USER GUIDE FOR COMPANY PORTAL

Contents

USER GUIDE – COMPANY PORTAL

Overview

PC Requirements

To access the system, a computer with an internet connection is required. Access the portal using the recommended internet browser software:

- Internet Explorer version 11 and above
- Mozilla Firefox
- Chrome

Important Reminders

While accessing the GRTNet Company Portal, please take note of the following:

- Use the recommended internet browser software
- Do not click on the browser BACK, FORWARD and REFRESH button
- Do not leave the system idle for more than 15 minutes
- Always click the logout link in the system when not in use
- Clear the browser cache before starting using the system

Section 1 – Log in and log out

Step 1:

Go to Be Global Ready Portal (www.beglobalready.gov.sg), click "**Login**" icon from top right page.
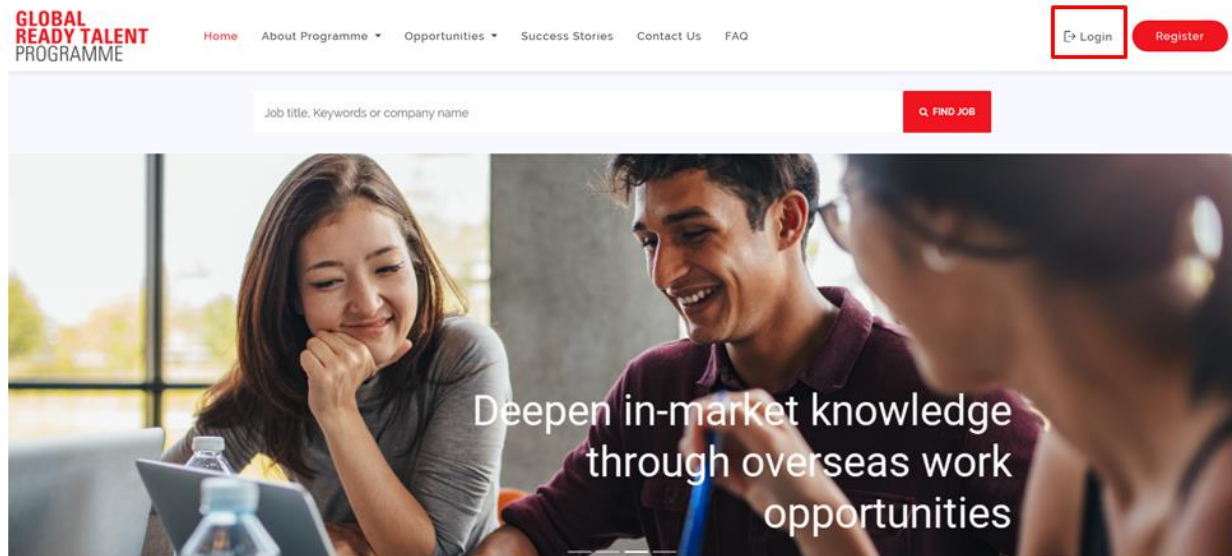
Step 2:

Select "**Company**" from "**Login as:**" drop down list.
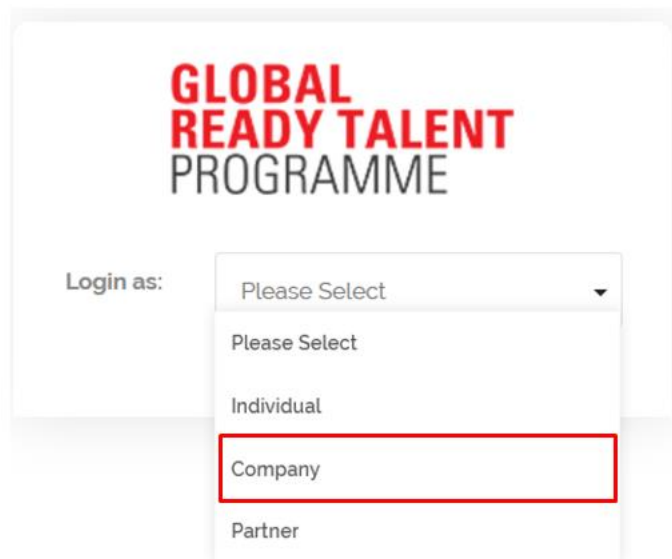
Step 3:

Click "**CorpPass**" logo under "**Please login via**" section.
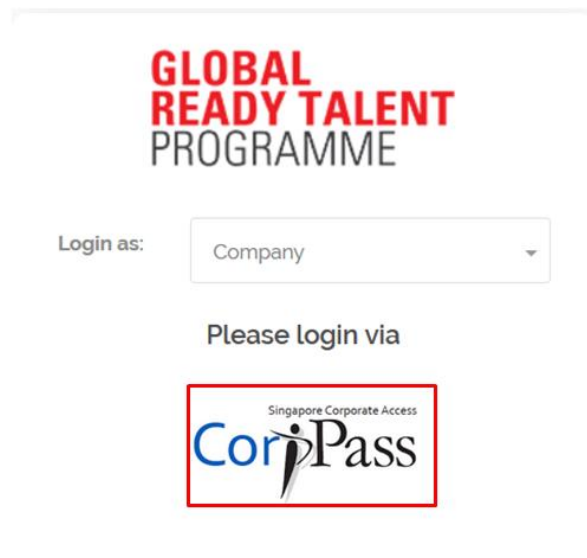
Step 4:

Login with valid credentials on CorpPass login page

Step 5:

If the company **has not submitted** any application yet, user will be redirected to "**Application for the Global Ready Talent Programme**" page to fill in.

If the company **has submitted** at least one application, user will be redirected to Company Dashboard.

Dashboard

Welcome to the GRTNet Portal,

> Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

This online platform seeks to meet your talent needs through offering meaningful internships training to young students as part of the Global Ready Talent Programme.

The quick links above allow you to track the status of your internship requests and other action items under "View Notifications".

* Please update your company profile under "Settings" above if you have not done so, the information provided will be displayed publicly under a listing of companies in the student portal at joinsme.sg.
* If you want to submit an internship placement for grant support, please go to "Internship Application" and select "New".
* If you want to post new job positions, please go to "Talent Pipeline" and select "Job/Internship List".

Please note that you are required to ensure that your Company information submitted in the Global Ready Talent Programme (GRT) company application is true, correct and accurate to the best of your knowledge. Should there be any changes to your Company's (1) percentage of local shareholdings (2) employment size (3) annual sales turnover that would affect your eligibility or support level as an GRT approved Company, you are required to withdraw your current approved GRT Company Application and to submit a new application.
To withdraw and make these changes:

1. Click GRT Application>Submitted/Withdraw
2. Click on your Company application number hyperlink, scroll down to the bottom of the page and click the Withdraw button.
3. After confirming your withdrawal, you should then click on Settings>Company Profile to update your Company profile.
4. Click on Apply>New to re-apply with your updated Company Profile

Should any of the information provided in your STP company application be false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the compa under the GRT.

Quick Links

Student Statistics

VIEW NOTIFICATIONS (9)
VIEW APPLICATION STATUS
UPDATE COMPANY PROFILE

       5   Students Express Interest for Internship

Note:

To log out from the system, click "**Sign Out**" hyperlink at the top right side of page.

Company Portal - Yannick   Sign out

Dashboard

Welcome to the GRTNet Portal,

> Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

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Section 2 - Company Dashboard

User must log in to Company portal or click in navigation Dashboard.

Section "**Quick Links**":

 "**View Notifications**" – hyperlink to Company page with all items pending company action.

"**View Application Status**" – hyperlink to view status of submitted application(s).

"**Update Company Profile**" – hyperlink to "Company Profile" page.

Dashboard	Company Profile	Apply For Grant ▾	Job Listings ▾	Internship Placements ▾	Grant Applilcations ▾	Claims ▾

Dashboard

Welcome to the GRTNet Portal,

> Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

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Quick Links

Student Statistics

View Notifications (9)   5   Students Express Interest for Internship

View Application Status

Update Company Profile

COMPANY REGISTRATION
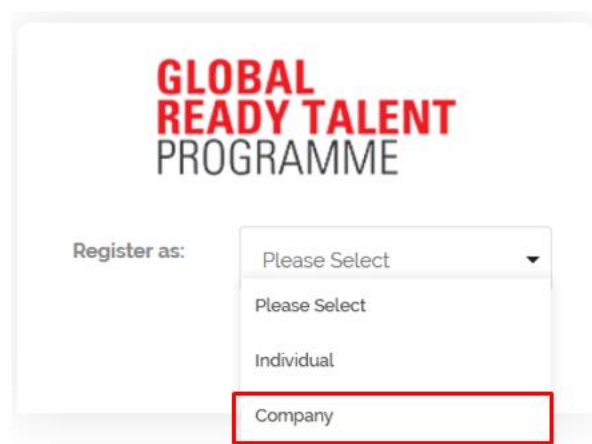
Section 3 - Register an account

Step 1:

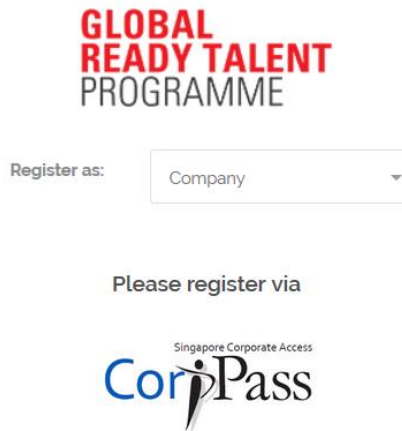Visit BeGlobalReady portal and click "**Register**" button on right above menu.

Step 2:

Select "**Company**" from "**Register as:**" dropdown list.

Step 3:

Click "**CorpPass**" logo to proceed for CorpPass login.

Step 4:

Login with valid credentials on CorpPass login page, which will be redirected to the registration page.

Step 5:

Tick the checkbox and click "**Continue**" button.

Register Login Account for Company

Singapore Enterprise

The Global Ready Talents Programme (GRT) is an initiative by Enterprise Singapore (ESG) to help local enterprises engage and build global-ready local talents from ITE, Polytechnics and Universities.

ESG will partner appointed Trade Associations and Chambers (TACs) to assist Singapore enterprises across industries, in recruiting talents from ITE, Polytechnics and Universities. The appointed TACs will be the key managing agents for GRT.

☐ **By creating an account, I understand that...**

Continue

Step 6:

The registration page will appear.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

Global Ready Talent Programme for Singapore Enterprises

Company Information

Company UEN *   11223999Q

Company Name

Your company has already been registered, click below button and login with your CorpPass.

BACK TO LOGIN PAGE

Step 7:

If UEN is valid and exists, company name will be retrieved.

Note:

Company name is retrieved from CIS and read-only.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

Global Ready Talent Programme for Singapore Enterprises

Company Information

Company UEN *	23546218J
Company Name	Odds & Evens ! One % Company
ACRA BizFile *	Browse... No file selected. Upload

ACRA should be the latest and not more than 6 months old

Step 8:

Beside "**ACRA BizFile***" section, click "**Browse**" button, select a file then click "**Upload**" button to upload ACRA.

Note:

ACRA must be the latest and **Not More Than** 6 month old.

Step 9:

Fill in all required fields on page.

Note:

All required fields are marked with *.

CEO / Director Information

Details of CEO or Managing Director as registered with ACRA, or other authorised individuals.

Name *	--Please select-- ▾	
Designation *		
NRIC *		
Email *		

Authorised Representative Information

Name	--Please select-- ▾	
Designation		
NRIC		
Email		

[Register account]   [Back]

Step 10:

Click "**Register account**" button.

Step 11:

Acknowledgement page to notify the company that GRTNet account has been successfully created.

Click "**Apply for GRT**" button to proceed for application page. Refer to **Section 7**. .

Note:

The Pre-register form will be sent to CEO with email.

✔ **Your account has been successfully created**

You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.

To apply for the Global Ready Talent Programme, please click the "Apply for GRT" button below.

