

## PART I - SINGAPORE COMPANY INFORMATION

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### 1 GENERAL

(a) Company Name: \_\_\_\_\_

(b) Company Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

(c) ROC/B Ref. No: \_\_\_\_\_ Date of Registration: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Registrar of Companies/Businesses, Singapore) (DD/MM/YY)

Registered as:

☐

Sole Proprietorship

☐

Partnership

☐

Private Limited (non-exempt limited by shares)

☐

Public Limited (limited by shares)

☐

Others (*please specify*): \_\_\_\_\_

(d) Country of Incorporation: \_\_\_\_\_

(e) Company Executives (*in order of designation*)

Name	Designation	Nationality

## 2 OWNERSHIP

(a) Paid-up Capital : S\$ \_\_\_\_\_

(b) Shareholders (*refer to ultimate parent company/shareholders*)

Name of Company/Individual	Country Registered/ Nationality	Singapore PR (Yes/No)	% Share*

# to total up to 100%; for shareholder holding less than 5% equity, group by country

## 3 MAJOR RELATED COMPANIES IN SINGAPORE OWNED (corporate share>20%)

Company Name	Business Activity	% Share

#### 4 MAJOR PRODUCTS/SERVICES, PRINCIPAL CLIENTS & MAJOR COMPETITORS

##### 4.1 Existing Products/Services

s/n	Products/Services	Principal Clients	% of Sales to this company	Major Competitors
1.	Architectural Consultancy			
2.				
3.				
4.				

##### 4.2 New Products/Services

s/n	Products/Services	Principal Clients	% of Sales to this company	Major Competitors
1.				
2.				
3.				
4.				

**5 PAST PERFORMANCE** (Ignore If the Applicant Company Is Newly Incorporated)

Please supply the following information for the **past 3 years.**

	20_____	20_____	Last FY 20_____
Sales (or turnover) (S\$'000)			
Profits Before Tax (S\$'000)			
Tax paid/Payable (S\$'000)			
<u>Fixed Asset at Cost (S\$'000)</u>			
<del>(a) Building &amp; Civil Works/ Leasehold Improvements</del>			
(b) Equipment & Machinery (including installation costs)			
Total Business Spending# (S\$'000)			
Total No. of Employees			

# Defined as the total production/operating cost, excluding cost of raw materials and royalties/ know-how fees.

**6 OTHER RELEVANT INFORMATION**

Please provide a copy of your latest annual/financial report and, any other relevant reports or information.

## 7 EMPLOYMENT PROFILE

		Last FY 20__	Projection in Two Years' Time 20__
Degree Holders	L		
	F		
Diploma Graduates	L		
	F		
Skilled Workers ( <i>Craftsmen and Graduates from Vocational Institutes</i> )	L		
	F		
Production Workers	Male	L	
		F	
	Female	L	
		F	
Others	L		
	F		
Total	L		
	F		

L - Local (Singaporeans and permanent residents)

F - Foreign

## 8A EMPLOYMENT BY DISCIPLINE (For Manufacturing/Engineering Services Companies)

	Last FY 20__	Projection in Two Years' Time 20__
<b>(a) Degree Holders</b>		
Electrical/ Electronics Engineering		
Mechanical/Production/Industrial/ Mechatronics Engineer		
Chemical Engineer		
IT Professional	<div>Not Applicable</div>	
<b>(b) Diploma Graduates</b>		
Electrical/ Electronics		
Mechanical/Production/Industrial/ Mechatronics		
Chemical Process		
IT		
<b>(c) Skilled Workers (Craftsmen and Graduates from Vocational Institutes)</b>		
Electrical/ Electronics		
Mechanical/ Mechatronics		
Precision Machining/Tool & Die Making		

