

GRANT APPLICATION FORM (COMPANY¹)

PROJECT TITLE:*

TT Readiness Programme

REGISTERED COMPANY NAME:*

COMPANY UNIQUE ENTITY NUMBER (UEN):*



INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY

10, Pasir Panjang Road
#03-01 Mapletree Business City
Singapore 117438
Tel: (65) 6377 3800

Website: www.imda.gov.sg

**ALL INFORMATION PROVIDED WILL BE
HELD IN STRICTEST CONFIDENCE**

¹Company includes Associations, Societies and/or Charities.

*Mandatory field to fill up.

Version: 1.1 Effective Date: 17 Mar 2025

USEFUL NOTES

(1) **Application**

To assist us in evaluating your application speedily, please provide the requested information as completely and accurately as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.

You are advised to contact us should you have any difficulties in completing the form or if you need any further information.

Only **one** copy of this application (together with any relevant supporting documents) needs to be submitted. Please send a scanned copy of the application form (together with the softcopy of any relevant supporting documents) to: caro@imda.gov.sg.

(2) **Structure of the Application Form**

- Part 1: Company Information
- Part 2: Basic Information
- Part 3: Contact Details
- Part 4: Proposal
- Part 5: Business Impact
- Part 6: Project Cost Breakdown
- Part 7: Declarations / Undertakings
- Part 8: Annex A (Additional Information)

(3) IMDA reserves the right to conduct interviews and on-site visits during the evaluation of the application.

(4) The Company, by submitting this Application Form, undertakes not to disclose, divulge, or communicate to any person or party any Confidential Information, without first having obtained the written consent of IMDA.

“Confidential Information” means information in whatever form (oral, written, electronic, etc.) and documentation pertaining to IMDA, the Government of the Republic of Singapore, any third parties or the grant applied hereunder, that is disclosed to or obtained by the Company in relation to or in connection with the grant applied hereunder, including this Application Form.

(5) Generally, IMDA funding received by companies are taxable unless it is capital in nature (i.e. funding for infrastructure and fixed asset).

(6) “Related-Party” means -

- a. in the case of a natural person: a person or a close member of that person’s family related to the Recipient who has:
 - i. control or joint control of the Recipient;
 - ii. has significant influence over the Recipient; or
 - iii. is a member of the key management personnel of the Recipient or of a parent of the Recipient; or
- b. in the case of an entity other than a natural person: an entity is related to the Recipient if any of the following conditions apply:
 - i. the entity and the Recipient are members of the same group of companies (i.e. either is a parent of, a subsidiary or share a parent company);
 - ii. the Recipient is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member);

- iii. the Recipient and the entity share a third-party joint venture partner.
- iv. the Recipient is a joint venture of a third party entity and the entity is an associate of the third party entity, or vice versa;
- v. the entity is a post-employment benefit plan for the benefit of the employees of either the Recipient or an entity related to the Recipient. If the Recipient is itself such a plan, the sponsoring employers shall also be related to the Recipient;
- vi. the entity is controlled or jointly controlled by a person identified in **(6)a.** above;
- vii. a person identified in **(6)a.i.** has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity);
- viii. the entity or any member of a group of which it is a part of, provides key management personnel services to the Recipient or the parent of the Recipient.

SUPPORTING DOCUMENT TO BE SUBMITTED

Application

- (a) Latest Company's ACRA business profile dated not more than 6 months from the date of application submission, or other forms of registration documents bearing UEN of the company that is dated not more than 6 months from the date of application submission, if company is not ACRA registered.

Financial Statements

- (b) For companies (including associations, societies and charities) – Latest set of audited financial statements that are not more than 2 years from the current financial year end of the company. If latest set of audited financial statements are not available, then latest set of unaudited accounts (not more than 2 years from the current financial year end of the company) accompanied by a signed/endorsed Director (s) declaration form may be accepted in lieu of audited accounts with justification.
- (c) For audit exempt small companies – Latest set of unaudited accounts that are not more than 2 years from the current financial year end of the company, accompanied by a signed/endorsed Director (s) declaration form. Latest set of audited financial statements (not more than 2 years from the current financial year end of the company) should be used if available.
- (d) For businesses (e.g. sole proprietors, partnerships etc.) – Latest set of Profit & Loss Statement and Balance Sheet that are not more than 2 years from the current financial year end of the business, accompanied by a signed/endorsed Partner(s)/Owner's declaration form.

PART 1: COMPANY INFORMATION

Company Information		
Company Website	Employment Size	Brief Description of the Company

Is the applicant's group sales turnover less than or equal to S\$100 million or is the applicant's groups employment size less than or equal to 200? *

Yes No

PART 2: BASIC INFORMATION

Basic Information		
Applicant Requirements: a. The lead applicant must be a registered business in Singapore. b. The lead applicant must be either a Carrier or Digital Trade Platform* and must collaborate with the other party	Yes <input type="radio"/>	No <input type="radio"/>
The Digital Trade Platform-Carrier pair must demonstrate a clear collaborative intent to integrate TradeTrust into their operations, with both parties agreeing to participate in the programme and meet its key milestones.	Yes <input type="radio"/>	No <input type="radio"/>
The Digital Trade Platform must have the necessary technical infrastructure to integrate TradeTrust, including the capability to support eBL transactions.	Yes <input type="radio"/>	No <input type="radio"/>
The participating carrier must be committed to issuing TT-enabled eBLs in their operations and ensuring interoperability with other platforms as part of the integration process.	Yes <input type="radio"/>	No <input type="radio"/>
	Yes <input type="radio"/>	No <input type="radio"/>

***Digital Trade Platform (DTP)** - In this programme, a DTP refers to a Business Solution Provider (BSP) that operates a platform for the issuance, transfer, and interoperability of electronic trade documents.

