TPC

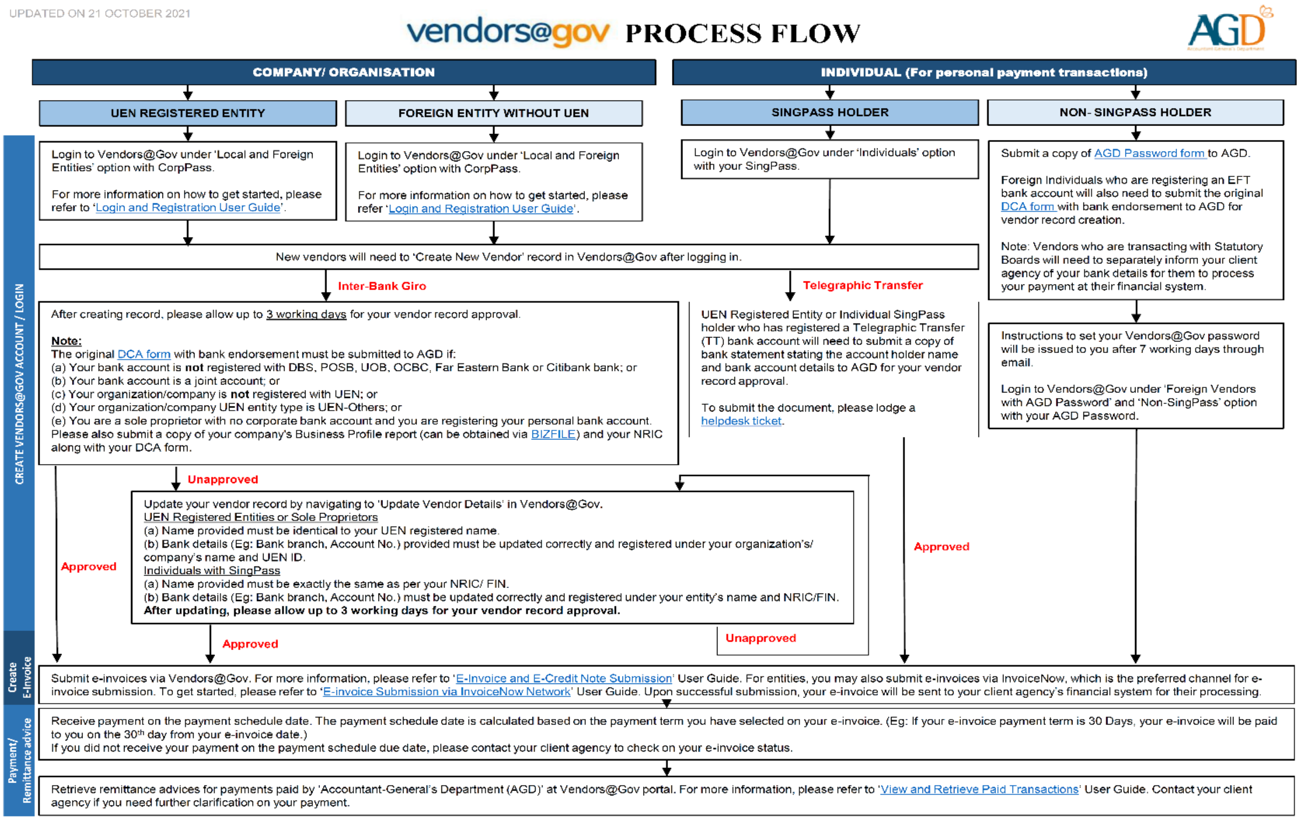
REIMBURSEMENT DOCUMENTATION GUIDE

Those applying for progressive payment should adhere to timeline and submit relevant invoices within the stipulated payment month so that reimbursement can be processed accordingly. Do note that payment will be made within 60 days after the submission of the claim. The respective vendor must submit all documents on time and reply all queries raised.

Example:

Payment	Amount	Payment Month
First payment (30%)	$9, 030.00 (nett)	February 2023
Second Payment (30%)	$9, 030.00 (nett)	March 2023
Final payment (40%) upon completion of programme and submission of invoices	$12, 040.00 (nett)	April - May 2023

Ensure the organisation is registered under Vendors@gov. In the claim form provide accurate vendor ID and organisation name as in the registration document.