\* Current Year

**8B EMPLOYMENT BY DISCIPLINE** *(For Companies In The Services Industry)*

	Last FY 20____	Projection in Two Years 20____
<b>(a) Degree Holders</b>		
Engineering		
Mass Communications		
Film/TV Production		
Broadcasting		
Business Administration/ Accounting/Finance		
Fine & Performing Arts		
IT Professional		
Others		
<b>(b) Diploma Graduates</b>		
Engineering		
Mass Communications		
Film/TV Production		
Broadcasting		
Business Administration/ Accounting/Finance		
Hospitality/Tourism/Marketing/Public Relations		
Fine & Performing Arts		
Nursing/Physiotherapy/Occupational Therapy/ Radiography		
IT		
Others		

## 9 FIXED INVESTMENT

	As At Last FY 20__		Projection in <u>Two</u> <u>Years'</u> Time 20__
	(at Cost S\$'000)	(at NBV* S\$'000)	(at Cost S\$'000)
(a) Building & Civil Works and/or Leasehold Improvements	<b>Not Applicable</b>		
(b) Production Machinery and Equipment +			
(c) R & D Equipment			
Total			

\* NBV - net book value

+ including installation costs

## 10 R & D EXPENDITURE PLAN

	Last FY 20__	Year 1 20__	Year 2 20__	Year 3 20__
Operating Expenditure* (S\$'000)	<b>Not Applicable</b>			
Capital Expenditure# (S\$'000)				
Total (S\$'000)				
R&D Engineers				
R&D Technicians				

Please provide details on proposed R&D areas, number of R&D engineers/technicians required and milestones.

\* excludes depreciation of equipment

# must correspond with item 9(c) for "Last FY 19\_\_ at Cost" found in this page

## PART II - TRAINING DETAILS

### 1 OBJECTIVES OF OVERALL TRAINING PROGRAMME

CORENET is an information technology (IT) initiative spearheaded by the Ministry of National Development to propel the construction and real estate sector into the next century. Objective of the training programme was to equip existing and future industry professionals with advanced IT skills in CORENET-related fields. This is especially important as the local industry has to be prepared to exploit the use of advanced IT systems and services when the full CORENET system comes on stream. In general, the profile of trainees will include draftsmen and design professionals.

### 2 SUMMARY OF TRAINING DURATION FOR TRAINEES

	No. of Trainees	Total No. of Training-Days	Estimated Date	
			Commencement# (dd/mm/yy)	Completion* (dd/mm/yy)
<b>Professionals</b> - Degree holders or, Diploma holders earning at least S\$2500/month				
<del>Overseas Training</del>				
• Local Training				
<b>Technicians</b> - Diploma holders or, others earning at least S\$1000/month				
<del>Overseas Training</del>				
• Local Training				

# for first trainee

\* for last trainee



### 3 DETAILS OF TRAINEES & TRAINING PROGRAMME (see attached Appendix Sheet)

(Please note that trainees must be either Singapore citizens or permanent residents; for non Singaporeans, the trainees must attain permanent resident status two years after completion of training)

For each trainee, please provide the following details in tabular form:

- (a) Name
- (b) Age
- (c) Nationality
- (d) Educational qualification
- (e) Current monthly salary
- (f) Current position
- (g) Work experience
- (h) Period of training (*commencement and completion dates, and the number of days involved*)
- (i) Location of training (*please provide the country name for overseas training*)

Please also include in a separate sheet the training schedule/description for each trainee or each group of trainees (*i.e. weekly if less than six months, monthly if six months or more*)

**3 DETAILS OF TRAINEES & TRAINING PROGRAMME**

Appendix Sheet : \_\_\_\_ / \_\_\_\_.

