project proposal and other supporting documents

4 Click "Next" to continue

Step 7/8: Provide Details of Cost

- Fill in details of costs

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PROVIDE DETAILS OF COSTS

Others SGD 10,000.00

Please indicate lifting equipment registration number under description. Fill in cost of SCS (hardware and software including installation) excluding GST under estimated cost in billing currency. "Add new item" for each lifting equipment.

SGD 10,000.00

Description *

Describe the item

150 characters left

Estimated Cost in Billing Currency * SGD 10,000.00

Estimated Cost SGD 10,000.00

Add New Item

Total SGD 10,000.00

Previous Save Next

1 Indicate lifting equipment registration number, SCS brand / model and authorised agent performing installation

3 If applying grant for more than one lifting equipment, select 'add new item' and provide the information for each lifting equipment as separate items

2 Indicate cost of purchase and installation of SCS for equipment

Click "Save" to save changes

4 Click "Next" to continue

Step 8a/8: Declaration

- Complete declaration section

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[← Back to Grant Actions](#)

- Eligibility
- Contact
- Proposal
- Cost
- Declare & Review**

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

Select the appropriate answer



Step 8b/8: Review Application

- Where applicable, indicate your consent & acknowledgement
- Review your application and click 'Submit'

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.

1 Tick the checkbox

The Applicant hereby acknowledges and consents to the above. *

← Previous

Save Review

3 Tick the checkbox

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

2 Click "Review" to continue

4 Click "Submit" to continue

Submit

Step 8c/8: Acknowledgment

 Print

Your application has been submitted.

Ref ID:	2210H7XU	Agency Details:	
Status:	Submitted		
Submitted on:	03 Oct 2022, 06:34 pm	6438 5122	
		contact@wshi.gov.sg	

COMPANY PROFILE

Last snapshot at: 03 Oct 2022, 06:32 pm

Note: An email will be sent to the registered email upon submission of grant application

Letter of Offer (LOF)



Acceptance of Letter of Offer (LOF) (4 Steps)

- This is an overview of the steps to accept the Letter of Offer in BGP. Please take note that only employees assigned the Acceptor role in Corppass can accept the Letter of Offer.



Step 1/4: Login to BGP using Corppass

- Login to BGP at <https://www.businessgrants.gov.sg/> login using Corppass

The screenshot shows the Business Grants Portal (BGP) homepage. At the top left is the BGP logo with the tagline 'BUSINESS GRANTS PORTAL'. To its right are navigation links: 'Who we are', 'How it works', 'News', and 'FAQ'. A search icon is followed by a blue 'LOG IN' button, which is highlighted with a yellow box and a yellow arrow pointing to it from a yellow callout box on the right that says 'Click "Log In" to continue'. Below the navigation is an announcement banner with a bell icon and text: 'Announcement: We are currently working on enhancing the Business Grants Portal (BGP) to a one-stop portal for Enterprise Development Grants (EDG) submissions. We are sorry to inform that there will be a delay in the launch of enhancements. Please note that submissions of new change requests and claims will only be available on BGP after 27 September 2021. To cater for the enhancements, please note that draft EDG applications that are not completed before 19 September will be deleted.' The main content area features a large blue banner with the heading 'GETTING STARTED' and the subtext 'A first-timer's guide to grant application on BGP.' Below this is a 'Get Started Now' button. The banner includes an illustration of a briefcase, documents, and a clock. Below the banner are three light blue boxes: 'Learn how to apply' with a question mark icon and the text 'Find out how to apply for a grant'; 'Register for Corppass account' with a Corppass icon and the text 'You'll need this to apply for a grant'; and 'Apply for a grant now' with a 'Login' button. At the bottom of the page is a row of small icons representing various people and a footer with the text 'A Great Workforce A Great Workplace' and the page number '21/55'.