*Mandatory field to fill up.

PART 3: CONTACT DETAILS

Main Contact Person

Name*

Job Title*

Country Code (e.g.+65)*

Contact No.*

Email*

Country Code for Alternate Contact No.

Alternate Contact Person's Contact No.

Alternate Contact Person's Email

Letter of Offer Addressee

Note: This should be the Director named in ACRA biz profile/member of the Senior Management

Same as main contact person Note: If this checkbox is selected, you do not need to fill up the details below

Name*

Job Title*

Country Code (e.g.+65)*

Contact No.*

Email*

Country Code for Alternate Contact No.

Alternate Contact Person's Contact No.

Alternate Contact Person's Email

*Mandatory field to fill up.

PART 4: SUBMIT YOUR PROPOSAL

Proposal

Project Title*

Note: Please fill up the same title as in page 1 (under Project Title)

Start Date (dd/mm/yyyy)*

End Date (dd/mm/yyyy)*

Project Duration (in months)*

Project Description*

Project Objective*

Project Scope*

Project Remarks

*Mandatory field to fill up.

Project KPIs***Note: Minimally one (1) Project KPI is required**

Name of KPI	KPI Target Type	KPI Value Note: Value entered here is based on "KPI Target Type" column
The DTP–Carrier pair must successfully complete the technical and/or legal integration of the TradeTrust framework into their operational environment.	Number	1
The DTP–Carrier pair must complete at least three (3) live electronic Bill of Lading (eBL) transactions involving cross-platform document exchange using TradeTrust.	Number	3
The DTP–Carrier pair must demonstrate interoperability with at least one other TradeTrust-enabled platform.	Number	3
Leave blank if not applicable	Select...	
Leave blank if not applicable	Select...	

Project Deliverable***Note: Minimally one (1) Project Deliverable is required**

Deliverable Name	Due Date (dd/mm/yyyy)
Sign and Return the Acceptance of Letter of Offer to IMDA	Click to select a date.
Leave blank if not applicable	Click to select a date.
Leave blank if not applicable	Click to select a date.
Leave blank if not applicable	Click to select a date.
Leave blank if not applicable	Click to select a date.

PART 5: EXPLAIN THE BUSINESS IMPACT**Business Impact*****Describe how this project will impact your business?*****Mandatory field to fill up.**

Note:

Please save the excel document in Part 6 as a local copy, fill up the details and [attach it together with this original application form](#) in your email submission to IMDA

PART 6: PROJECT COST BREAKDOWN



Project Cost
Breakdown

CONFIDENTIAL

PART 7: DECLARATIONS / UNDERTAKINGS

DECLARE & ACKNOWLEDGE TERMS

1. Has the applicant been or is currently — <ul style="list-style-type: none"> • 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?* 	Yes <input type="radio"/>	No <input type="radio"/>
2. Has the applicant been or is currently engaged in any civil suit or proceedings in any jurisdiction in the last 5 years?*	Yes <input type="radio"/>	No <input type="radio"/>
3. Has the applicant been or is currently — <ul style="list-style-type: none"> • Bankrupt, wound-up or under judicial management; • Subject to any bankruptcy or winding up or judicial management proceedings; or • Has a receiver or manager appointed for the applicant?* 	Yes <input type="radio"/>	No <input type="radio"/>
4. Has the applicant and/or Interested Party^ applied for or obtained any other grants or tax or sponsorships or financial incentives from the Singapore Government for this project? <i>Note</i> <ul style="list-style-type: none"> • “Interested Party” shall mean any person, whether a legal entity or natural person, who has an interest in the Project, whether through the provision of financing or contributions in kind. • “Contributions in kind” shall mean contributions to the Project other than in cash, including but not limited to the provision of manpower, and the loan or use of equipment.* 	Yes <input type="radio"/>	No <input type="radio"/>
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 parties engaged in this project whether directly or indirectly (including but not limited to suppliers and service providers, subcontractor)?*	Yes <input type="radio"/>	No <input type="radio"/>
6. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the Applicant or its related companies or their directors and shareholders?*	Yes <input type="radio"/>	No <input type="radio"/>

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 always act in good faith to comply with all applicable terms and conditions, conduct due diligence and exercise sound financial management in ensuring that: -
i. [the procurement of goods and/or services] is reasonably required by the Applicant and justified in the circumstances; and
ii. the amounts submitted in the Application Form are derived from quotations from legitimate vendors and/or represent fair value and/or are not inflated.

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 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.

If “Yes” is selected in any of the questions above, please provide details in below text box.

The applicant hereby acknowledges and consents to the above.*

Please be reminded to attach Part 6 (Excel), all supporting documents (refer to Page 3) together with this original application form in the email submission to IMDA

*Mandatory field to fill up.

Version: 1.1 Effective Date: 17 Mar 2025

Page 9 of 11

Signature of
A Director named in ACRA Biz Profile /
A member of the Senior Management*

Name (in BLOCK LETTERS)*

Designation*

Date*

Note: Please delete and indicate accordingly

PART 8: ANNEX A (ADDITIONAL INFORMATION)

This page is intentionally leave blank.

CONFIDENTIAL