

**SME SUSTAINABILITY REPORTING PROGRAMME (SME SRP)
DECLARATION FORM FOR SUSTAINABILITY REPORTING PACKAGE FEE SUBSIDY**

You are receiving this form as your company (otherwise known as “The Applicant”) is undertaking the following project, which is supported/co-funded by Enterprise Singapore.

Project Title (provided by Enterprise Singapore): SME Sustainability Reporting Programme

Lead Company Name (provided by Enterprise Singapore): Include Partner’s name

Company Name:	
UEN:	
Contact person:	
Contact number:	

DECLARATIONS FOR ELIGIBILITY

1. The Applicant:
 - is a business entity registered and operating in Singapore;
 - has \geq 30% of its ordinary shares held directly or indirectly by Singaporeans/ Singapore PRs.
 - has a Group Annual Sales Turnover not exceeding S\$100 million OR Group Employment Size not exceeding 200 employees.
2. The Applicant is producing its first sustainability report as a required deliverable of the project.
3. The Applicant acknowledges that if it is found to be ineligible or fail to complete the project, it is liable to make full payment for the subsidized portion of the sustainability reporting package fees to the participating programme partner. In such an event, the Applicant undertakes to make payment of this amount as required without delay.
4. The Applicant is not currently being/ has not been:
 - a) Investigated for or charged with or convicted for any criminal offence or subject to any criminal proceedings,
 - b) Subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years, or
 - c) Engaged in any civil suit or proceedings in any jurisdiction in the last five 5 years.
5. The Applicant is not currently, or has not been:
 - a) bankrupt, wound up or under judicial management,
 - b) subject to any bankruptcy, winding up or judicial management proceedings, or
 - c) appointed a receiver or manager
6. The Applicant has not applied for or obtained any other grants or tax or financial incentives to develop its first sustainability report.
7. The Applicant, its related companies or their directors, shareholders and corporate secretaries do not have any relationship, connection, association or dealings with any of the suppliers and service providers engaged in the SME SRP.
8. The Applicant or any of its shareholders or directors have not been subject to a debarment (by Enterprise Singapore or other agencies) from participating in any Grant Schemes.

CONSENT AND ACKNOWLEDGEMENT

1. The Applicant consents to the release of any information provided in this form, in support of this form or any data that is provided by the Applicant at any time during or after the project or information on any consequential provision of grant, to Enterprise Singapore for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes by Enterprise Singapore, and to Enterprise Singapore's external auditors.
2. The Applicant hereby agrees to and shall provide, through responses to surveys or any other such studies carried out by Enterprise Singapore, relevant information on the project, as and when requested by Enterprise Singapore.

We, the Applicant, declare that the information provided above in this Form and information/documents provided to the programme partner are true and correct to the best of our knowledge and that we have not withheld/misrepresented/distorted any material facts.

We understand that the Enterprise Singapore reserves the right to take any necessary action, at its discretion, if we provide false, misrepresented or misleading statements, fail to disclose material facts, or fail to complete the report.

Where relevant, such actions may also require the Applicant to repay the amount originally supported by the grant, to the partner engaged for the SME SRP. In such event, we undertake to make payment of this amount as required without delay.

(Signature, date)

Name: _____

Designation: _____

ANNEX: DOCUMENTS TO BE SUBMITTED TO PROGRAMME PARTNER

Please prepare and ensure that the documents below are submitted to the partner at the relevant stages.

At registration stage:

- Applicant's most recent ACRA profile (and ACRA Bizfiles of holding companies and/or subsidiaries, if relevant)

As proof of completion of project:

- Proof of payment by SME to partner (i.e. SME's corporate bank account statement / transaction page reflecting successful status)
- Applicant's first sustainability report produced