Step 2/4: Click on Accept Your Offer under Updates Required

- Click on 'Applications' and then 'Updates Required'

1 Select "Application"

2 Select "Updates Required"

3 Click "Accept your offer"

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BGP BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT Full Name **Acceptor** IDA Singapore LIMITED SINGAPORE BRANCH

MY GRANTS

Applications ¹ Change Requests ¹ Claims ¹

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

SkillsFuture Enterprise Credit (SFEC)

Your company is eligible for SkillsFuture Enterprise Credit (SFEC) to cover up to 90% of out-of-pocket expenses on qualifying costs for supportable initiatives, over and above the support levels of existing schemes. Your total remaining credit-to-date is SGD 44,444.00.

You may refer to your eligibility letter for details on the terms & conditions and utilisation of SFEC.
For more information on SFEC, please visit www.enterprisesg.gov.sg/financial-assistance/grants/for-local-companies/skillsfuture-enterprise-credit.

[View My SFEC Details](#)

My Applications

Updates Required (50) Drafts (17) Processing (197) Completed (158)

Ref ID	Grant Type	Agency	Project Title	Status	Last Edited
2210H7XU	Pre-scoped Productivity Solutions	Monetary Authority of Singapore	Lorry SCS Grant	Approved	04 Oct 2022, 06:44 pm

[Accept your offer](#)

Step 3/4: Review and Accept Letter of Offer

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Accepter

« Back to Grant Actions

Lorry Crane Safety (Lorry Crane Stability Control System Grant)

LETTERS AND DOCUMENTS

APPLICATION

Accept your Letter Of Offer

Download and read your Letter Of Offer and accompanying documents. Then, accept the terms to start benefiting from your grant.

Type	Name	Uploaded
Letter of Offer	Introducing - Digital Workplace (WSS).pdf	10 Feb 2023, 02:40 pm Download

[Download all as zip](#)

By clicking "Accept",

- I acknowledge on behalf of the Applicant that I have read and understood the terms and conditions set out in the Letter of Offer and all its enclosures.
- I confirm that all declarations and information provided in the application for this grant are true and correct.
- The Applicant accepts the award of the grant on the terms and conditions set out in the above-mentioned Letter of Offer and its enclosures.
- We undertake to ensure that all terms and conditions in the Letter of Offer and all its enclosures are complied with.

[Reject](#) [Accept](#)

1 Click "Download all as zip" to save LOF and annexes to your computer

2 Click "Accept" to continue



Step 4/4: Letter of Offer Accepted

- Corppass: Kindly note that digital service access should be created for MTI – Business Grants Portal and only users with an Acceptor role can accept the LOF

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[My Grants](#) [Who we are](#) [How it works](#) [News](#) [FAQ](#) [LOG OUT](#)

Mary Acceptor
IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to My Grants](#)

GRANT ACTIONS

You have accepted the Letter of Offer.

Ref ID:	22092SXU	Agency Details:	
Status:	Offer accepted by Applicant		
Submitted on:	16 Sep 2022, 05:53 pm		contact@wshi.gov.sg