Apply for GRT

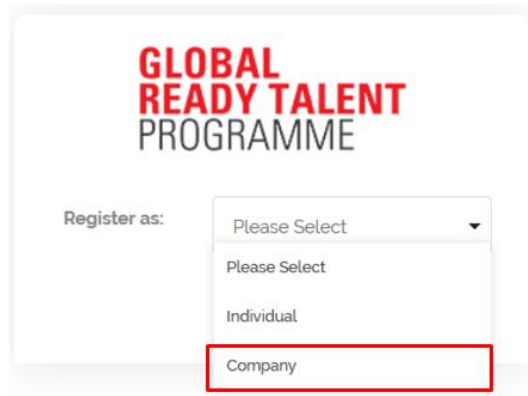# Section 4 – Register an account 2 UEN tied to one AR/CEO Email Address

Step 1:

Visit BeGlobalReady portal and click "**Register**" button on right above menu.

Step 2:
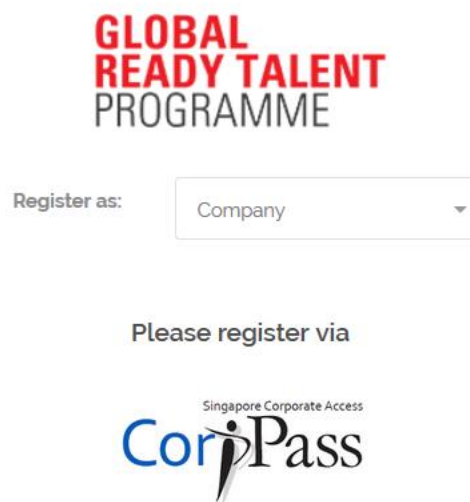
Select "**Company**" from "**Register as:**" dropdown list.

Step 3:

Click "**CorpPass**" logo to proceed for CorpPass login.

Step 4:

Login with valid credentials after which, will be redirected to the registration page.

Step 5:

Tick the checkbox and click "**Continue**" button.

Register Login Account for Company

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ESG will partner appointed Trade Associations and Chambers (TACs) to assist Singapore enterprises across industries, in recruiting talents from ITE, Polytechnics and Universities. The appointed TACs will be the key managing agents for GRT.

☐ **By creating an account, I understand that...**

Continue

Step 6:

The registration page will appear.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

Global Ready Talent Programme for Singapore Enterprises

Company Information

Company UEN *	11223999Q
Company Name	

> Your company has already been registered, click below button and login with your CorpPass.

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Global Ready Talent Programme for Singapore Enterprises

Company Information

Company UEN *	23546218J
Company Name	Odds & Evens ! One % Company
ACRA BizFile *	Browse... No file selected. Upload

> ACRA should be the latest and not more than 6 months old

Step 8:

Beside "**ACRA BizFile***" section, click "**Browse**" button, select a file then click "**Upload**" button to upload ACRA.

Note:

ACRA must be the latest and **Not More Than** 6 month old.

Step 9:

Fill in all required fields on page.

Note:

All required fields are marked with *.

CEO / Director Information

Details of CEO or Managing Director as registered with ACRA, or other authorised individuals.

Name *	--Please select-- ⌄	
Designation *		
NRIC *		
Email *		

Authorised Representative Information

Name	--Please select-- ⌄	
Designation		
NRIC		
Email		

[Register account]   [Back]

Step 10:

Click "**Register account**" button.

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Acknowledgement page to notify the company that GRTNet account has been successfully created.

Click "**Apply for GRT**" button to proceed for application page. Refer to **Section 7**. .

Note:

The Pre-register form will be sent to CEO with email.

Acknowledgement

✔ **Your account has been successfully created**

You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.

To apply for the Global Ready Talent Programme, please click the "Apply for GRT" button below.

Apply for GRT

Section 5 – Authorised Representatives

Step 1:

Once access has been given to GRTNet e-services in CorpPass, go to login page.

Click "**Log in**" button.

Step 2:

Fill in required fields marked by ***** and click "**Save**" button.

Step 3:

Information will be saved in the Company Profile. The table will show all representatives (Active or Inactive).

Note:

1. This process is applicable only for registered company.
2. No limit for the number of representatives.
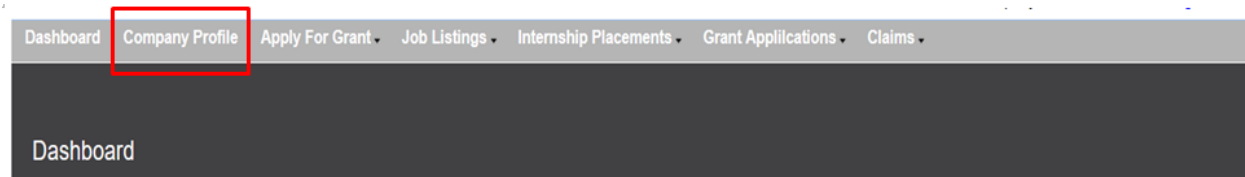
COMPANY APPLICATION
Section 6 – Update Company Profile

Note:

If company logs in the first time, user is redirected to fill in Company Profile as a part of Company Application, otherwise user can update Company profile through navigation menu "**Company Profile**"

Step 1:

Go to navigation menu "**Company Profile**"

Step 2:

Fill in all required fields marked by *****. Fill in optional fields (without *****) if necessary.

Step 3:

Click "**Upload**" button to upload Company Logo.

In the popup window click "**Browse**" button, select a file and click "Upload". Close the popup window. The company logo will appear.

Note:

Company logo must be 121px in height, 200px width and file size must not exceed 20Kb.

& Evens ! One % Company

ruction

'017

example

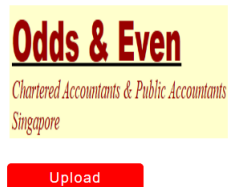st Constr   tion of your
).   may includ
                    to employee

2. Length of this field must be between

3. Do note that this section will be visibl
at the JoinSME portal.

After Upload the Company Logo effect

Company
Logo

Odds & Even

Chartered Accountants & Public Accountants

Singapore

Upload

Please upload a File with extension [jpg, jpeg, gif, png].
File size must at least 10 KB and must not exceed 20
KB. Height should not exceed 121px. Width should not
exceed 200px.

Browse... No file selected.   Upload

Step 4:

Fill in the oversea offices section form.

Click "**Add**" button to save the record.

Else, click "**Clear**" button to clear the input field.

Note:

To delete the record, select the record row, and click "**Delete**" on the right bottom table.

This section will subsequently affect your overseas internship postings. If you do intend to make overseas internship placement applications, please fill in the details here.

Do you have overseas presence?   ◉ Yes   ○ No

Please fill in the location detail

Country *	--Please Select-- ▾
City *	--Please Select-- ▾
Nature of Operations *	--Please Select-- ▾
Overseas Address *	
Employment Size *	
Is there opportunity for internship placement? *	○ Yes ○ No

[ADD]   [CLEAR]

To modify click on a row in the table, fill in fields, and click Update button.

☐	Action	Country	City	Other City	Nature of Operations	Overseas Address	Employment Size	Internship Opportunity
☐	EDIT	Afghanistan	Other	dsafadsf	Acting as Contract Manufacturer for Overseas Customer	Address	1	Yes
☐	EDIT	Afghanistan	Other	dsafadsf	Acting as Contract Manufacturer for Overseas Customer	Address	1	Yes
	EDIT	Afghanistan	Other	dsafadsf	Acting as Contract	Address	1	Yes

Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Step 5:

If necessary fill in "**Holding Companies & Subsidiaries (of Applicant Company) Details**" section.

Note:

This section is optional and can be left empty. But if company fills in a row for subsidiary or holding group company, all fields in this row are required except "**Remarks**" field.

Holding Companies & Subsidiaries (of Applicant Company) Details
[1] Indirect shareholding refers to shareholding that is held through another corporation
Please include all direct and indirect[1] holding companies and subsidiaries
Remarks field can contain up to 300 characters

Name of Company *	UEN *	Relationship *	No. of Staff *	% Share *	Remarks	Action
		▾		0.00	E.g. Indirect holding company of Applicant through Company ABC	Add

☐	Name of Company	UEN	Relationship	No. of Staff	% Share	Remarks
☐	Company Name	86756453U	Holding Company	23	29	REMARK

Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

ACRA - Applicant Company   [View]   This is the uploaded ACRA Bizfile of Applicant Company

Please upload latest ACRA instant information (not more than 6 months from date of application) and latest financial statements

Step 6:

Fill in "**ACRA & Financial Statements**" section.

Note:

This section must contain at least one document of type "**Financial Statement - Applicant Company**".

If company fills in a row, attachment type and a file upload fields are required.

If a selected document type is" **ACRA - Applicant Company**", this file will replace ACRA file after user saves changes.

Step 6:

To upload a file click "**Browse**" button, select a file, optional to put remark on "Remark" textbox and click "**Upload**" button.

Step 7:

Select company location in "**Business Address**" section, fill in HR person information in "**HR Information**" section, and fill in CEO contact number in "**CEO / Director Information**" section.

Note:

Business address is populated from CIS, but user can overwrite it. To overwrite enter postal code and click "Populate" button, fill in empty fields in this section.

"**CEO / Director Information**" section information is populated from Company account registration form.

For first time submission:

Business Address			
	Postal Code *	101010	
	Block Number *	10	
	Floor & Unit*	01	1111
	Street *	High Street	

HR Information (?)			
	Salutation/Name *	Mrs	stpcheck
	NRIC *	G5947468K	
	Designation *	HR	
	Email *	stpcheck1@gmail.com	
	Contact Number *	90297915	

| CEO / Director Information			
	Salutation/Name *	Mr	ekayeaye
	NRIC *	G0737916T	
	Designation *	CEO	
	Email *	ekayeaye@gmail.com	
	Contact Number *	85338395	

Step 8:

Click "**Update**" button to save the updated company profile

Else click "**Cancel**" button.

Authorised Representatives (AR)

NRIC	Name	Designation	Email	Contact	Active
G0737916T	Yannick	asdfsdfasdfa	yannick@activants.com	93453211	✓
G5947468K	Victor Lao	AR	vl.email1@email.com	90776561	✓

The confirmation message will display.
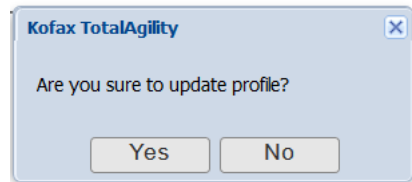
Click "**Yes**" button to proceed, else click "**No**" button.

The successful updated record displayed as below.

Section 7 – Submit an application

Step 1:

Log in into Be Global Ready Portal.

If the company has not submitted any application yet, user will be redirected to Company Profile page to fill in.

If the company has submitted at least one application, user will be redirected to Company Dashboard.

Step 2:

Fill in Company Profile. Refer to **Section 6 for more information.**

Note:

This is applicable for companies who submit their first application, otherwise skip this part.

Scroll down and click "**Go to Partner Selection**" button (for company that is submitting first application).

Scroll down and click "**Go to Partner Selection**" (for company that has submitted at least one application before).

Step 3:

Select a partner from the "**Select Partners**" drop down list, tick the "**I Agree**" checkbox and click "**Next**" button.

Or else click "**Cancel**" button to redirect back to Company Information page.

Step 3:

Fill in the required fields. Click "**Go to Declaration**" button to proceed for declaration section.

Click "**Back to Partner Selection**" button to redirect back to Partner Selection page.

Click "**Save as Draft**" button is to save the draft application.

Click "**Cancel**" button to cancel the application.

Note:

If you select **NON-ACE** as a partner refer to **screenshot below.**

Note:

If you select **ACE** as a partner refer to **screenshot below.**

| Company Information | → | Partner Selection | → | **Start-up Survey** | → | Declaration |

How many interns on average have you taken on the past year? *

Local Or Overseas	ITE	Polytechnic	University
Local			
Overseas			

Eligibility Check

Is your Company less then 5 years from date of incorporation at the time of application?

◉ Yes   ○ No

Does your Company have less then 50% ordinary shares owned by any other corporate entity?

○ Yes   ○ No

Is your company a technology start-up?

○ Yes   ○ No

Company Evaluation

Unique Value Proposition

Does the Company have a unique value proposition for its

(1) core product or service and activities, highlighting clearly

(2) any defensible differentiation or IPs and

(3) competitive advantage

(100 words or less in Essay Format; no bullet points)

The company focuses on XXX to XXX. The core product allows users to XXX. As the products are XXX, it provides the company with a competitive advantage.

[Back to Partner Selection]   [Go to Declaration]   [Save As Draft]   [Cancel]

Step 4:

Read thru the Program Terms and Conditions and scroll down the page.