You can only claim the amount for items indicated in the LOA. Do not submit claims for items not listed in the LOA.

Annex A

Project/Event

Budget Breakdown (Total amount rounded to nearest dollar)

SNo	Item	Unit Amount	Quantity	Total Amount
1	Director (Honorarium)	$2,000.00	1	$2,000.00
2	Art Groups (Honorarium)	$500.00	9	$4,500.00
3	Artistes (Honorarium)	$100.00	15	$1,500.00
4	Purchase copyright for songs and music	$2,500.00	-	$2,500.00
5	Publicity & Marketing Costs	$2,000.00	1	$2,000.00
6	Stage Manager & Stage Crew (Honorarium)	$300.00	5	$1,500.00
7	Costume / T-shirt Production	$1,000.00	1	$1,000.00
8	Sound Equipment	$2,000.00	1	$2,000.00
9	Lighting, Sound & Camera Crew (Honorarium)	$300.00	10	$3,000.00
10	Set Design / Props	$1,000.00	1	$1,000.00
11	Technical Requirements (Lighting and other equipment)	$1,000.00	1	$1,000.00
12	Local Transportation	$500.00	1	$500.00
13	Venue Rental@ Our Tampines Hub	$2,000.00	1	$2,000.00
14	Makeup Artist	$500.00	2	$1,000.00
15	Meals & Refreshment (2 meals for 2 days)	$8.00	50x2x2	$1,600.00
16	Photography, video Recording and Editing (Honorarium)	$2,000.00	1	$2,000.00
17	Digital marketing (Website & Social Media Publicity)	$1,000.00	1	$1,000.00
			Grand Total	**$30,100.00**

Note:

- Ensure good planning and proper market sensing is done before deciding on the quantity and unit price when submitting the proposal form.
- Proposers (one who submits the proposal) who claim for self, should include their name beside the line item in the proposal form that is submitted to TPC.
  E.g.

Item	**Unit Amount**	**Quantity**	**Total Amount**
Director (Mr Sathish)	$2,000	1	$2,000

- The description of the item, quantity and unit price stated in the invoices, receipts, vouchers **must** tally with the LOA. If quantity and unit price do not match, then the amount reimbursed for the line item will be **prorated**.
- When using UPTLC as venue ensure cleaning services and engagement of TA is factored in the costing for venue.

Complete the claim form (use the latest version sent together with the LOA) and send it along with all other documents.

TAMIL LANGUAGE LEARNING & PROMOTION COMMITTEE
TLLPC FUNDING CLAIM FORM

Please ensure Sections A, B and C are duly filled up

SECTION A: CLAIMANT'S PARTICULARS

Name of Organisation/School/Institution: **as in bank statement*	Address:
Name of Applicant: ... ail Address:	Bank Name: ____________ Bank Code: ____________ Branch Code: ____________ Account No: ____________ UEN No: ____________
Designation:	Application Date:

Include name of account holder (organization or individual) receiving the funding.

Include all bank details accurately. This form is to placed as the first document in the stack submitted for claims.

SECTION B: PROGRAMME PARTICULARS

1 Programme Details

Date: ____________ Time: ____________ Venue: ____________

Programme/Topic: ____________

Summary of Event:

Include programme details along with a summary of the event

Stack all project expenditure as in the claim form. Send a signed hardcopy to TPC and email a soft copy in word format.

2 Actual Expenses

Expenditure	Activity / Item	Invoice Number	Quantity	Amount
Please attach proof of purchase/payment documents to process your claim	Booking of venue	112345	1	$5,600.00
If event is ticketed amount collected from sales of tickets must be deducted from total expense.	**Ticket**	**Price/ticket**	**Quantity**	**Total Amount**
			Net Expense	$5,600.00
(For Official Use) TLLPC Subsidy Approved	$ 12,000.00			
(For Official Use) TLLPC Fund Disbursed Payment 1	$ ______			
(For Official Use) TLLPC Fund Disbursed Payment 2	$ ______			
(For Official Use) TLLPC Fund Disbursed Payment 3	$ ______			

SECTION C: DECLARATION

I certify that the information given above is correct to the best of my knowledge and I agree to abide by the conditions governing the application for the funding.

