



No.	Document:	Tick (v)	Remarks
1	Activity Report Form		
2	TPC Funding Claim Form		
3	Letter of Acceptance from Secretariat		
4	Fill in all fields indicated in the Funding Claim Form		
5	Provide supporting documents & invoices/receipts *TPC will not reimburse items not supported by relevant documents.		
6	Endorse Activity and Funding Claim Forms with both the signature and company stamps. If you are giving a survey to participants to gather feedback, kindly include any of the questions shown below in your survey if it is applicable to your programme/event. Please do include the survey findings in the Activity Report. (Refer to Feedback Form Template provided) % of participants indicated the objectives of the programme/event were clear % participants indicated that overall, the programme/event was well-organised % participants indicated that the programme/event organised is useful and relevant % participants indicated that programme/event organised has helped them sustain/enhance their interest in the language % participants indicated that programme/event organised has provided them with opportunities to learn/use the TL language % participants indicated that programme/event organised has provided them with opportunities to better appreciate the Tamil culture Participants key takeaways from the programme/event (Consolidated Qualitative Comments) Participants Comments on what would have the programme/event better		
7	Fill in the bank details for payment to be made. (Mandatory)		

8	Only claim items approved and stated in the Letter of Acceptance. *Items not listed in the Letter of Acceptance cannot be included in the claim form. If there are more than one item to be claimed for each category, organise the items based on what is stated in the Letter of Acceptance.		
9	Certify true copy for photocopied invoices, by signing on each copy and endorsing it with the company stamp. *Faded invoices/receipts that cannot be read or hand-written receipts will not be accepted.		
10	Submit all documents together in the order stated in the Letter of Acceptance.		

Finance Checklist

Please ensure that you have all these documents before submitting your claims to the TPC secretariat via email.

***Please submit all claims via email within 30 days upon completion of the event. Late submissions will not be processed.**

***TPC reserves the right to reject a reimbursement claim if the documents submitted are deemed incomplete.**