Application for the Global Ready Talent Programme (GRT)

Company Information → Partner Selection → Start-up Survey → **Declaration**

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these T&Cs at all times.

TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)
(Applicable to enterprises)

1. **Approval Period for companies onboard the Global Ready Talent Programme (GRT)**
   1.1. Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'
   1.2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of ESG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed
   1.3. The company shall submit a new application and re-apply to be placed under the GRT after the initial 3-year qualifying period. Approval will be subject to ESG's evaluation of the company based on the eligibility criteria at the point of application submission.

2. **Programme Eligibility**

Step 5:

Tick declaration checkbox(s) and click "**Submit**" button. This applies for both ACE and NON-ACE.

☐ As a representative of the Applicant Company, I accept all Terms & Conditions listed above.

☐ As a representative of the Applicant Company, I hereby declare that the Applicant Company:

   * Has at least 30% local shareholdings as at the application date;

   * Is free from any litigation or legal proceedings;

   * Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and

   * The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner

Back To Start-Up	Submit	Save As Draft	Cancel

Step 6:

Receive Acknowledgement application page with application ID.

Click "**Home**" button to redirect to

✔ **Your application has been submitted successfully**

Your application will be routed to the TAC of your choice, who may contact you for additional clarifications to support your application. You can expect to receive a response within 10 working days. This does not constitute a Grant Application. Upon approval, you will be able to make a Grant Application.

Application Number	GRT-20190922-021
Date of Application	22-09-2019
TAC Name	Action Community for Entrepreneurship
Email of the TAC	stp@ace.org.sg
Contact Number of TAC	87654321
Contact Person Name	ACE User

Home

Section 8 – Save Application as a Draft

Step 1:

Log in into BeGlobalReady Portal.

If the company has not submitted any application yet, user will be redirected to Company Profile page to fill in.

Dashboard   Company Profile   Apply For Grant ⌄   Job Listings ⌄   Internship Placements ⌄   Grant Applications ⌄   Claims ⌄

Company Profile

Unique Entity Number (UEN) *	90297927T
Registered Company Name *	Odds & Evens ! One % Company
Industry Sector *	Professional Services
Date of Incorporation *	4/10/2017
Website	(www.example.sg)

Company Description *

Odds & Even is a medium size Public Accounting firm with 3 partners and 20+ professional staff. Our people are either bi-lingual or multi-lingual. Our strengths are our strong technical knowledge and our ability to work well with clients from various cultures.

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.

2. Length of this field must be between 50 and 700 characters

3. Do note that this section will be visible to public as well as prospective students at the JoinSME portal.

Company Logo

Odds & Even
Chartered Accountants & Public Accountants
Singapore

Please upload a File with extension [jpg, jpeg, gif, png]. File size must at least 10 KB and must not exceed 20 KB. Height should not exceed 121px. Width should not exceed 200px.

Upload

If the company has submitted at least one application, user will be redirected to Company Dashboard.

Step 2:

Fill in Company Profile. Refer to section 12 for more information.

Note:

This is applicable for companies who submit their first application, otherwise skip this part.

Application for the Global Ready Talent Programme

Company Information → Partner Selection → HR Survey → Declaration

You may need about 20 minutes to complete this form.
This section is read only. If you wish to update your company profile, go to Settings and click on Company Profile before you proceed to submit the application.

Unique Entity Number (UEN) *	90297927T
Registered Company Name *	Odds & Evens ! One % Company
Industry Sector *	Professional Services
Date of Incorporation *	4/10/2017
Website	(www.example.sg)

Company Description *

Odds & Even is a medium size Public Accounting firm with 3 partners and 20+ professional staff. Our people are either bi-lingual or multi-lingual. Our strengths are our strong technical knowledge and our ability to work well with clients from various cultures.

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.

2. Length of this field must be between 50 and 700 characters

3. Do note that this section will be visible to public as well as prospective students at the JoinSME portal.

Company Logo

Odds & Even
Chartered Accountants & Public Accountants
Singapore

Please upload a File with extension [jpg, jpeg, gif, png]. File size must at least 10 KB and must not exceed 20 KB. Height should not exceed 121px. Width should not exceed 200px.

Scroll down and click "**Go to Partner Selection**" button (for company that is submitting first application).

CEO / Director Information		Salutation/Name *	Mr	ekayeaye
		NRIC *	G0737916T	
		Designation *	CEO	
		Email *	ekayeaye@gmail.com	
		Contact Number *	85338395	

Go to Partner Selection **Cancel**

Scroll down and click "**Go to Partner Selection**" button (for company that has submitted at least one application before).

Step 3:

Select a partner from the drop down list.

Application for the Global Ready Talent Programme (GRT)

Company Information → **Partner Selection** → HR Survey → Declaration
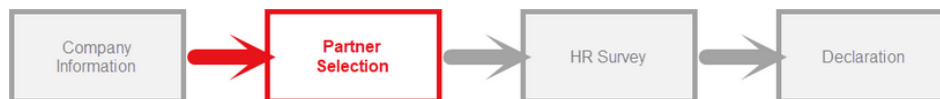
SELECT PARTNERS ▼

As part of the Global Ready Talent programme, you will need to select your preferred Trade Association (TAC) partner from the drop down list. Your TAC partner will be your main point-of-contact for assistance on GRT-related matters, which include internship applications, claims and general enquiries.

- For companies that have industry-relevant partners, please approach TACs which are relevant to your industry.
- For companies which do not have industry-relevant partners, you may approach ASME or SMF.

Note:

- TAC and ESG may request for further documentation including but not limited to financial statements, to support the application.
- TAC and ESG have the right to approve or reject any application in their absolute discretion. Any rejection by TAC and/or ESG shall be final, and no appeals will be entertained.
- Company agrees to the following terms of participation:
    - Participate in industry profiling events/activities organised by the programme administrator
    - Allow programme administrator to use company's logo and information in marketing materials
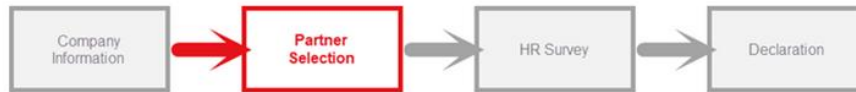- This application form will take about 15-20 minutes to complete.

Back **Next** **Cancel**

After select Partner, tick "**I Agree**" checkbox and click "**Next**" button

Application for the Global Ready Talent Programme (GRT)

Company Information → **Partner Selection** → HR Survey → Declaration

RAS ▼

Established in 1980, the Restaurant Association of Singapore (RAS) was formerly known as the Singapore Hotel and Restaurant Association, catering to the distinctive needs of restaurant and hotel operators then. As tourism flourished, it prompted restaurants and hotels to create separate representative bodies to better focus and service the needs of the respective individual sectors. Started with only 20 members, RAS had since grown its membership base to more than 300 members, accounting for over 2,200 restaurant outlets. It also works closely with various Government bodies and F&B related associations overseas to develop and propel the local F&B industry.

Our Vision
To be the thought leader and apex body representing the Food and Beverage industry, providing members with invaluable resources for continued business success.

Our Mission
To promote industry development and excellent through championing, promoting and advancing the common needs, interests and aspirations of Singapore's Food and Beverage community.

To be a respected voice of action for the Singapore's F&B industry by acting as a bridge between businesses and government.
www.ras.org.sg

IMPORTANT INSTRUCTIONS

- All fields in this form are compulsory. Where information is not applicable, please indicate "N.A."
- When requested, Original signed copy must be received by the Restaurant Association of Singapore (RAS) at 2985 Jalan Bukit Merah, Level 3, Room 3.7, Singapore 159457
- Application form must be submitted with the latest ACRA instant information (not more than 6 months from date of application)
- RAS and Enterprise Singapore may request for further documentation including but not limited to financial statements, to support the application.
- RAS and Enterprise Singapore have the right to approve or reject any application in their absolute discretion. Any rejection by RAS and/or Enterprise Singapore shall be final, and no appeals will be entertained.
- This application form will take about 15-20 minutes to complete.

TERMS OF PARTICIPATION

- Must join RAS as member
- Must in operation for minimum 1 year

☐ I Agree

| Back | Next | Cancel |

Step 4:

Fill up the number for question **"How many interns on average have you taken on the past year? *"**

Company
Information → Partner
Selection → **HR Survey** → Declaration

How many interns on average have you taken on the past year? *

Local Or Overseas	ITE	Polytechnic	University
Local			
Overseas			

This section helps us understand your company's current talent attraction effort. Should you require assistance or support for some of these Human Capital areas, a link to the possible interventions can be found at the bottom of the page.

Step 5:

Answer the question for "**Company's Human Capital**" section.

Company's Human Capital

What is the size of your HR Team? *
- More than 6
- 3 to 5
- 1 to 2
- No dedicated HR Function
- HR Function is outsourced

1. Job Descriptions *
- JDs are simple and documented for hiring.
- JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements.
- JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements.JDs are regularly updated.

2. Learning & Development *
- Ad-hoc courses are arranged for staff, primarily on a request basis or for compliance.
- Courses and trainings are role-specific, and are scheduled in advance.
- A comprehensive training roadmap has been developed, with scheduled courses/trainings to address each roles' specific needs.

3. New Employee Onboarding *
- Onboarding consists of administrative and/or HR briefing.
- Onboarding includes administrative briefing, company sharing on mission, vision, values, and basic on-job-training.
- Onboarding includes admin briefing, company sharing on mission, vision, values, and senior management engagements and structured on-job-training.

4. Employee Value Proposition (EVP)/Employer Brand *
- Company has vaguely defined and articulated its employer brand.
- Company has defined and documented its employer brand, with some effort to implement.
- Company has well-articulated employer brand that is aligned to internal HR processes. Company also harnesses its brand to target and attract talent.

5. International Mobility processes *
- Not applicable.
- HR processes overseas are largely localized or adapted from Singapore office.
- HR processes overseas are consistent with main office, and cater to local market requirements.Company has HR processes in place to manage overseas staff, including compensation packages, visa support, support for re-entry back into main office.

6. To what extent does your organisation believe in the role of Human Capital as a key contributor to business success/growth? *
- Disbelieve
- Neutral
- Agree
- Strongly agree

7. **Please share reasons for your rating in Q6 above.** *

[text box]

| Back to Partner Selection | Go to Declaration | Save As Draft | Cancel |

Click "**Go to Declaration**" button to proceed submit the application.

Click "**Back to Partner Selection**" button to re-select partner.

Click "**Save As Draft**" button to save the application as draft.

Click "**Cancel**" button to discard the application.

Note:

If **ACE** is partner, click "Go to Start-Up Criteria" button on the bottom of main page

Application for the Global Ready Talent Programme (GRT)

Company Information → Partner Selection → **Start-up Survey** → Declaration

How many interns on average have you taken on the past year? *

Local Or Overseas	ITE	Polytechnic	University
Local			
Overseas			

Eligibility Check

Is your Company less then 5 years from date of incorporation at the time of application?
◉ Yes   ○ No

Does your Company have less then 50% ordinary shares owned by any other corporate entity?
○ Yes   ○ No

Is your company a technology start-up?
○ Yes   ○ No

Company Evaluation

Unique Value Proposition

Does the Company have a unique value proposition for its
(1) core product or service and activities, highlighting clearly
(2) any defensible differentiation or IPs and
(3) competitive advantage
(100 words or less in Essay Format; no bullet points)
The company focuses on XXX to XXX. The core product allows users to XXX. As the products are XXX, it provides the company with a competitive advantage.

[text box]

Company's Track Record & Projection

Is your company government-funded or supported?

○ Yes　　　　　　　　　○ No

Has your company participated in any incubator/accelerator programmes?

○ Yes　　　　　　　　　○ No

	Last FY	Current Year	2nd Year	3rd Year
Revenue (S$)	0.00	0.00	0.00	0.00
No. of Full-time Staff				
No. of Part-time Staff				

Does the company have proven market traction and growth potential at the point of application? Do consider its notable business milestones achieved during the past years, including clients secured, funding raised, strategic partners engaged, markets entered etc

(100 words or less in Essay Format; no bullet points)

The company had proven their market traction with the XXX. Having also entered the XXX markets. In addition, the company has secured major clients such as XXX and raised S$XXX funds from XXX and XXX.