Signature: ______________________ Date: ______________

Stamp: ______________________

Ensure that all items match those that are listed in the LOA. Include invoice number or receipt number. Label the necessary documentations accordingly and ensure they are placed according to the line items listed in this claim form. Categorise the expenses under different sections. E.g. Under the Actors Section, to have all payment to artistes.

If the event is ticketed, amount collected from the sales of tickets must be deducted from the total expenses incurred for the project.

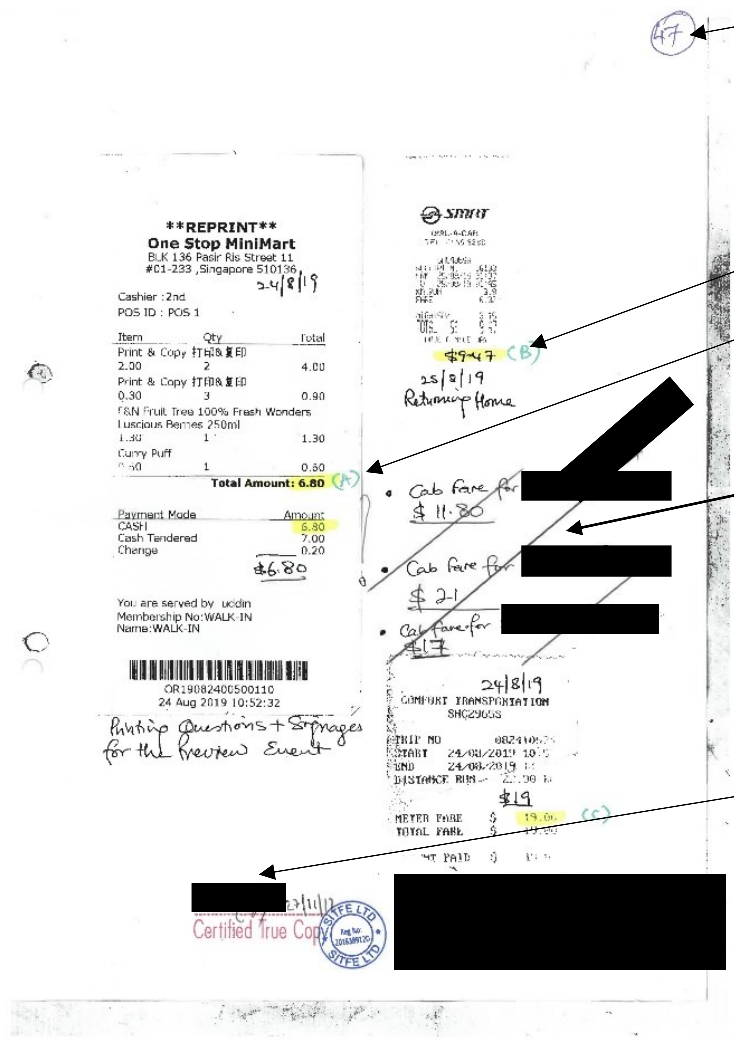
Only provide receipts/invoices that add up to the approved amount

Company or organisation stamp and Chairperson or President of organisation to sign under Section C: Declaration

One document per line item (receipt, invoice and or voucher) is encouraged. If submitting invoices in one pdf document arrange all supporting documents according to the line item listed in the claim form. Do not merge two line items in one receipt.

Receipts

Indicate on the supporting documents the s/n reference (see example below)

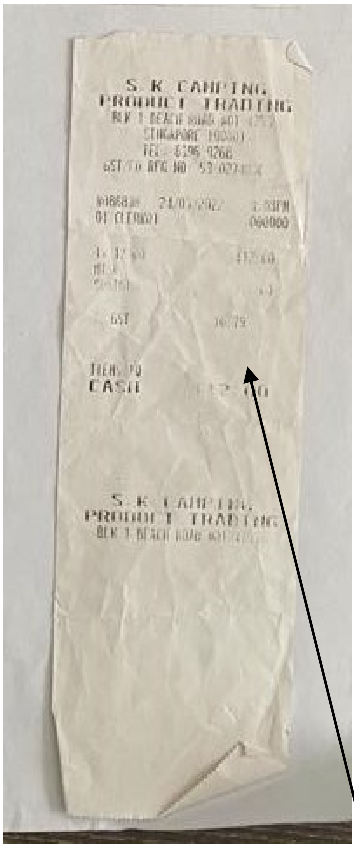


Number all the pages submitted

Number/Label each receipt submitted (E.g. A/B or 1/2)

Additional writings on receipts will not be accepted. Unclear, handwritten and handwritten-over receipts are not accepted.