(Please note that trainees must be either Singapore citizens or permanent residents; for non Singaporeans, the trainees must attain permanent resident status two years after completion of training)

For each trainee, please duplicate forms and fill each separately :

1	Name	
2	Age	
3	Nationality	
4	Education qualification(s)	i  ii  iii  iv  v
5	Current monthly salary	
6	Current Position	
7	Work Experience(s)	i  ii  iii  iv  v  vi  vii  viii
8	Period of training (commencement & completion dates, and the number of days involved)	Commencement date:  Completion date:
9	Location of Training	Informatics Professional Development Centre

**4 DETAILS OF TRAINERS (Not applicable to applicant - to be filled by SIA)**

Particulars of Trainers		
1	Name	Mr Patrick Chia, Mr Neo Choon Keong
	Course portion	SIA NPQS Industry Training (Half-Day Session)
	Organisation	SIA
General Information about the Training Organisations		
1		
2		
Location of training		
	Informatics Professional Development Centre	109 North Bridge Road Funan IT Mall #05-01 Singapore 179097

**5 COST OF TRAINERS FOR LOCAL TRAINING (To be filled by SIA)**

For each trainer, please provide the following cost breakdown:

Item	Costs (S\$)
Salary	
Cost of Living Allowance (food, accommodation & transport)	
Airfares (return economy)	
Course Fees	
Others (please specify_____)	
Total	

## 6 SUMMARY OF OVERALL ESTIMATED COST

Please fill in the column of "All Trainees" if application is for support of trainees, and column of "All Trainers" of application is for trainer.

Item	All Trainees (S\$)	All Trainers (S\$)	
Salary (include Central Provident Fund*)			
Cost of Living Allowance (food, accommodation & transport)		Not Applicable	
Airfares (return economy)			
Course Fees			
Others (please specify: _____ _____ _____) )			Grand Total
Total			

\* for trainees only

**PART III - ULTIMATE PARENT COMPANY/GROUP INFORMATION** *(if applicable)*

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- (a) Company Name: \_\_\_\_\_
- (b) Registered Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_
- (c) Total Employment: \_\_\_\_\_
- (d) Total Turnover: \_\_\_\_\_ (Latest available year, For 20\_\_\_\_)
- (e) Major Products/Services


- (f) Major Competitors *(For each product if possible)*

Company Name	Product	Estimated World Market Share (%)

- (g) Sales Turnover By Major Region/Country *(For Year 20\_\_\_\_)*

Region/Country	(S\$'000)

- (h) Please include the group structure on separate sheet of paper indicating shareholdings.
- (i) Please also provide a copy of your latest annual report and any other relevant reports or information available.

## PART IV - DECLARATIONS

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1. I declare that the Company has been granted the following tax/financial incentives\* for this project:
  
2. I declare that the Company has applied/is applying for the following tax/financial incentives\* for this project:
  
3. Please list any tax/financial incentives\* that the Company is currently enjoying:
  
4. I declare that the facts stated in this application and the accompanying information are true, and that the company is free from any litigation pertaining to the project in Singapore or overseas.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (in BLOCK LETTERS)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Applicant's Designation

\_\_\_\_\_  
Date

(The applicant should be the Chief Executive Officer, Managing Director or equivalent in the company)

\_\_\_\_\_  
Contact Person (if different from above)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Telephone Number

\* Indicate incentives/loans, etc. administered by other government agencies.

## USEFUL NOTES

In the past, we have detected some common problems companies face while completing this form. We would like to highlight the following to facilitate more accurate and efficient filing:

(1) General Interpretation

The columns of "Last FY" need not be filled if the company is newly incorporated.

(2) Past Performances

The entries in column under "Last FY" of "Past Performances" (Part i, Item 5 of page 4) must correspond with all the relevant entries of "Last FY" in Part I.

(3) Training Period

The estimated commencement and completion dates in Part II, Item 2 refer to the respective groups. For example, for a group of trainees undergoing overseas training at different times, the estimated commencement date refers to the start date of training for the first trainee in the group and the estimated completion date refers to the end date of training for the last trainee in the group. The number of training-days include public holidays and weekends.

(4) Grant Disbursement

Please note that for grant disbursement, the following need to be provided:

- i) proof of arrival/departure dates (air tickets, boarding passes and stamps on passports, etc.)
- ii) a training report from each trainee