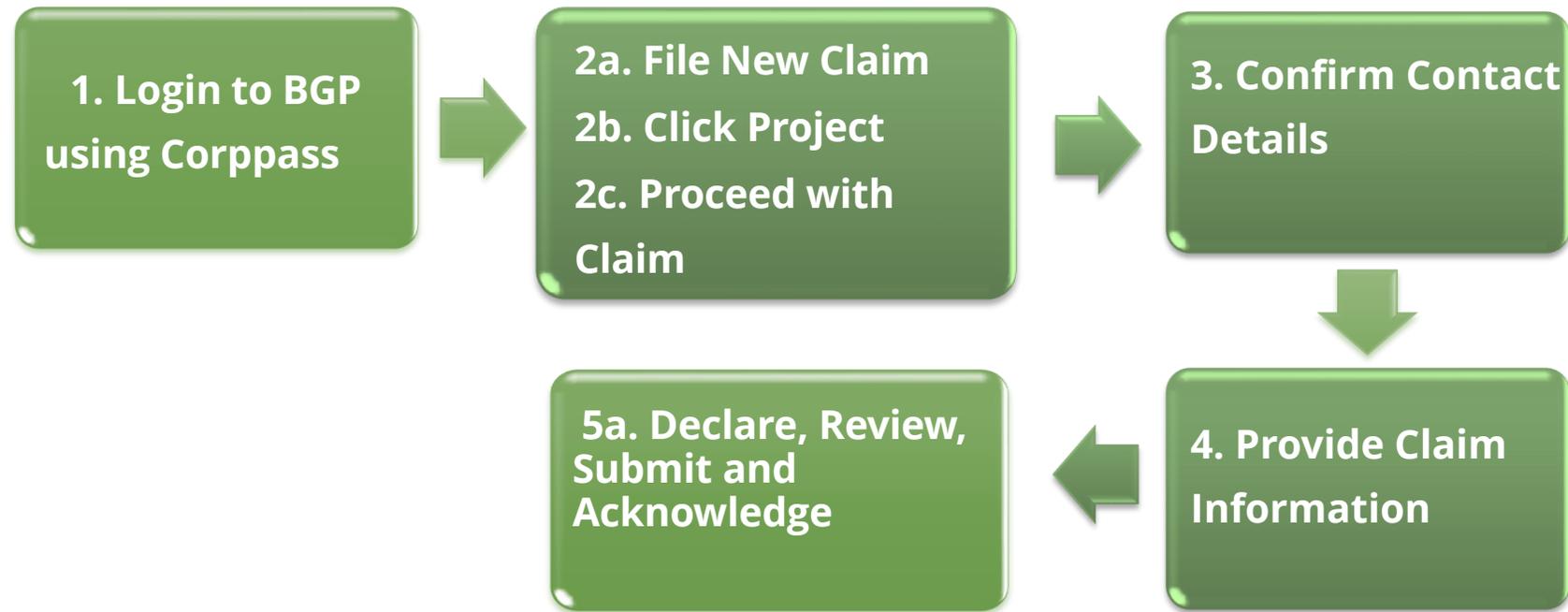
Note: An email will be sent to the registered email upon acceptance of the Letter of Offer

Claims Submission



Claims Process (5 Steps)

- This is an overview of the steps to submit a claim. Once you have accepted the Letter of Offer, you will be notified of your claim due date for your grant via email. Log into BGP to file your claim before the claim due date, and your approved claim will be credited to your preferred mode of payment (Vendors@Gov).



Step 1/5: Login to BGP using Corppass

- Login to BGP at <https://www.businessgrants.gov.sg/> login using Corppass

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Step 2a/5: File New Claim

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BGP
BUSINESS GRANTS PORTAL

My Grants Who we are How it works News FAQ LOG OUT Full Name  Acceptor
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MY GRANTS

Applications  Change Requests  **Claims **

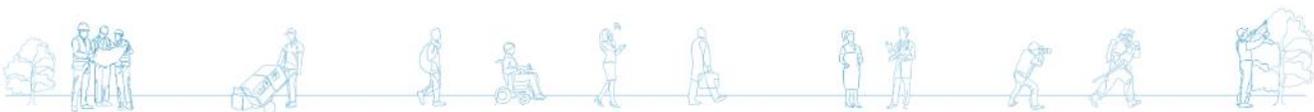
1 Click on "Claims"

What would you like to do?

2 Click on "File new claim"

 **File new claim**
Claim expenses from your grant

 **How to claim**
A step-by-step guide to claims



Step 2b/5: Select Project Title

- Select approved grant you wish to submit claim for

[← Back to My Grants](#)

FILE NEW CLAIM

Ref ID	Grant Type	Project Title	Claim Due Date
2210H7XU	Pre-scoped Productivity Solutions	Lorry SCS Grant	04 Oct 2023

**Click "Project
title" to
continue**



Step 2c/5: Proceed with Claim

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IDA Singapore LIMITED SINGAPORE BRANCH

[← Back to My Claims](#)

Pre-scoped Productivity Solutions (Lorry Crane SCS Grant)

CLAIMS

You have saved a draft of this claim.

Ref ID:	2210H7XU	Approved Grant Amount:	SGD 7,000.00
Grant Type:		Amount Claimed:	SGD 0.00
Agency:		Claim Due Date:	04 Oct 2023
		No. of approved Claims:	0 of 10

Submit your grant claims. It should take about 15 mins.