Company Stamp, 'Certified True Copy' stamp and initials must be reflected on the photocopied document.



S.K CAMPING
PRODUCT TRADING
BLK 1 BEACH ROAD #01-4753
SINGAPORE 190001
TEL: 6396 9266
GST/CO REG NO: 53 027403 X
CASH

S.K CAMPING
PRODUCT TRADING
BLK 1 BEACH ROAD #01-4753

WINGSTOP
Store ID# 0880
180 Kitchener Road, #B1-33/34/K15
City Square Mall
Singapore 208539
Tel:6509-6571
GST Reg No.:201300103C

03/04/2022 18:03 Receipt: D144507

Collection No.:207

1	14pc Boneless Combo	22.95
	** 7X BW KCP	---
	** 7X BW LRB	---
	** 1X Curly Fries (Cmb	2.20
	** 1X Curly Fries (Cmb	2.20
	** 1X Voodoo FF (Cmb L	2.20
	** 1X Ranch (Cmb)	---
	** 1X Ranch (Cmb)	---
	** 1X Coke(Cmb R)	---
	** 1X Coke(Cmb R)	---
1	Coke(L)	2.50
1	Sprite(L)	2.50

TOTAL 34.55
MC 34.55
007958
Incl. Gst 7% 2.26

Inclusive Of GST:$2.26
Tell us how we did today!
Take our guest survey within the next 5 days to receive

2 FREE Boneless Wings on your next visit with min $5 purchase.

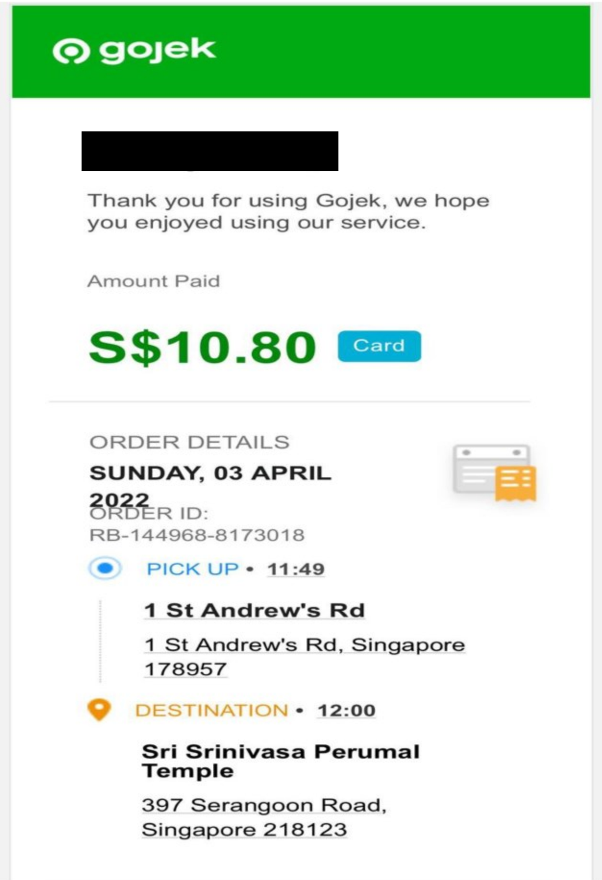
Visit mywingstopsurveysg.com
Write your Validation Code in the space provided.

Offer expires 30 days from the date of this receipt. Redemption cannot be on the same day of this receipt. Receipt must be surrendered during redemption.
T&Cs apply.

Unclear receipts will not be accepted.

Crumpled invoices (such as above) are to be pasted on a A4 size paper accordingly. Preferably 2 invoices pasted on a A4 size paper, so it is not overcrowded.

Take note that for refreshments and transportation only invoices from caterers or transport companies will be accepted. Grab food deliveries, food purchased from outlets such as fast-food outlets and Grab/Uber/Gojek etc. car ride receipts will not be accepted. Avoid using external transportation services for delivery of refreshment. Use delivery service by the restaurant and it must be reflected in the invoice.



gojek

[redacted]

Thank you for using Gojek, we hope you enjoyed using our service.