Management Team

Does the Company have a strong management team, based on the background of key management members, including experience and expertise relevant to the start-up and its business? Also, please review the Company's willingness and ability to provide mentorship to interns and new hires.

(100 words or less in Essay Format; no bullet points)

The management team consists of graduates from XXX and XXX who have majored in XXX. The members have accumulated work experience with XXX in XXX and relevant experience as a XXX.

(Choose one ONLY)

(1) The company had interns on board previously and is expressing willingness to provide mentorship to the interns

or

(2) The team has developed a plan to engage, nurture and mentor the interns

Supporting Documents

Please upload file with extension doc, docx, xls, xlsx, pdf, txt,jpg, jpeg, gif, png. File size should not exceed 10MB.
To upload a file:
1. Enter a file type in Document Type field.
2. Enter remarks if necessary in Document Remark field.
3. Click Browse button, select a file, click Add File button.

1. Document Type *　　　　　　E.g. Financial Projections or CEO CV

2. Document Remark

3. Document *

Browse...　No file selected.

Add File　　**Cancel**

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

☐	Document Type	Document Name	Document Remark

Delete

Back to Partner Selection　　**Go To Declaration**　　**Save As Draft**　　**Cancel**

Click "**Go to Declaration**" button to proceed submit the application.

Click "**Back to Partner Selection**" button to re-select partner.

Click "**Save As Draft**" button to save the application as draft.

Click "**Cancel**" button to discard the application.

Step 6:

Tick the declaration checkbox.

Click "**Submit**" button to submit the application.

Click "**Save As Draft**" button to save the application as draft.

Click "**Cancel**" button to discard application.

Click "**Back to HR Practices**" button to return to "**HR Survey**" section.

Application for the Global Ready Talent Programme (GRT)

Company Information → Partner Selection → HR Survey → **Declaration**

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these T&Cs at all times.

TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)
(Applicable to enterprises)

1. **Approval Period for companies onboard the Global Ready Talent Programme (GRT)**
    1.1. Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'
    1.2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of ESG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed
    1.3. The company shall submit a new application and re-apply to be placed under the GRT after the initial 3-year qualifying period. Approval will be subject to ESG's evaluation of the company based on the eligibility criteria at the point of application submission.

2. **Programme Eligibility**
    2.1. ESG reserves the right to revoke the GRT approval status of the company at any point in time within the qualifying period if the company is deemed not to have fulfilled any of the eligibility criteria for GRT stated in Annex 1, or any additional criteria as defined by ESG.
    2.2. ESG reserves the right to revoke the GRT approval status of the company with immediate effect if the company is found to be non-compliant of the requirements of the GRT or to be on ESG's blacklist for breaches in any programme, without prior notice to the company.

3. **Indemnity**
    3.1. As a GRT-approved company, the company consents to ESG or its representatives to maintain records of company information provided for the purposes of GRT administration.
    3.2. The Company warrants that all information provided to ESG is true, complete and accurate. The Company shall inform the GRT AIP Partner or ESG in writing of any changes in respect of the information provided previously to ESG during the application process. ESG reserves the right to withdraw or amend the grant or impose further terms and conditions in the event of any such changes.

☐ **As a representative of the Applicant Company, I accept all Terms & Conditions listed above.**

☐ **As a representative of the Applicant Company, I hereby declare that the Applicant Company:**

  * Has at least 30% local shareholdings as at the application date;

  * Is free from any litigation or legal proceedings;

  * Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and

  * The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner

Back to HR Practices	Submit	Save As Draft	Cancel

Note:

If **ACE** as partner,

Application for the Global Ready Talent Programme (GRT)

Company Information → Partner Selection → Start-up Survey → **Declaration**

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these T&Cs at all times.

TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)
(Applicable to enterprises)

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  1.2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of ESG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed
  1.3. The company shall submit a new application and re-apply to be placed under the GRT after the initial 3-year qualifying period. Approval will be subject to ESG's evaluation of the company based on the eligibility criteria at the point of application submission.

2. Programme Eligibility
  2.1. ESG reserves the right to revoke the GRT approval status of the company at any point in time within the qualifying period if the company is deemed not to have fulfilled any of the eligibility criteria for GRT stated in Annex 1, or any additional criteria as defined by ESG.
  2.2. ESG reserves the right to revoke the GRT approval status of the company with immediate effect if the company is found to be non-compliant of the requirements of the GRT or to be on ESG's blacklist for breaches in any programme, without prior notice to the company.

3. Indemnity
  3.1. As a GRT-approved company, the company consents to ESG or its representatives to maintain records of company information provided for the purposes of GRT administration.
  3.2. The Company warrants that all information provided to ESG is true, complete and accurate. The Company shall inform the GRT AIP Partner or ESG in writing of any changes in respect of the information provided previously to ESG during the application process. ESG reserves the right to withdraw or amend the grant or impose further terms and conditions in the event of any such changes.

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  * Is free from any litigation or legal proceedings;

  * Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and

  * The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner

Back To Start-Up	Submit	Save As Draft	Cancel

Tick the declaration checkbox.

Click "**Submit**" button to submit the application.

Click "**Save As Draft**" button to save the application as draft.

Click "**Cancel**" button to discard application.

Click "**Back to Start-Up**" button to return to "**Start-up Survey**" section.

Section 9 – Revise an application

Step 1:

On Company Dashboard click "**View Notifications**" hyperlink.

Step 2:

From "**Action Items for Applications**" section, click "**Revise Company Application**" hyperlink.

Notifications

ACTION ITEMS FOR APPLICATIONS

Application Date	Action Required
2016-11-25 17:38:47	INTERNSHIP APPROVED – PLEASE UPLOAD LOA
2016-11-25 18:31:45	INTERNSHIP APPROVED – PLEASE UPLOAD LOA
2016-11-25 18:55:17	REVISE INTERNSHIP PLACEMENT
2016-11-28 14:55:21	INTERNSHIP APPROVED – PLEASE UPLOAD LOA
2016-12-07 15:48:25	INTERNSHIP APPROVED – PLEASE UPLOAD LOA
2016-12-15 13:26:36	INTERNSHIP APPROVED – PLEASE UPLOAD LOA
2019-09-22 18:32:30	REVISE COMPANY APPLICATION

Refresh

Step 3:

Review TAC comments at the top of page, make necessary changes and scroll down.

Company Revise

Revise Application for the Global Ready Talent Programme

Comment from TAC
Date: 09-Jun-2015

please amend

TAC Name: Restaurant Association of Singapore

To update the company profile click "Go To Profile" button   Go To Profile

Unique Entity Number (UEN)	90297927T
Registered Company Name	Odds & Evens ! One % Company
Industry Sector	Construction
Date of Incorporation	2017-04-10
Website	
Company Description	fasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdffs dffasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdffsdffasdff sdffasdffsdffasdffsdffasdffsdffasdffsdf

Company Reply *	Done

Next | Cancel

Step 4:

Click "**Next**" button to go to "**HR Survey**" (for Non-ACE) or "**Start-up Survey**" (for ACE) page.

Else click "**Cancel**" button to disregard the change.

HR Contact Details

Salutation/Name	Mrs	stpcheck
Designation	HR	
Contact Number	90297915	
Email	stpcheck1@gmail.com	

CEO / Director Information

Salutation/Name	Mr	ekayeaye
NRIC	G0737916T	
Designation	CEO	
Email	ekayeaye@gmail.com	
Contact Number	85338395	

Company Reply *	Done

Next | Cancel

Step 5:

Make necessary changes, and click "**Proceed to Declaration**" button to proceed to declaration page.

Click "**Go to Profile**" button to redirect to company information page.

Click "**Cancel**" to discard changes in application.

Comment from TAC

Date: 09-Jun-2015

please amend

How many interns on average have you taken on the past year?

Local Or Overseas	ITE	Polytechnic	University
Local	1	1	0
Overseas	0	0	0

This section helps us understand your company's current talent attraction effort. Should you require assistance or support for some of these Human Capital areas, a link to the possible interventions can be found at the bottom of the page.

Company's Human Capital

What is the size of your HR Team?
- ○ More than 6
- ◉ 3 to 5
- ○ 1 to 2
- ○ No dedicated HR Function
- ○ HR Function is outsourced

Company Reply *

Done

Back to Profile	Proceed to Declaration	Cancel

Step 6:

Scroll down the declaration statement. Tick the checkbox (s) and click "**Submit**" button to resubmit the reworked application.

Click "**Go to HR Practices**" button to redirect to HR Survey Page. (*For Non-ACE Partners*)

Click "**Go to Start-Up Criteria**" button to redirect to Start-up Survey Page. (*For ACE Partner*)

Else, click "Cancel" button to disregard the change.

Revise Application for the Global Ready Talent Programme

Comment from TAC

Date: 09-Jun-2015

please amend

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these Terms & Conditions at all times.

TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)
(Applicable to enterprises)

1. **Approval Period for companies onboard the Global Ready Talent Programme (GRT)**
   1.1. Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'
   1.2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of ESG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed
   1.3. The company shall submit a new application and re-apply to be placed under the GRT after the initial 3-year qualifying period. Approval will be subject to ESG's evaluation of the company based on the eligibility criteria at the point of application submission.

Company Reply *	Done

Go to HR Practices	Submit	Cancel

Step 7:

Acknowledgement page display successful submission status for revised application.

Click "**Home**" button is to redirect to Dashboard page.

Acknowledgement

Revised application has been successfully submitted

Your application will be routed to the TAC of your choice, who may contact you for additional clarifications to support your application. You can expect to receive a response within 10 working days. This does not constitute a Grant Application. Upon approval, you will be able to make a Grant Application.

Application Number	GRT-20190922-022
Date of Application	22-09-2019
TAC Name	Restaurant Association of Singapore
Email of the TAC	adelyn.choo@ras.org.sg
Contact Number of TAC	90297915
Contact Person Name	RAS USER

Home

Section 10 – Application Drafts

Step 1:

In dashboard page, go to "**GRT Programme Applications**" tab and find the draft applications from "**DRAFTS**" section.

Click "**Retrieve Draft**" hyperlink under "**Action**" column.

Section 11 – Submitted applications

Step 1:

Under Dashboard page, click "**GRT Programme Applications**" tab and scroll down to "**Submitted**" section.

17	**6**	**21**	**1**
Open Positions	Interested Candidates	In Progress Internship Placement	In Progress Claims Applications

Pending Action Items | **GRT Programme Applications**

My Applications

DRAFTS

Application No	TAC Name	Application Date	Interns Request	Action
DRAFT-20170406-001	Association of Small and Medium Enterprises	4/6/2017 6:26:41 PM	3	RETRIEVE DRAFT
DRAFT-20170425-005	Singapore Retailers Association	4/25/2017 2:35:12 PM	0	RETRIEVE DRAFT
DRAFT-20170427-006	Action Community for Entrepreneurship	5/5/2017 4:47:50 PM	4	RETRIEVE DRAFT
DRAFT-20170504-002	Action Community for Entrepreneurship	5/4/2017 11:42:05 AM	2	RETRIEVE DRAFT
DRAFT-20170504-003	Action Community for Entrepreneurship	5/4/2017 12:03:47 PM	4	RETRIEVE DRAFT
DRAFT-20170504-004	Action Community for Entrepreneurship	5/4/2017 1:28:39 PM	4	RETRIEVE DRAFT
DRAFT-20170505-007	Action Community for Entrepreneurship	5/5/2017 4:53:30 PM	3	RETRIEVE DRAFT

SUBMITTED

Application No	TAC Name	Application Date	Talent Request	Interns Request	Application Status	Application Status	Creator
GRT-20190403-005	ACE	4/3/2019 2:46:32 PM	0	1	Rejected	🟢	ekayeaye
GRT-20190405-021	SRA	4/5/2019 5:02:52 PM	0	2	Rejected	🟢	ekayeaye
GRT-20190517-002	SRA	5/17/2019 5:01:30 PM	0	2	Rejected	🟢	ekayeaye
GRT-20190717-014	RAS	7/17/2019 9:41:45 PM	0	2	Rejected	🟢	Yannick
GRT-20190718-016	RAS	7/18/2019 9:59:35 PM	0	2	Rejected	🟢	Yannick
GRT-20190917-018	RAS	9/17/2019 9:15:29 PM	0	5	Withdraw	🟢	Yannick
GRT-20190922-021	ACE	9/22/2019 6:12:48 PM	0	0	Rejected	🟢	Yannick
GRT-20190922-022	RAS	9/22/2019 6:32:30 PM	0	0	Approved	🟢	Yannick
GRT-20190923-024	RAS	9/23/2019 3:46:08 AM	0	0	Submitted	🟢	Yannick

Step 2:

In "**Application No**" column click a hyperlink to view the application details.

