



## APPLICATION FOR PRO-FAMILY BUSINESS GRANT

<p>1. This form will take about 15 minutes to complete. All fields in this application are <b>compulsory</b>. Where information is not applicable, a “N.A.” is necessary.</p> <p>2. Each qualifying applicant (organisation – regardless of number of outlets) can only apply <b>once</b>, until the grant is depleted.</p> <p>3. For fields with “*”, please delete accordingly.</p> <p>4. MCYS reserves the right not to disclose reasons for rejection of applications.</p> <p>5. All necessary documents must be submitted together with your application.</p> <p>6. Prior approval is required before commencement of the project.</p> <p>7. MCYS reserves the right to audit successful applicants at any point in time during, and up to 2 years after completion of the project to ensure that the grant disbursed is used appropriately.</p>	<p>For official Use:</p> <p>Partner Stamp</p> <p>Partner Consultant</p> <hr/> <p>Case ID</p> <p>Case Officer</p>	
<b>PART 1. PARTICULARS OF ORGANISATION</b>		
1a) Registered Name of Company (with ACRA):		
b) Contact Details of Applicant Company:		
Address:		
Tel:	Fax:	Email:
1c) Registration Details:		
RCB Ref No. (if any):	Date of Registration:	
* Registered as: Public Company/ Private Limited / Sole Proprietorship/ Partnership/ Non-Profit/Others (specify)		
No. of Staff	Authorised Capital S\$	Paid-up Capital/ Invested Capital S\$

1d) Business Activity:			
*Industry: Business Services/ Construction/ community, Social & Personal Services/ Hotels & Restaurants/ Manufacturing/ Transport & Communications/ Wholesale & Retail/ Others (specify)			
Description			
1c) Shareholding Details of Applicant:			
Name of shareholders/ sole proprietors/ partners (individual or company)	National (Individual) or Country Registered (Corporate Shareholder)	% Share (Names the 5 biggest shareholders of the applicant)	
Does the applicant hold 50 % or more shares in any company? If so, please provide details below			
Name of company	Business Activity	Country Registered	% Shared
1f)	Year (20__)	Year (20__)	Latest FY (20__)
Sales (S\$'000)			
Net Profit Before Tax (S\$'000)			

**PART 2. DETAILS OF PROJECT OFFICERS****2a) Details of Project Leader**

The project leader will oversee the implementation of the project and will serve as the main contact person with the Pro-Family Business Mark Secretariat. The Project Leader must complete a training course on the implementation of the Pro-Family Business Mark framework approved by MCYS.

Name		Designation
Tel	Fax	Email

**2b) Details of Project Sponsor**

Each applicant must identify a senior management level project sponsor who will be committed to the success of the project. He/ she has to ensure that government funds are used responsibly, and that declarations and claims made are true to the best of his/ her knowledge.

Name		Designation	
Tel	Fax	Email	

**2c) Details of Consultant**

The consultant engaged by the applicant to provide assistance and advice on the Pro-Family project and issues. The consultant will be responsible to ensure that the applicant understand the Terms and Conditions of the Grant, as well as implications of the project. It is also expected of the consultant to perform basic checks that the company has genuine intentions on being Pro-Family and to submit progressive reports for the project. Details on the list of approved consultants can be found in the MCYS website. Should an in house Project Leader be used instead, all the said conditions would also apply.

Name of Consulting Company		Address of Consulting Company	
Name of Primary Consultant		Designation of Primary Consultant	
Tel	Fax	Email	

**PART 3. DETAILS OF PROJECT**

3a) Title of Project:

3b) Project Details

Objective(s) of Embarking on the Project

Commencement Date of Project  
(DD/MM/YYYY)Estimated Completion Date of Project  
(DD/MM/YYYY)

Project Duration

Consultancy fees (exclude GST)

<b>PART 4. DECLARATION BY APPLICANT</b>		
4a) Please list any tax/financial incentives or grants that your company is currently enjoying for the same project:		
Name of incentive/grant received	Agency offering incentive/grant (Contact Officer)	Item Funded (Amount Funded)
<b>4b) I declare that</b>		<b>Yes/No</b>
1. This is the first time the company, or any shareholding affiliated companies, is applying to the Pro-Family Business Grant.		
2. The company is free from any litigation pertaining to the proposed project.		
3. The company has not applied, obtained or will be obtaining any other tax/financial incentives for the proposed consultancy project.		
4. The facts stated in this application and the accompanying information are true, complete and correct to the best of my knowledge and that I have not withheld/distorted any material facts.  <b>I understand that if I obtain the grant by false or misleading statements, I may be prosecuted, and in addition, the MCYS may, at its discretion, withdraw the grant and recover immediately from my company and amount of the grant that may have been disbursed.</b>		
<b>Signature &amp; Company Stamp</b>		
Note: Only the sole proprietor, partner or company director of the applicant company, as registered with ACRA, may sign this declaration	<b>Name</b>	
	<b>Designation</b>	
	<b>Date</b>	

<b>PART 5. DECLARATION BY CONSULTANT</b>	
5a) Consultant Declaration (To be filled in by consultants seeking funding for their fees)	
<b>I declare that</b>	<b>Yes / No</b>
<p>(For sole proprietor)</p> <p>1. I am a third party consultant and I am not in the employ of the applicant or any company affiliated to the applicant or any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. I am not and will not in future be receiving any remuneration from the applicant or its affiliate companies, partners, principals or agents other than the consultancy fee for the proposed consultancy project. The services which I provide under the said project is for a limited duration and, unless agreed by MCYS in writing, shall not lead to full time employment with the applicant or its affiliated companies for at least one (1) year from the completion of the said project.</p> <p>(For sole proprietor/company)</p> <p>2. We are a consulting business that is unrelated to the applicant. None of our partners/directors or shareholders or our consultants have any interest in or are in the employ of the applicant or any company affiliated to the applicant of any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. The services which we provide under the said project is for a limited duration and, unless agreed by MCYS in writing, shall not lead to a full time employment of our partners/directors or shareholders with the applicant or its affiliated companies for at least one (1) year from the completion of the said project.</p>	
<p>3. The facts stated in this application and the accompanying materials are true, complete and correct to the best of my knowledge and that I/We have not withheld/distorted any material facts.</p> <p><b>I/We understand that if the grant is awarded to the applicant by false or misleading statements, including my/our declarations herein, I/we may be prosecuted.</b></p>	
<b>Signature &amp; Company Stamp</b>	
<p><i>Note: Only the sole proprietor, partner or company director of the consultant company, as registered with ACRA , may sign this declaration</i></p>	Name
	Designation
	Date

**PART 6. SUBMISSION CHECKLIST**

6a) Please ensure that the following documents are submitted:

Part 1-5 of Application form	Yes / No
Consultant Project Proposal	
Consultant's CV	
Latest ACRA search or instant information of applicant company (applicable if corporate shareholders holds 20% or more of the total shareholding)	
Latest audited accounts and financial statements (not more than 1 year ago)	

6b) Submission

Completed applications and accompanying materials should be addressed to:  
**Pro-Family Business Mark Secretariat**  
c/o Singapore Productivity Association (SPA)  
#15-04, 2 Bukit Merah Central  
Singapore 159835