Amount Paid

S$10.80 Card

ORDER DETAILS
SUNDAY, 03 APRIL 2022
ORDER ID:
RB-144968-8173018

PICK UP • 11:49
1 St Andrew's Rd
1 St Andrew's Rd, Singapore 178957

DESTINATION • 12:00
Sri Srinivasa Perumal Temple
397 Serangoon Road, Singapore 218123

Please proceed to pick-up counter when your order number is displayed

8006

KENTUCKY FRIED CHICKEN PTE LTD
107 North Bridge Road, #01-13 Singapore
GST REG.
CO. REG. NO.
Counter: 1
26 Mar 22
-----Kiosk Dine-In-----

1	ZNG BX ZNG CF 2.20 x R FF M Mug RBEER H.C. CKN	12.30
1	ZNG BX ZNG CF 2.20 x R FF PEP (M) H.C. CKN	12.30
	Total:	24.60
	creditcard:	24.60
	7% GST(incl):	1.61
	Total item sold:	2

-----creditcard Transaction Information-----

Card Type:	MASTERCARD
Terminal ID:	47915325
Merchant ID:	168168348537
Transaction Date & Time:	26 Mar 22 12:11:11
Transaction Amount:	24.60
Approval Code:	F01906
Reference Number:	208504571018

-----CLOSED 26 Mar 22 12:11:11-----

Store Code: 531
10% off your next order
Share your experience at
www.kfcguestfeedback.com.sg
within the next 5 days

Fill in Validation Code:
• Valid for Dine-in/Takeaway
• Valid for 14 days from receipt date
• 10% discount is capped at $5
• 1 Redemption per transaction
• Not valid with other

Invoices

Only Tax Invoices are accepted. Proforma Invoices, Quotations, Schedule, etc will not be accepted.

Proforma Invoice such as this will not be accepted.

vodien
24/7 Cloud Hosting

Vodien Internet Solutions Pte Ltd
Trusted web hosting & domain registration service provider

[redacted]

Proforma Invoice

Date:	[redacted]
Invoice #	
Member ID #	

Bank Account Information	Additional Information for Telegraphic Transfer
[redacted]	[redacted]

Bill To	Payment Info
Tamilvani Muthu 1 North Buona Vista Drive Singapore, Singapore 138675 Country: SG	Tamilvani Muthu Payment Type Bank Transfer PAID $ 0.00

Item	List Price	Buy Price	Discount	Qty	Total Price
tllpc.sg Domain Name Renewal Term: 2 Years	$134.58	$134.58	-	1	$134.58
				Subtotal:	$ 134.58
				GST	$ 9.42
				Total:	**$ 144.00**

All pricing is displayed and charged in Singapore Dollar (SGD)
UEN/GST No.: 200911829E | GST charged at 7% for country Singapore (SG)

Vodien Internet Solutions Pte Ltd
3 Irving Road #09-01 Tai Seng Centre Singapore 369522

Quotations such as this will not be accepted if no evidence/receipts or invoices are submitted.

Brinda's

Quotation

Catering Order

[redacted]

TAX INVOICE TO.	CO REG/GST REG NO : [redacted]
Ms VERONICA	HALAL CERT NO :
Blk 2, BEATTY ROAD	NEA LICENSE NO :
, UMAR PULLAVAR	
Singapore - 209954	
HP : 91441951	

DATE	TERMS	QUOTATION NO
26/07/2018	30 Days	Q00013

ITEMS		QTY	PRICE	AMOUNT
Briyani Rice		300	13.50	4,050.00
Butter Nan				
Veg Dalcha				
Tau Sambal				
Fried Bhindi				
Aloo Gobi Masala				
Chicken Masala				
Mutton Mysoore				
Pepper Fish				
Raita				
Papadum				
Payasam				
Lime Juice				
Bru Coffee	sugar separate			
Masala Tea	sugar separate			
min 200 pax 2 station / 1 vip 1 norm				
EST. DELV DELIVERY : 25/08/2018 11:00 - 12:00				
FOOD BEST TO CONSUME WITHIN 4 HOURS OF DELIVERY				

	SALE AMT :	4,050.00
	GST :	283.50
AUTHORISED SIGNATURE	TOTAL :	4,333.50

Schedule will not be accepted.