Note:

Status "**Approved**" means that the application has been approved by TAC.

Status "**Rejected**" means that the application has been rejected by TAC.

Status "**Submitted**" means that the application is pending TAC evaluation.

Status "**Withdraw**" means that the application has been withdrawn by the company.

Step 3:

Click **"Go to Profile"** button to redirect to Company Profile page.

Click "**Back**" button at the bottom of page to return back to "**Dashboard**" page.

Revise Application for the Global Ready Talent Programme

TAC Name:	Restaurant Association of Singapore
Unique Entity Number (UEN)	90297927T
Registered Company Name	Odds & Evens ! One % Company
Industry Sector	Professional Services
Date of Incorporation	2017-04-10
Website	
Company Description	Odds & Even is a medium size Public Accounting firm with 3 partners and 20+ professional staff. Our people are either bi-lingual or multi-lingual. Our strengths are our strong technical knowledge and our ability to work well with clients from various cultures.
Paid-Up Capital (S$)	5,345,234.00
Group Annual Sales Turnover (S$)	52,345,345.00
Group Employment Size	45
Singapore Employment Size	45
If Any, Brands & Number of Outlets	

The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner

Back

Section 12 – Withdraw of application

Step 1:

From Dashboard section, select "**GRT Programme Applications**" tab and click application ID hyperlink with "**Approved**" status from "**Application Status**" column.

| 16 Open Positions | 5 Interested Candidates | 20 In Progress Internship Placement | 1 In Progress Claims Applications |

Pending Action Items | Job Listings | Internship Placements | Grant Applications | Claims | **GRT Programme Applications**

My Applications

DRAFTS

Application No	TAC Name	Application Date	Interns Request	Action
DRAFT-20170406-001	Association of Small and Medium Enterprises	4/6/2017 6:26:41 PM	3	RETRIEVE DRAFT
DRAFT-20170425-005	Singapore Retailers Association	4/25/2017 2:35:12 PM	0	RETRIEVE DRAFT
DRAFT-20170427-006	Action Community for Entrepreneurship	5/5/2017 4:47:50 PM	4	RETRIEVE DRAFT
DRAFT-20170504-002	Action Community for Entrepreneurship	5/4/2017 11:42:05 AM	2	RETRIEVE DRAFT
DRAFT-20170504-003	Action Community for Entrepreneurship	5/4/2017 12:03:47 PM	4	RETRIEVE DRAFT
DRAFT-20170504-004	Action Community for Entrepreneurship	5/4/2017 1:28:39 PM	4	RETRIEVE DRAFT
DRAFT-20170505-007	Action Community for Entrepreneurship	5/5/2017 4:53:30 PM	3	RETRIEVE DRAFT

SUBMITTED

Application No	TAC Name	Application Date	Talent Request	Interns Request	Application Status	Application Status	Creator
GRT-20190321-018	SRA	3/21/2019 2:38:26 PM	0	3	Rejected	🟢	ekayeaye
STP-20190401-001	SRA	4/1/2019 11:03:51 AM	0	3	Withdraw	🟢	ekayeaye
GRT-20190403-004	SRA	4/3/2019 2:20:23 PM	0	2	Rejected	🟢	ekayeaye
GRT-20190403-005	ACE	4/3/2019 2:46:32 PM	0	1	Rejected	🟢	ekayeaye
GRT-20190405-021	SRA	4/5/2019 5:02:52 PM	0	2	Rejected	🟢	ekayeaye
GRT-20190517-002	SRA	5/17/2019 5:01:30 PM	0	2	Rejected	🟢	ekayeaye
GRT-20190717-014	RAS	7/17/2019 9:41:45 PM	0	2	Rejected	🟢	Yannick
GRT-20190718-016	RAS	7/18/2019 9:59:35 PM	0	2	Rejected	🟢	Yannick
GRT-20190917-018	RAS	9/17/2019 9:15:29 PM	0	5	Approved	🟢	Yannick

Step 2:

Scroll down and click "**Withdraw**" button at the bottom of page.

Click "**Back**" button to cancel action.

As a representative of the Applicant Company, I accept all Terms & Conditions listed above.

As a representative of the Applicant Company, I hereby declare that the Applicant Company:

Has at least 30% local shareholdings as at the application date;

Is free from any litigation or legal proceedings;

Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and

The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner

Click Withdraw button if you would like to amend your approved application. This action cannot be undone. Please note that if you have no approved application you are not allowed to make Internship Placement. After withdrawal you can still submit a new application again.

[Withdraw]   [Back]

Step 3:

Confirmation pop-up message to display as below.

Click "**Yes**" button to proceed withdraw the application, or else click "**No**" button to cancel the withdrawal application.
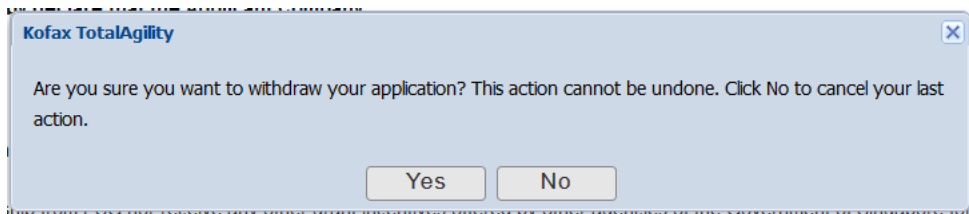
Section 13 – Submit an Application for Renewal

Step 1:

Go to "**GRT Programme Applications**" tab and click "**Apply for GRT**" button.

Will redirect to company application as per **Section 7 – Submit an application**.

JOB POSITION / JOB LISTING
Section 14 – Create Internship Position

Step 1:

In navigation menu select "**Dashboard**" and click "**Job Listings**" tab.

Step 2:

Click "**Create Internship Position**" button to create the internship job position.

Step 3:

Fill in all required fields; tick the checkbox from "**Declaration**" section.

Placement Details

Type of Position	Internship
Job Title	IT Intern
Department	IT
No. of Positions Available	2
Type of Internship	Local
IHL Level	University
Start Date	2 / January / 2020
Duration of Internship	6 Months
Job Function	Finance/Accounting

Roles and Responsibilities

This position may be given opportunity to support staff in Corporate Office, remote locations and vessels with technical support of desktop computers, applications and related technology.
• Support includes installation and testing of computer systems and peripherals within established guidelines.
• Provide Desktop Support and troubleshooting for office and vessel computers (hardware and software)
• Install and support Microsoft office application

Learning Outcomes & Objectives

Ability to understand the IT support and the IT Management related. Support staff in the corporate office environment.

Requirements

Requirements

Computer Science or IT related discipline
Experience in analytics
Knowledge of tableau, workflow design in SharePoint and Microsoft Flow will be an advantage
Minimum internship period is three months

Posting Date	23	September	2019

If select **"Hybrid"** or **"Overseas"** from **"Type of Internship"** drop down list.

Type of Internship	Overseas

Overseas Presence

Please fill in the location detail

Country	
City	

[Add] [Clear]

To modify click on a row in the table, fill in fields, and click Update button.

Country	City	Other

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Declaration

☑ • I understand that this opening will be listed on the GRT Portal

• I understand that the internship placement can only be submitted after the listing has been approved by ESG

• I understand that this posting is only for 1 IHL Type (University), I would have to repost for other types if necessary.
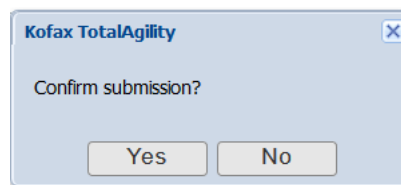
[Save As Draft] [Preview] [Submit] [Cancel]

Step 4:

Click "**Submit**" button. Confirmation message will pop up for final confirmation. Click "**Yes**" button to proceed submit the internship position, or else click "**No**" button.

Kofax TotalAgility ✕

Confirm submission?

[Yes] [No]

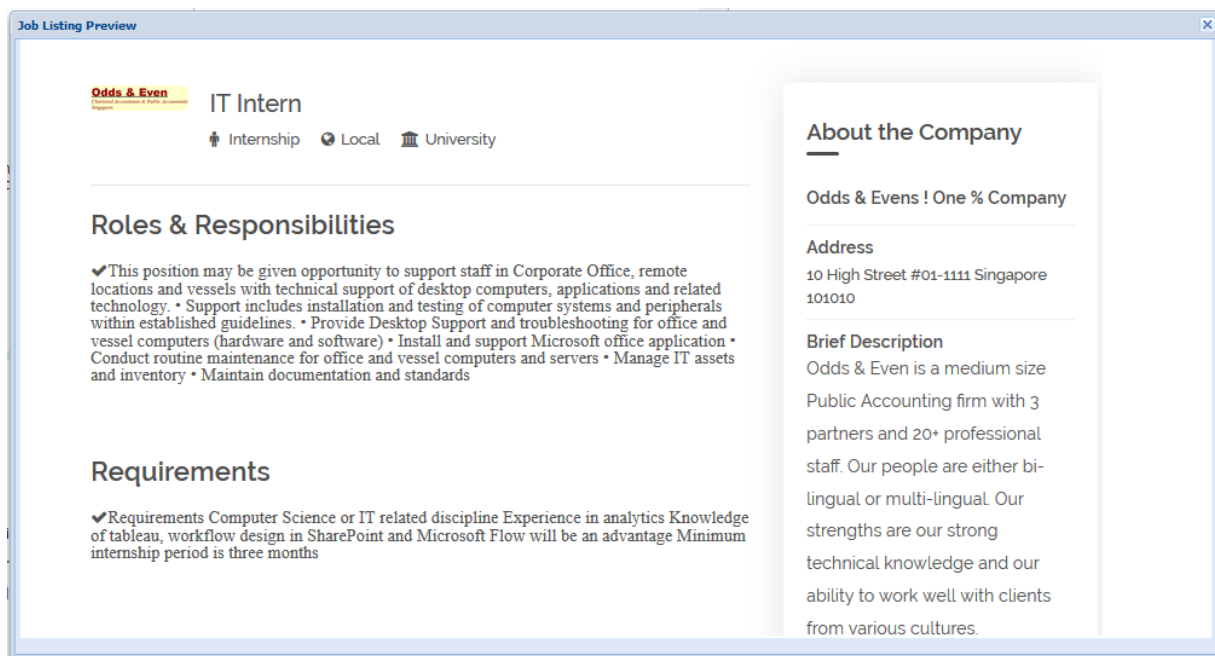Successful notification will display after click "**Yes**" button.

This new position has been submitted for Enterprise Singapore's approval. Once it is approved, it will be displayed for public viewing at joinsme.sg, under the Company Listings. Students may then apply for these published positions there.

Click "**Save as Draft**" button is to save the draft application.

Create a Listing (Local/Overseas)

This new position has been saved successfully. To retrieve draft, go to job listings tab from the dashboard.

Click "**Preview**" button is to review the expected job posted on Be Global Ready Website.

Or else click "**Cancel**" button.

Section 15 – Create Management Associate Position
Step 1:

In navigation menu select "**Dashboard**" and click "**Job Listings**" tab.

Dashboard

Welcome to the GRTNet Portal,

> Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

This online platform seeks to meet your talent needs through offering meaningful internships training to young students as part of the Global Ready Talent Programme.

The quick links above allow you to track the status of your internship requests and other action items under "View Notifications".

* Please update your company profile under "Settings" above if you have not done so, the information provided will be displayed publicly under a listing of companies in the student portal at joinsme.sg.

* If you want to submit an internship placement for grant support, please go to "Internship Application" and select "New".

* If you want to post new job positions, please go to "Talent Pipeline" and select "Job/Internship List".