You will need:

- Payment receipt/tax invoice with cost breakdown
- Certificate of Test / Through Visual Examination of Lifting Equipment (inclusive of SCS brand/model indicated in the Comments/Observations section)
- Other supporting documents

All the files you submit must not exceed 50MB.

 **CLAIMS**
Review or edit your claims form

[Proceed](#)

[Delete Claim](#)

Click "Proceed"

Step 3/5: Confirm Contact Details

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BUSINESS GRANTS PORTAL

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[Back to Claim Actions](#)

- Contact Details
- Claim Information
- Declare & Review

UPDATE CONTACT DETAILS

* Mandatory field

Auto-fill from previous submission

Main Contact Person

Notifications about the claim will be sent to the main contact person. Update this, if needed.

Name *

Job Title *

Contact No. *

Email *

Alternate Contact Person's Email

Mailing Address

Postal Code *

Block/House No. Street

Level Unit Building Name

1 Populate from application form

2 Click "Next" to continue



Step 4/5: Provide Claims Information

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BUSINESS GRANTS PORTAL

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[Back to Claim Actions](#)

Contact Details

Claim Information 1

Declare & Review

You are submitting a claim for this application: 2210H7XU

UPDATE CLAIMS INFORMATION

* Mandatory field

Project Details

Project Title Lorry SCS Grant

Supporting documents

Upload 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.

- Receipt *
 - Payment receipt/tax invoice with cost breakdown
- LE Certificate *
 - Certificate of Test / Through Visual Examination of Lifting Equipment (inclusive of SCS brand/model indicated in the Comments/Observations section)
- Others
 - Other supporting documents

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

Please provide the required document(s)

Payment

Will this be your final claim? * Yes No

Approved Grant SGD 7,000.00

Grant Balance SGD 7,000.00

Claim Amount * SGD

[Previous](#) [Save](#) [Next](#)

1 Upload all supporting documents

2 Select the checkbox accordingly

3 Fill in Claim Amount

4 Click "Next" to continue

Step 5a/5: Declare, Review & Submit

← Back to Claim Actions

Contact Details

Claim Information

Declare & Review

1

Select the appropriate answer

You are submitting a claim for this application: 2210H7XU

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 project 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

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

4

Tick the checkbox to continue

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.

Yes

We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

5

Click on "Submit" to continue

Submit

2

Tick the checkbox to continue

3

Click on "Review" to continue

Step 5b/5: Acknowledgment

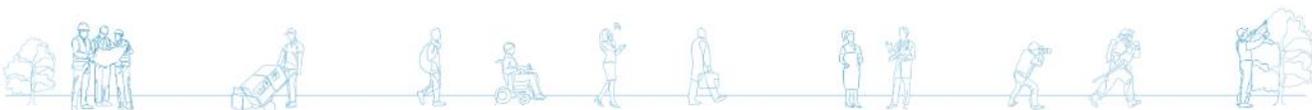
Lorry Crane Safety (Lorry Crane Stability Control System Grant)

 Print

Your claim has been submitted.

Ref ID:	23022K3M-CL01	Agency Details:	Ministry of Manpower
Status:	Submitted		
Submitted on:	11 Feb 2023, 10:53 am		

Note: An email will be sent to the registered email upon submission of claim



Assistance and Service Channels





BUSINESS GRANTS PORTAL

Business Grants Portal Helpdesk Support



BGP Helpdesk: +(65) 6708 7288
Enquiry Form: <https://go.gov.sg/bgphelpdesk>



Corppass Helpdesk Support



Corppass Helpdesk: +65 6335 3530
Email: support@corppass.gov.sg

Email

For any enquiry on the Lorry Crane SCS Grant, please email contact@wshi.gov.sg

-  www.mom.gov.sg
-  [SGMinistryofManpower](#)
-  [SGMinistryofManpower](#)
-  [MOMsingapore](#)
-  [Ministry of Manpower](#)