THE ARTS HOUSE

Managed and operated by Arts House Ltd.

SCHEDULE 2

<u>VENUE RENTAL ESTIMATE (MINIMUM RENTAL ONLY)</u>

(revised as at 10 Aug 2022)

Hirer : [redacted]
Show/Event Name : [redacted]
Venue : [redacted]
Performance Time : [redacted]
Hire Category : [redacted]

Hire Period				Purpose	Hire Package Type	Units	Unit Charge	Subtotal
Day	Date	Time						
		From	To					
				Play Den				
Fri	2-Sep-2022	6pm	10pm	Set Up/Rehearsal	4-Hourly Block	1	$ [redacted]	[redacted]
Sat	3-Sep-2022	9am	1pm	Set Up/Rehearsal	4-Hourly Block	1	$ [redacted]	[redacted]
Sat	3-Sep-2022	2pm	6pm	Performance 1	4-Hourly Block	1	$ [redacted]	[redacted]
Sat	3-Sep-2022	6pm	10pm	Performance 2 / Load-out	4-Hourly Block	1	$ [redacted]	[redacted]
					Subtotals			$ [redacted]
							TOTAL	$ [redacted]
							PRODUCTION ESTIMATE	$ [redacted]
							REFUNDABLE SECURITY DEPOSIT	$ [redacted]
							GRAND TOTAL AMT (INCL. GST)	**$** [redacted]
							100% PAYMENT DUE WITH LETTER OF ACCEPTANCE	**$** [redacted]

Invoice must be billed to the relevant organization and not any individual. (TPC, MOE)

INVOICE

DriftNext Technologies Pvt Ltd
UEN : 201813463G
Singapore

www.driftnext.com

BILL TO

[redacted]

Invoice Number:	[redacted]
P.O./S.O. Number:	DN25122020TT
Invoice Date:	October 1, 2022
Payment Due:	November 30, 2022
Amount Due (SGD):	[redacted]

Items	Quantity	Price	Amount
Mobile app development completion , launch & Support Apple and Google PlayStore	1	[redacted]	[redacted]

Total:	[redacted]
Amount Due (SGD):	[redacted]

[redacted]

Notes / Terms
Payment Advice:
Cheque:
Payable to "Driftnext Technologies Pte Ltd"

Bank Transfer:
Beneficiary Name: Driftnext Technologies Pte Ltd
DBS Bank Digital Account No : 023-906220-2

This is a computer-generated Tax Invoice. No signature is required.

- Ensure that the **date** stated on invoices, receipts and vouchers is not before the date on which LOA was signed or after the date of event.
- For invoices that contain **"This is a computer generated invoice. No signature is required."** issuer's signature is not required.
- For all other invoices an original or Certified True Copy (organisation logo, "Certified True Copy" stamp and signature to certify true) must be submitted. Signatory must be part of the management team.

[redacted]

TAX INVOICE

Group GST No.: M90364976P

Invoice No. : 473338

Date : 10/12/2019

Reference : THINKERS

Due Date : 10/12/2019

S/NO.	DESCRIPTION	QTY	UNIT PRICE (S$)	TOTAL (S$)
1	TRAINING ROOM RENTAL USAGE OF SMC STUDIO - 12 DEC 2019	1	500.000	500.00

CERTIFED TRUE COPY

[redacted]

Payments (Cash/Cheque/Visa/Mastercard/Nets) can also be made at the following address:-
MDIS Dhoby Ghaut: *20 Orchard Road S(238830) Tel: (65) 6372 1000*
(Mondays to Fridays 8:30am to 7:30pm & Saturdays 8:30am to 2:00pm)
Closed on all Sundays & Public Holidays.

[redacted]

SUBTOTAL	500.00
GST 7.00 %	35.00
TOTAL DUE	535.00

This is a computer generated form, no signature is required.

Detach here and return with remittance. All cheques should be crossed and made payable to [redacted]

Name: [redacted] **Reference:** THINKERS

Invoice No.	Invoice Date	Due Date	Amount (S$)
473338	10/12/2019	10/12/2019	535.00

Bank/Cheque No.:________________ Amount Paid:________________

Stamp 'Certified True Copy' and initial next to it (<u>on every page</u>)

Company's Logo must be stamped on every page too.