Please note that you are required to ensure that your Company information submitted in the Global Ready Talent Programme (GRT) company application is true, correct and accurate to the best of your knowledge. Should there be any changes to your Company's (1) percentage of local shareholdings (2) employment size (3) annual sales turnover that would affect your eligibility or suppo level as an GRT approved Company, you are required to withdraw your current approved GRT Company Application and to submit a new application.
To withdraw and make these changes:

1. Click GRT Application>Submitted/Withdraw

2. Click on your Company application number hyperlink, scroll down to the bottom of the page and click the Withdraw button.

3. After confirming your withdrawal, you should then click on Settings>Company Profile to update your Company profile.

4. Click on Apply>New to re-apply with your updated Company Profile

Should any of the information provided in your STP company application be false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the compa under the GRT.

Step 2:

Click "**Create Management Associate Position**" button to create the management associate job position.

Step 3:

Fill in all required fields; tick the checkbox from "**Declaration**" section.

Create a Listing (Local/Overseas)

Company Details

UEN	90297927T
Company Name	Odds & Evens ! One % Company
Industry Sector	Construction
Staff Size	43
Description	Biggest Construction company in Singapore, JB and some say Batam.
Website	
HR POC Name	stpcheck
HR POC Designation	HR
HR POC Email	stpcheck1@gmail.com
HR POC Number	90297915

Placement Details

Type of Position	Management Associates
Job Title	
Department	
No. of Positions Available	

Overseas Presence

Please fill in the location detail

Country	
City	

Add   Clear

To modify click on a row in the table, fill in fields, and click Update button.

Country	City	Other

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

IHL Level	
Job Function	
Roles and Responsibilities	
Learning Outcomes & Objectives	
Requirements	
Posting Date	23 September 2019

Declaration

☐ • I understand that this opening will be listed on the GRT Portal
 • I understand that the internship placement can only be submitted after the listing has been approved by ESG
 • I understand that this posting is only for 1 IHL Type (), I would have to repost for other types if necessary.

Save As Draft   Preview   Submit   Cancel

Step 4:

Click "**Submit**" button. Confirmation message will pop up for final confirmation. Click "**Yes**" button to proceed submit the internship position, or else click "**No**" button.
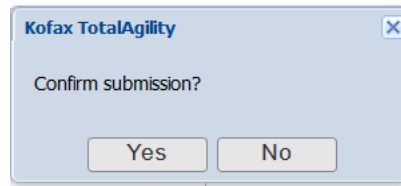
Successful notification will display after click "**Yes**" button.

Create a Listing (Local/Overseas)

This new position has been submitted for Enterprise Singapore's approval. Once it is approved, it will be displayed for public viewing at joinsme.sg, under the Company Listings. Students may then apply for these published positions there.

Click "**Save as Draft**" button is to save the draft application.

Create a Listing (Local/Overseas)

This new position has been saved successfully. To retrieve draft, go to job listings tab from the dashboard.

Click "**Preview**" button is to review the expected job posted on Be Global Ready Website.
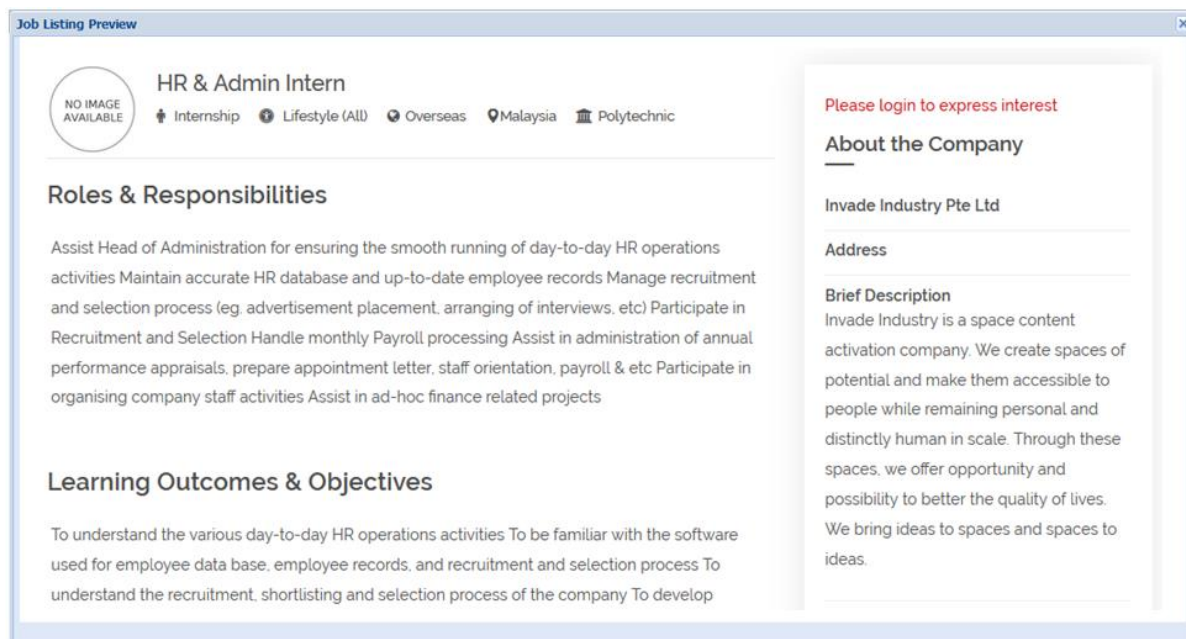
Or else click "**Cancel**" button.

Section 16 – Retrieve the Draft

Step 1:

Go to Dashboard page and click "**Retrieve Draft**" hyperlink.

Section 17 – Revise a Job Position

Step 1:

In navigation menu select "**Dashboard**" and click "**Job Listings**" tab.

Welcome to the GRTNet Portal,

> Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

This online platform seeks to meet your talent needs through offering meaningful internships training to young students as part of the Global Ready Talent Programme.

The quick links above allow you to track the status of your internship requests and other action items under "View Notifications".

* Please update your company profile under "Settings" above if you have not done so, the information provided will be displayed publicly under a listing of companies in the student portal at joinsme.sg.
* If you want to submit an internship placement for grant support, please go to "Internship Application" and select "New".
* If you want to post new job positions, please go to "Talent Pipeline" and select "Job/Internship List".

Please note that you are required to ensure that your Company information submitted in the Global Ready Talent Programme (GRT) company application is true, correct and accurate to the best of your knowledge. Should there be any changes to your Company's (1) percentage of local shareholdings (2) employment size (3) annual sales turnover that would affect your eligibility or support level as an GRT approved Company, you are required to withdraw your current approved GRT Company Application and to submit a new application.
To withdraw and make these changes:

1. Click GRT Application>Submitted/Withdraw
2. Click on your Company application number hyperlink, scroll down to the bottom of the page and click the Withdraw button.
3. After confirming your withdrawal, you should then click on Settings>Company Profile to update your Company profile.
4. Click on Apply>New to re-apply with your updated Company Profile

Should any of the information provided in your STP company application be false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

Step 2:

Click "**Revise Job Description**" hyperlink to revise the internship job position.

Step 3:

Amend the required fields; tick the checkbox from "**Declaration**" section. Fill in the "**Company Remarks**" textbox.

Declaration

☑ • I understand that this opening will be listed on the GRT Portal

• I understand that the internship placement can only be submitted after the listing has been approved by ESG

• I understand that this posting is only for 1 IHL Type (University), I would have to repost for other types if necessary.
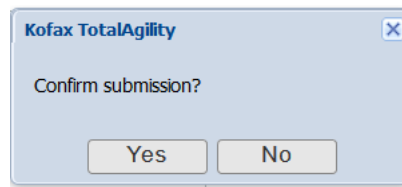
Company Remarks

Done Revised

[Preview] [Submit] [Cancel]

Step 4:

Click "**Submit**" button. Confirmation message will pop up for final confirmation. Click "**Yes**" button to proceed submit the internship position, or else click "**No**" button.

INTERNSHIP PLACEMENT

Section 18 – View Interested Candidate

Step 1:

In navigation select "**Job Listings**" tab and click "**View Interested Candidates**" hyperlink.

Step 2:

In "**GRT (Internship) Interest Pool**" section, click the hyperlink of "**Resume**" section to view the resume document.

Make Placement

This is to select more than one students to make placement at the same time.

# of Candidates: [   ]

If student does not appear in the above list, click the Create New Placement button below.

Create New Placement

Section 19 – Internship Placement – Submit Normal Internship via Via Interested Candidate

Step 1:

In navigation select "**Job Listings**" tab and click "**View Interested Candidates**" hyperlink.

Step 2:

In "**GRT (Internship) Interest Pool**" section, tick the checkbox of the student row to apply for internship placement application.

GRT (Internship) Interest Pool

Job Title	Internship 1
Department	Internhsip COY
Roles & Responsibilities	dgf

Summary:

	Name	IHL Type	IHL Name	Email Adress	Resume	Date Submitted
☐	Lim Dahyun	University	Other University	kd@twice.com	CV KIM SEJEONG.PDF	21-Sep-2019
☐	Chaeyoung Sons	University	Nanyang Technological University	xn99@gmail.com	FAQ ON GRT INTERNSHIPS.PDF	21-Sep-2019

Make Placement

This is to select more than one students to make placement at the same time.

# of Candidates: [   ]

If student does not appear in the above list, click the Create New Placement button below.

Create New Placement

Click "**Make Placement**" button to proceed apply for the interested candidates.

Click "**Create New Placement**" button only for company to apply for student on manual basis. Refer to **Section 20**.

Step 3:

Internship Placement Form page displayed as below.

Internship Placement

The GRT internship placement and grant application process will take approximately 20-30 minutes to complete.

Please have following information/document(s) ready for each intern before you proceed with the application:

Intern Details	Internship Details
• Full Name (as in NRIC) • NRIC Number • Faculty • Year of Study • Current Semester • Email • Contact Number	• Start and End Date • For Hybrid and Overseas internships, please have on hand the start and end dates for **each country**

Placement Details

Internship Type   ○ Local Internship   ○ Hybrid Internship   ○ Overseas Internship

Job Position Details

Job Title:

Department:

Roles & Responsibilities:

Job Scope

> Information is auto-populated from approved job position.

Step 1: Student and Internship Details

Summary of all interns

Action	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation
EDIT	S6092987K	Chaeyoung Sons	1000			Internship 1	fgdf		

Student Details

Student NRIC *		**IHL Name ***	--Please select--
Name as in NRIC *			
Mobile *		**Faculty ***	--Please select--
Email *		**Year / Semester ***	--Please select--
Gender *	--Please select--		

After click the hyperlink "**Edit**" of the student record,

Summary of all interns

Action	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation
EDIT	S6092987K	Chaeyoung Sons	1000			Internship 1	fgdf		

Student Details

Student NRIC *	S6092987K	IHL Name *	--Please select--
Name as in NRIC *	Chaeyoung Sons		
Mobile *	90001898	Faculty *	College of Business
Email *	xn99@gmail.com	Year / Semester *	Year 2 Sem 1
Gender *	Female		

Internship Details

Start and End Dates refer to the entire internship period with the company, inclusive of overseas internship period if applicable.

Min Monthly Stipend (SGD) *	1000.00	Company Supervisor's Name *	
Start Date *	DD --Please sel YYYY	Company Supervisor's Designation *	
End Date *	DD --Please sel YYYY	Company Supervisor's Email *	
		Company Supervisor's Phone Number *	

Update	Delete	Clear

Edit the required information of the student detail,

Click "**Update**" button to update the record.

Click "**Delete**" button to delete the record.

Click "**Clear**" button to clear the record.

Step 4:

On the "**Supporting Document**" section, click "**Browse**" button, select file and click "**Upload**" button to upload the file.

Note:

This is mandatory documents for "**NRIC (Front and Back)**" and "**Internship Placement Letter**" section.

To delete the uploaded file, select the row of the uploaded document and click "**Delete**" at the right bottom table.

Supporting Document

Please upload a placement letter/email from the school and a copy of each intern's NRIC (front and back). To upload an email, please convert it to .pdf format first.

Accepted file formats: doc, docx, xls, xlsx, pdf, txt,jpg, jpeg, gif, png. File size should not exceed 10MB.

To upload a file, click the 'Browse' button, select a file, and click 'Upload'.

1. NRIC (Front and Back)   Browse...   No file selected.   Upload

2. Internship Placement Letter   Browse...   No file selected.   Upload

☐ Document Type	Document Name
	Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Step 5:

Tick the declaration checkbox.

Click "**Submit**" button to submit the application.

