

PSG Claim Guide



Step 1: Navigate to the Claim form after logging in to Business Grants Portal (BGP)



Toggle to the "Claims" tab



Click on "File New Claim"



Select the application which you would like to claim for



Step 2: Fill up the form

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Main Contact Person

The person submitting this form is the main contact person. Notifications about the grant will be sent to them. Update this as necessary whenever you resubmit the form. Vendors should not be involved in the grant process, and their contact details should not be included.

Name *	<input type="text"/>
Job Title *	<input type="text"/>
Contact No. *	<input type="text"/>
Email *	<input type="text"/>
Alternate Contact Person's Email	<input type="text"/>

Contact Details

Update your contact details if necessary



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UPDATE YOUR CLAIMS INFORMATION

* Mandatory field

Solution Details

Solution Type	IT Solution - IT
Solution Name	UAT Automation Check Solution 41
Vendor Name	UAT Auto Vendor 3
UEN	200200017N
	<input type="checkbox"/> I used a different vendor.

Key in your software license number(s) *

498 characters left

Upload supporting 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.

- Tax Invoice*
- Bank Statement*
 - Full page of the bank statement showing:
 - Account holder's name
 - Payee's name
 - Payment date and amount
 Document must be exported from desktop internet banking and unedited, not masked/cropped/folded.
- Bank/Transaction advice*
 - Full page bank/transaction advice showing:
 - Account holder's name and number
 - Beneficiary's name, account number, UEN
 - Transaction date, status, and amount
 Document must be exported from desktop internet banking and unedited, not masked/cropped/folded.
- Purchase Order or signed acceptance of quotation/Contract*
- Receipt*
- Pictures*
 - Licence number(s) of software and/or serial number(s) of hardware
- Usage report*
 - At least one month



Drag and drop files here
or

Claim Information

Please provide the following details:



- License/Serial No. of your solution
- Payment details (e.g. No. of units, payment mode etc.)

Documents to Upload:



- Tax Invoice
- Bank Statement & Transaction Advice
- Signed Quotation
- Receipt/Delivery Order
- Pictures of the license/serial no. of the solution
- Usage Report (at least 1 month) & User List
- Letter of Award for the Project where the solution is being utilised (if applicable)
- [Digital Readiness Result](#)

BUSINESS OUTCOMES

* Mandatory field

Now that you've used this solution, update your projections to reflect the actual impact.

Cost Savings

How much do you expect your costs to reduce? * %

Productivity Gains

Auto-fill from previous submission

What task will be more efficient with the new solution? *

How much more efficient is this task now? * %

How much is the reduction of man-hours for this task with the solution? * %

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Business Outcomes

- Let us know how this solution had benefited your company.



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.

- 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
- Has the applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? *

No Yes

- Is the applicant currently, or has been:
 - bankrupt, wound up or under judicial management
 - subject to any bankruptcy, winding up or judicial management proceedings, or
 - appointed a receiver or manager? *

No Yes

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Declaration and Acknowledgement

- Complete your declaration



Step 3: Review your claim form to ensure that all details are correct

Step 4: Submit your claim form



A notification email will be sent once there is an outcome.

You may then check it in the "Completed" tab under "Claims"