

Claiming Process

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Preparing for claim submission

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Prepare the following documents:

- GIRO Form (first-time applicants)**
- Deliverables:**
 - **Project Report**
 - **Certificates (only applicable for Standards Adoption project)**
- Cost items**
 - **Third party consultancy**
 - **Contractual agreements**
 - **Invoices**
 - **Bank statements**
 - **Software and equipment**
 - **Invoices**
 - **Delivery orders**
 - **Bank statements**
 - **Hire-purchase agreement (if applicable)**
 - **Salary**
 - **Employment contract**
 - **CPF statement (latest month within the project period per staff) or employment pass/work permit for foreign employees**
 - **Rental**
 - **Rental agreement (in English)**
 - **Invoices**
 - **Bank statements**
 - **Other costs**
 - **Invoices**
 - **Bank statements**
- Interim Progress Report (if applicable)**

Claiming Submission

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What to note

- An appointed auditor is required to verify your claims. Get quotations from auditors from Enterprise Singapore's pre-qualified panel and select one for your SME.



What you need

- Enterprise Singapore Grant Portal
- Login with CorpPass
- All the documents prepared above
- Your selected auditor from Enterprise Singapore's Pre-Qualified Panel
- Total figure of actual expenses paid

Verification of claims and disbursement of grant:

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What happens after you submit your claims?

- Arrangement of site visit or presentation meeting by an Enterprise Singapore Officer.
- Audit report issued by appointed auditor.

Note: AKIN does not represent Enterprise Singapore or the Enterprise Development Grant (EDG). The approval and reimbursement of the grant lie within the sole discretion of Enterprise Singapore. For a more comprehensive read about the EDG, please visit the Enterprise Singapore website or contact your local SME centre.