Click "**Save as Draft**" button is to save the application as draft.

Else, click "**Cancel**" button.

Declaration

☐ I declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend ($800 for Polytechnics and ITEs, $1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

Submit   Save as Draft   Cancel

Section 20 – Internship Placement – Submit Normal Internship via Manual Application

Step 1:

From Dashboard page, click "**Internship Placements**" tab and click "**Create New Placement**" button to make a placement.

Step 2:

Select "**internship Type**" radio button from Placement Details section.

Internship Placement

The GRT internship placement and grant application process will take approximately 20-30 minutes to complete.

Please have following information/document(s) ready for each intern before you proceed with the application:

Intern Details	Internship Details
• Full Name (as in NRIC) • NRIC Number • Faculty • Year of Study • Current Semester • Email • Contact Number	• Start and End Date • For Hybrid and Overseas internships, please have on hand the start and end dates for **each country**

Placement Details

Internship Type   ○ Local Internship   ○ Hybrid Internship   ○ Overseas Internship

Step 3:

Enter a student NRIC and go to next field.

Summary of all interns

Action	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation

Student Details

Student NRIC *		IHL Name *	--Please select--
Name as in NRIC *			
Mobile *		Faculty *	--Please select--
Email *		Year / Semester *	--Please select--
Gender *	--Please select--		

Internship Details

Start and End Dates refer to entire internship period that the intern will be with the company, inclusive of overseas period

Min Monthly Stipend (SGD) * (?)	0.00	Company Supervisor's Name *	
Start Date *	DD --Please select YYYY	Company Supervisor's Designation *	
End Date *	DD --Please select YYYY	Company Supervisor's Email *	
Job Title *	--Please select--	Company Supervisor's Phone Number *	

[Add Intern]   [Clear]

Step 4:

If the candidate is registered in the system information about them (candidate full name, IHL type, IHL name and current semester) will be auto-populated into fields. Select internship title, enter stipend, start and end dates. Click "**Add Intern**" button. The row will be added. Repeat if necessary.

If the candidate is NOT registered in the system basic information about them (first name, last name, mobile, gender, email, IHL name and current semester) must be provided by the company. Select internship title, enter stipend, start and end dates. Click "Save" button. The row will be added. Repeat if necessary.

Summary of all interns

Action	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation
EDIT	S9038475Z	Amanda Lee	1000	02-Jan-2020	31-Jul-2020	HR Intern	• Manage the full spectrum of recruitment activities • Liaise with stakeholders and managers on hiring needs • Draft job descriptions and maintain job advertisements on job portals • Source the best talent in a competitive space • Assist with internal and external recruitment events • Build and manage talent pipelines • Provide relevant recruitment statistics as needed • Excellent written and verbal communication skills • Interest in startup ecosystem • Other ad-hoc duties assigned	Lisa Wu	HR Manager

Student Details

> As this student is not registered on JoinSME portal please fill in their required personal information.

Student NRIC *	S9802173H	
Name as in NRIC *		
Mobile *		
Email *		
Gender *	--Please select--	

IHL Name *	--Please select--
Faculty *	--Please select--
Year / Semester *	--Please select--

Internship Details

> Start and End Dates refer to entire internship period that the intern will be with the company, inclusive of overseas period

Min Monthly Stipend (SGD) * ⓘ	0.00
Start Date *	DD --Please sel YYYY
End Date *	DD --Please sel YYYY
Job Title *	--Please select--

Company Supervisor's Name *	
Company Supervisor's Designation *	
Company Supervisor's Email *	
Company Supervisor's Phone Number *	

[Add Intern]   [Clear]

Note:

Stipend for ITE and Poly must be at least 800 SGD; stipend for UNI must be at least 1000 SGD.

Internship period is computed in weeks.

To delete a candidate click on "**Delete**" button in the right bottom corner of "**Summary of all Interns**" table.

Step 6:

In "**Supporting Document**" section, click "**Browse**" button, select a file and click "**Upload**" button.

Supporting Document

You need to upload at least placement letter from the School or email from the School in lieu of placement letter and copy of each intern's NRIC (front and back). To upload email please convert it to .pdf format first.

Please upload file with extension doc, docx, xls, xlsx, pdf, txt,jpg, jpeg, gif, png. File size should not exceed 10MB.

To upload a file:

1. Click Browse button, select a file, click Upload button.

1. NRIC (Front and Back)   Browse... No file selected.   Upload

2. Internship Placement Letter   Browse... No file selected.   Upload

☐ Document Type	Document Name

Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Step 7:

Repeat previous step to add internship placement letter.

Note:

To delete uploaded file click on "**Delete**" button in the right bottom corner of the table.

Step 8:

Tick declaration checkbox. Click "**Submit**" button to submit internship placement.

Click "**Save as Draft**" button is to save the draft application.

Click "**Cancel**" button to discard internship placement submission.

Document Type	Document Name
☐ NRIC (Front & Back)	**AMANDA NRIC.PDF**
☐ Internship Placement Letter	**AMANDA INTERNSHIP LETTER.PDF**
	Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Declaration

☐ I declare that all the information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true, correct and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided under the Global Ready Talent Programme (GRT) and within this internship placement is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend ($800 for Polytechnics and ITEs, $1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

Submit	Save as Draft	Cancel

Note:

Acknowledgement page will be shown upon submitting of the placement.

Acknowledgement

✓ **Your placement has been submitted successfully**

Thank you for submitting your internship placement request. RAS will now process this request accordingly and you will receive an email notification should we require any further clarification.

If your internship request is approved, you will also receive an email notification to log into your account and view the Letter of Offer under "Pending Action Items". You would have to accept all the terms and conditions as stipulated in the Letter of Offer to be eligible for GRT Internship grant support.

Internship application processing time would typically take around 4 to 6 weeks. We seek your patience and kind understanding.

Should you require more assistance, please contact adelyn.choo@ras.org.sg

Internship Placement Summary Details

Placement ID	GRT-L-190217
Placement Date	23-Sep-2019
Placement Type	Local Internship

Section 21 – Draft Internship Placement

Step 1:

On the navigation menu, select "**Internship Placements** > **View all Drafts**"

Step 2:

In the table click hyperlink of the internship application ID from "**Application ID**" column.

Note:

Refer to **Section 15** how to submit the placement if the draft is for normal Internship placement via interested candidates.

Refer to **Section 16** how to submit the placement if the draft is for normal Internship placement via normal application.

Section 22 – Revise Internship Placement

Step 1:

On Company Dashboard click "**Revise Internship Application**" hyperlink under "**Action Required**" section.

Step 2:

Review TAC comments at the top of page, make necessary changes and scroll down.

Step 3:

Click "**Edit**" hyperlink from "**Action**" column under "**Summary of all interns**" section to populate the student details below.

Step 1: Student and Internship Details

Summary of all interns

Action	NRIC	Name	Monthly Stipend	Start Date	End Date	Job Title	Job Scope	Supervisor Name	Supervisor Designation
EDIT	S9038475Z	Amanda Lee	1000	02-Jan-2020	31-Jul-2020	HR Intern	• Manage the full spectrum of recruitment activities • Liaise with stakeholders and managers on hiring needs • Draft job descriptions and maintain job advertisements on job portals • Source the best talent in a competitive space • Assist with internal and external recruitment events • Build and manage talent pipelines • Provide relevant recruitment statistics as needed • Excellent written and verbal communication skills • Interest in startup ecosystem • Other ad-hoc duties assigned	Lisa Wu	HR Manager

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Student Details

Student NRIC *	S9038475Z	IHL Name *	Nanyang Technological University
Name as in NRIC *	Amanda Lee		
Mobile *	92031340	Faculty *	College of Business
Email *	amandalee@gmail.com	Year / Semester *	Year 2 Sem 1
Gender *	Female		

Step 4:

Amend necessary changes on student details and click "**Update**" button.

Click "**Delete**" button to delete the selected student detail record.

Else, click "**Clear**" button to clear all the fields to reselect back the student detail from "**Summary of all interns**" section.

Student Details

Student NRIC *	S9038475Z	**IHL Name ***	Nanyang Technological University
Name as in NRIC *	Amanda Lee		
Mobile *	92031340	**Faculty ***	College of Business
Email *	amandalee@gmail.com	**Year / Semester ***	Year 2 Sem 1
Gender *	Female		

Internship Details

> Start and End Dates refer to entire internship period that the intern will be with the company, inclusive of overseas period

Min Monthly Stipend (SGD) * ⓘ	1000.00	**Company Supervisor's Name ***	Lisa Wu
Start Date *	2 January 2020	**Company Supervisor's Designation ***	HR Manager
End Date *	31 July 2020	**Company Supervisor's Email ***	lisa@ooo.com
Job Title *	HR Intern	**Company Supervisor's Phone Number ***	83942457
Job Scope *	• Manage the full spectrum of recruitment activities • Liaise with stakeholders and managers on hiring needs • Draft job descriptions and maintain job advertisements on job portals • Source the best talent in a competitive space • Assist with internal and external recruitment events		

Update	Delete	Clear

Step 5:

In "**Supporting Documents**" section, click "**Browse**" button, select a file and click "**Upload**" button.

Supporting Document

You need to upload at least placement letter from the School or email from the School in lieu of placement letter and copy of each intern's NRIC (front and back). To upload email please convert it to .pdf format first.

Please upload file with extension doc, docx, xls, xlsx, pdf, txt,jpg, jpeg, gif, png. File size should not exceed 10MB.

To upload a file:

1. Click Browse button, select a file, click Upload button.

1. NRIC (Front and Back)   Browse... No file selected.   Upload

2. Internship Placement Letter   Browse... No file selected.   Upload

☐ Document Type	Document Name
☐ NRIC (Front & Back)	AMANDA NRIC.PDF
☐ Internship Placement Letter	AMANDA INTERNSHIP LETTER.PDF
	Delete

To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Step 6:

Repeat previous step to add placement letter and/or other documents.

Note:

To delete uploaded file, select/check the document, and click on "**Delete**" button in the right bottom corner of the table.

Both files from each type "**Internship placement letter**" and "**NRIC (Front & Back)**" are required.

Step 7:

Tick declaration checkbox and fill in "**Company Remarks**" field.

Click "**Submit**" button to submit internship placement. Confirmation message displayed below. Click "**Yes**" button to proceed, else click "**No**" button is to disregard the change.

Kofax TotalAgility   ☒

Confirm submission? No further changes can be made after submission.

Yes   No
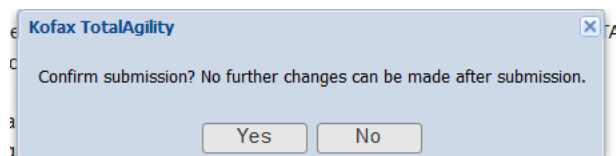
Else Click "**Cancel**" button is to disregard internship placement re-submission.

Declaration

☐ I declare that all the information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true, correct and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided under the Global Ready Talent Programme (GRT) and within this internship placement is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend ($800 for Polytechnics and ITEs, $1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

Company Remarks

Submit	Cancel

Section 23 – Internship – Accept LOF

Step 1:

On the navigation menu, select "**Grant Applications** > **Pending Action Items**"

Welcome to the GRTNet Portal,

Your company has already been approved under the Global Ready Talent Programme (GRT) and are now eligible to apply for grant support.