Payment Voucher

Payment made to individuals (artistes, composers, etc) must be substantiated with a payment voucher **signed by both the payer and the payee** together with **proof of bank transfer to payee**.

Paste 1-2 receipts on each side of an A4 sized paper (for clarity sake)

PAYMENT VOUCHER

Voucher No: T056

Date: 13th Dec 2019

PAY TO: Karthika IC NO: [redacted]

DESCRIPTION	AMOUNT
Event Title	
Facilitator	
Company's Stamp	
A/c Cash/~~Cheque~~	$100

The Sum of Dollars ....

Payment Approved by: [redacted] Received by:

Voucher must be signed by recipient and not any other

Company's Stamp

CERTIFIED TRUE COPY

PAYMENT VOUCHER

Date: 13th Dec 2019

PAY TO: Anu IC NO: [redacted]

DESCRIPTION	AMOUNT
Event Title	
Facilitator	
Company's Stamp	
A/c Cash/~~Cheque~~	$100

The Sum of Dollars ....

Payment Approved by: [redacted] Received by: [redacted]

Success!

Your request has been approved

OCBC reference no. [redacted]

Created on 26 Jan 2022, 6:01 PM

From	To
Your Account [redacted]	Payee Bank or Non-bank Financial Institution **UNITED OVERSEAS BANK LTD**
Value Date: **26 Jan 2022** Amount: **2,500.00 SGD**	Payee Account No. [redacted]
Same day payment Value Time **26 Jan 2022 IMMEDIATE**	Payee Name [redacted]
Purpose Code and Description **OTHR - OTHER**	

Cheque Payments

If cheque payments are made to service providers, then submit the bank statement as evidence of clearance of cheques.

[redacted]

Check Clearance Confirmation

We hereby confirm that the cheques issued to the Panellists, are cleared and reflected in our bank statement as below:

Cheque Numbers : 0000221, 0000223, 0000226, 0000227 :

Date	Cheque T	Txn Type	Payee / Depo	Transaction Details	Debit	Cre
22-Jul-19	0000226	DRAW CHEQUE	Decheng	Honorarium for Chinese Poet [redacted]	200.00	
22-Jul-19		Bank Transaction Charges		Pricing Trx Charge	0.50	
1-Aug-19	0000227	DRAW CHEQUE	Mohammed	Honorarium for Panel Convener [redacted]	$ 200.00	
1-Aug-19		Bank Transaction Charges		Pricing Trx Charge	$ 0.50	
5-Aug-19	0000223	DRAW CHEQUE	Khairul Hagu	Honorarium for Malay Poet [redacted]	$ 200.00	
5-Aug-19		Bank Transaction Charges		Pricing Trx Charge	$ 0.50	
16-Aug-19	0000221	DRAW CHEQUE	Yi-Sheng	Honorarium for English Poet [redacted]	$ 200.00	
16-Aug-19		Bank Transaction Charges		Pricing Trx Charge	$ 0.50	

Regards

[redacted]

→ CERTIFIED TRUE COPY ←

[redacted]

Foreign Currency

Avoid making payments in foreign currency. If for some reason you make payment in foreign currency then submit a statement as given below stating the exchange rate for the day the payment was made or submit a bank statement if a bank transfer was made on the mentioned date.

To: **30 Oct 2019**

TPC

Attn: Ms Tamilvani

RE: Exchange rate for payments for 'Poem Festival 2019 (Muthirai Varigal)' event on 20th July 2019

Based on actual forex rates, here is our amendment to the budget report form submitted earlier
Thank you

No.	Item	INR Amount	Rate	Amount	Remarks
1.	Artwork Publication Preparation	RS 30000.00	1.9719	S$591.57	Based on exchange rate on date (19/07/19)

Total Amount: S$591.57

Attachments: MAS report for exchange rates for the above period.

Organisation:

Signature:

Submit soft copy of the following within **<u>1 month</u>** after the project has ended. Claims that reach us later than 1 month will not be processed for payment:

- Finance Checklist
- **Activity Report Form** with media reports
- Signed TPC Claim Form with all project expenditure listed (to match line items stated in the LOA),
- All original or Certified True Copy invoices, receipts, supporting documents for expenses (stamped with organisation logo and "Certified True Copy" + signature from the management team)
- Event photos and feedback forms