This online platform seeks to meet your talent needs through offering meaningful internships training to young students as part of the Global Ready Talent Programme.
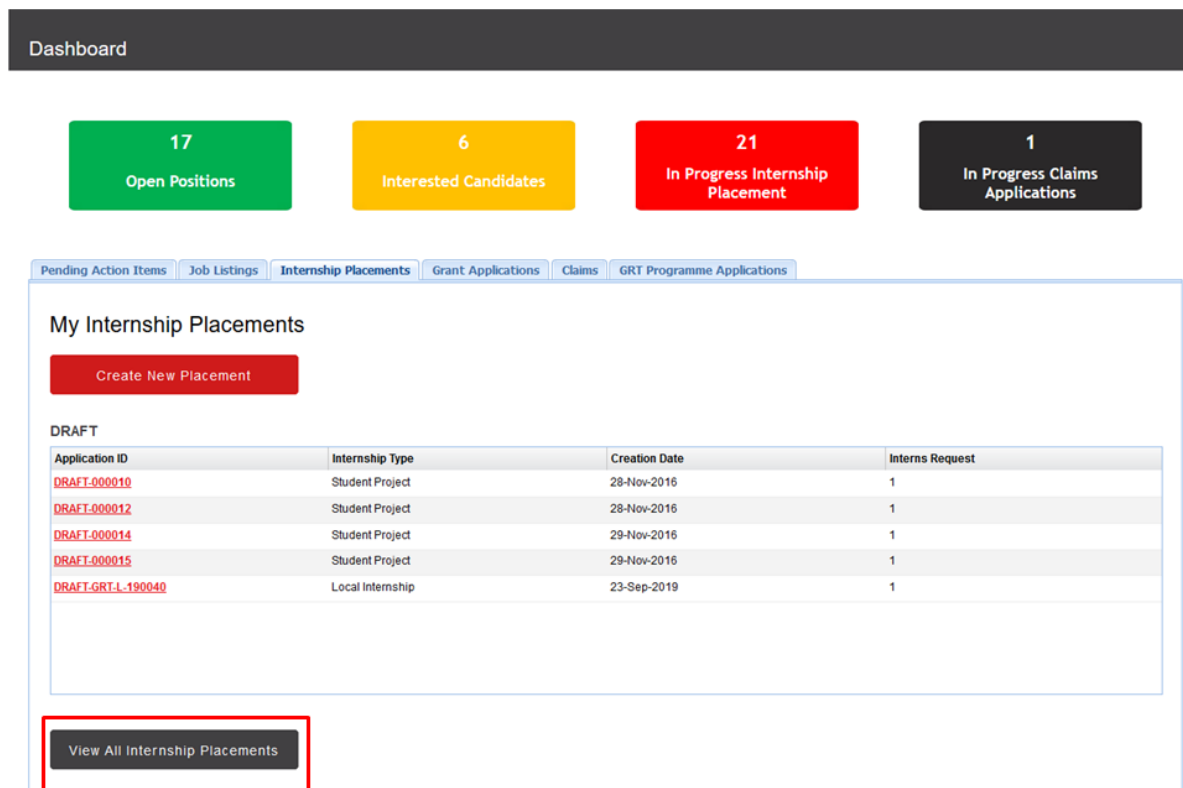
The quick links above allow you to track the status of your internship requests and other action items under "View Notifications".

* Please update your company profile under "Settings" above if you have not done so, the information provided will be displayed publicly under a listing of companies in the student portal at joinsme.sg.

* If you want to submit an internship placement for grant support, please go to "Internship Application" and select "New".

Step 2:

Click "**Accept LOF**" hyperlink under "**Pending Action Items**" section.

Step 3:

Click "**LOF number"** hyperlink under "**View LOF**" section and save the file.

Acceptance of Letter of Offer (LOF)

Placement ID	GRT-L-190212
Placement Date	23-Sep-2019
Type	Local Internship

ACCEPTANCE OF THE INTERNSHIP GRANT UNDER GLOBAL READY TALENT PROGRAMME (GRT)

1. We refer to your letter of offer (LOF) for the following Intern(s) in table below

Candidates for Internship

NRIC	Name	IHL	Start	End	Number of weeks	Max Approved Grant
S9845673H	Jin Wong	Nanyang Technological University	01-Feb-2020	31-Jul-2020		3,400.00

2. We confirm that my Company will undertake the Internship under Global Ready Talent Programme and hereby accept a grant award not exceeding amount presented below, subject to the terms and conditions set out in the above-mentioned letter of offer.

Total Grant Amount: 3,400.00 (S$)

3. We understand the need for Enterprise Singapore to ensure good governance of public funds and hence, we undertake to ensure that all claims for reimbursement and/or requests for advancement are true and correct, and all terms and conditions in the letter of offer are complied with.

4. Please view the LOF here.

View LOF: FILE REF. NO.: IN-RAS-1900027

5. Please tick the box below after you have read the LOF and wish to accept this offer.

☐ I have read the terms and conditions set out in the Letter of Offer and I accept the said terms and conditions and the Letter of Offer. I understand that a breach of the terms and conditions may result in cancellation of the grant and return of any monies received under the grant.

Please click on 'ACCEPT' if you agree to all the terms & conditions of the LOF. After your project has been completed, you must submit all the relevant documents via GRT. Claims must be submitted within 6 months from the end of the qualifying period of the LOF. Please click the link below for the list of required claim documents.

VIEW REQUIRED CLAIM DOCUMENTS

Accept	Return to previous page

Step 4:

Tick the "**I have read the terms and conditions…**" checkbox.

Click "**Accept**" button to accept the LOF, the confirmation message will display. Click "**Yes**" button is to proceed, else click "**No**" button.

Kofax TotalAgility

Are you sure to accept this offer?

Yes	No
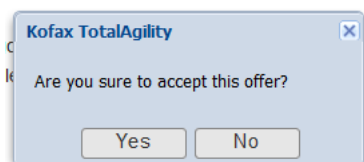
Else Click "**Return to Previous page**" button to redirect back to Dashboard page.

Section 24 – View All Internship Listing

Step 1:

On the navigation menu, select "**Internship Placements** > **View all Internship Placements**"

Step 2:

Click "**View All Internship Placements**" button to view all the placement listings.

Click on a hyperlink on "**Placement ID**" column to view internship placement details.

Note:

Click "**Hide All Internship Placements**" button to hide all placements under "**Submitted**" section.

Step 3:

Close the popup window.

Step 4:

Click on a hyperlink on "LOF Number" column to download LOF. Click "Save"/"Open" on a popup bar/window to save or open a file.

Placement ID	LOF Number	No. of Interns	Type	Status
STPIN-000476	IN-ASME-1800001	1	Internship	Application Approved. LOF Accepted
STPIN-000477	IN-ASME-1800002	1	Internship	Application Approved. LOF Accepted
STPIN-000478		1	Internship	Application Submitted & Under Evaluation
STPIN-000479	IN-ACE-1700004	2	Internship	Application Approved. LOF Accepted
STPIN-000480	IN-ACE-1700005	3	Internship	Application Approved. LOF Accepted
STPIN-000481		1	Internship	Application Submitted & Under Evaluation
STPIN-000482	COGRSMETPIN-LO1800001	1	Internship	Application Submitted & Under Evaluation

Enterprise Singapore

Singapore Government
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Company Portal - Mew   Sign out

Dashboard   Apply ▾   Interns ▾   Positions ▾   Settings ▾   Help ▾

Home > Interns > STP (Internship) Listing

STP (Internship) Listing

Below are the list of submitted internship placements to Enterprise Singapore

IN-ASME-1800001.pdf ^   Show all

CLAIM

Section 25 – Claim – Submission

Step 1: Under **Claims** > **My Claims** tab, please click "**Submit**" hyperlink of the intended claim to submit.

Step 2: Click the hyperlink "**Select**" on each student.

Note: Submit one student at one time.

Step 3: Select the radio button "***Have you submitted GIRO form previously?****", and click the following button

Click "**Next**" button to proceed for next step.

Else

Click "**Cancel**" button to revert back

Note: The "tick" on the checkbox "***Student has submitted the feedback form and internship report***" indicates the student has submitted the feedback form. If the checkbox is not "ticked", please notify the student to complete the feedback form.

Step 4: Under the ***Step 2: Upload Pay Slips*** page, click "**Add New Row**" button to add new record.

Dashboard | Company Profile | Apply For Grant ▾ | Job Listings ▾ | Internship Placements ▾ | Grant Applications ▾ | Claims ▾

Claim Application for Internship Grant Under GRT

Step 1
Company Bank &
Student Details
→
**Step 2
Upload Pay Slips**
→
Step 3
Upload Mandatory
Claim Documents
→
Step 4
Review Claims
Application

Intern Name :	WAN SEE LIONG LOUIS	**Qualifying Period :** 02 May 2019 - 31 Aug 2019
Type of Internship :	Local	**IHL Type :** Polytechnic

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
									Add New Row

Back | Next | Save As Draft | Cancel

After click "**Add New Row**" button, it will display the field to be filled.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
dd/MM/yyyy 📅	dd/MM/yyyy 📅	5 ▾						Browse... No file selected. Upload	Add Cancel
									Add New Row

Click "**Browse…**" button to upload the file. Once browsed the file, click "**Upload**" button to upload the file.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
02/05/2019 📅	31/05/2019 📅	5 ▾	22.0	1	36.00	764	Unpaid Leave 1 day	Browse... May 2019.pdf Upload	Add Cancel
									Add New Row

Click "**Add"** hyperlink to add the record, else click "**Cancel**" to cancel the new added record.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
02/05/2019 📅	31/05/2019 📅	5 ▾	22	1	36.00	764	Unpaid Leave 1 day	MAY 2019.PDF Browse... No file selected. Upload	Add Cancel
									Add New Row

After click "**Add**" hyperlink, the record will show is added. Follow same steps to add for next record.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
02/05/2019	31/05/2019	5.00	22.00	1.00	36.00	764.00	Unpaid Leave 1 day	MAY 2019.PDF	Edit
									Add New Row

EDIT OR DELETE RECORD

Step 1: To edit or delete the existing record, click "**Edit**" hyperlink to amend the record.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
02/05/2019	31/05/2019	5.00	22.00	1.00	36.00	764.00	Unpaid Leave 1 day	MAY 2019.PDF	Edit
									Add New Row

Step 2: Update the existing rrecord and click "**Update**" hyperlink to update the record,

else click "**Delete**" hyperlink to delete the record

or

click "**Cancel**" hyperlink to cancel the change.

Start Date ❓	End Date ❓	Working Days Per Week	Total No. of Working Days ❓	No. of Unpaid Leave Days ❓	Deduction ❓	Actual Expenses ❓	Remarks	Upload Payslip	Action
02/05/2019 📅	31/05/2019 📅	5 ▾	22	1	36	764	Unpaid Leave 1 day	MAY 2019.PDF Browse... No file selected. Upload	Update Delete Cancel
									Add New Row

Step 5: After adding required records, please take the following actions below.

Click "**Next**" button to proceed to Step 3 Upload Mandatory Claim Documents

Else,

Click "**Back**" button to Step 1 Company Bank & Student Details

Else

Click "**Save as Draft**" button to save the draft.

Else

Click "**Cancel**" button to cancel any action, it will redirect back to Dashboard page.

Step 6: Under *Step 3 Upload Mandatory Claim Documents* page, there are 3 sections:

1. Upload Bank Statements

2. Upload Company Feedback Form

3. Upload any other relevant supporting documents

Under the sub-section: *1. Please upload here your bank statements*

Click "**Browse…**" button to search the file to upload. After that, fill in the "*File Description*" textbox and click "**Upload**" button to upload the file.

Under the sub-section: *2. Please upload here your company feedback** & *3. Please upload here other relevant documents*

Click "**Browse…**" button to search the file to upload. After that, fill in the "*File Description*" textbox and click "**Upload**" button to upload the file.

NOTE*: You must upload the completed company feedback form based on template provided.

Note: You will be able to view uploaded files by click "**View**" hyperlink.

To delete the uploaded file, select the intended file and click "**Delete**" at right bottom of the table.

Document Type	▼	File Name	File Description	View
Bank Statements		Internship Report.pdf	Internship Report	VIEW
Company Feedback		CompanyFeedback_grt.pdf	Company Feedback Form	VIEW
				Delete

Back	Next	Save As Draft	Cancel

Step 7: Under **Step 4 Review Claims Application** page, review the input first before proceed to submit.

To add another student to submit, click "**Add Another Student**" button, it will redirect to **Step 2**.

Click "**Submit**" button to submit the claim.

Else

Click "**Cancel**" button to cancel the action.

Section 26 – Revise Claim

Step 1: Under the **Claim** > **Action Items for Claim** Tab, Click "**Company Revise**" hyperlink of the claim intended to revise and submit the rework claim.

Step 2: Read thru the comment from "**Officer Comment**" in the textbox. Click "**Action**" hyperlink to amend the change.

Step 3: After completing the changes, fill in comments on "**Company Reply**" textbox

Click "**Submit**" button to submit the revise claim.

Else

Click "**Cancel**" button.

Section 27 – Draft Claim

Step 1: Under the **Claim** > **Draft** Tab, Click "**Submit**" hyperlink of the claim to retrieve draft.