

APPLICATION FORM FOR NETF COLLABORATIVE FUND (NCF)

Important Instruction: 1. All fields in this application form must be filled. Where a field is not applicable, please indicate "N.A" 2. The completed application form must be routed to your Union/Industry Relation Officers for their endorsement	For official use: Application No.: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%;">NCF</td> <td style="width: 5%;">2</td> <td style="width: 5%;">0</td> <td style="width: 5%;">1</td> <td style="width: 5%;">9</td> <td style="width: 5%;">/</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	NCF	2	0	1	9	/				
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COMPANY INFORMATION

Registered Company Name:	
Unique Entity Number (UEN):	
Registered Address:	
Sector of Business	
Estimated Number of Staff who are NTUC members	
Union	
Name of Union Representative/ Industry Relation Officer	

COMPANY CONTACT PERSON DETAILS

Name of Contact Person:	
Designation:	
Contact Details:	
Email:	

COURSE INFORMATION

S/N	Training Provider	Name of Course	Course Outline/ Learning Outcome	Training Outcome (i.e. How can the course benefit Union Member in their scope of work)	Unfunded Nett Course Fees Payable by Company (after any other government funding, payable by the company)	No. of NTUC member (staff) targeted to attend this training
1.						
2.						
3.						
4.						
5.						

TERMS AND CONDITIONS

1. The Company shall be deemed to have successfully applied for NETF Collaborative Fund only if it has received an acknowledgement from the Union informing of a successful registration. For avoidance of doubt, the conditions set out in this application form do not form a binding contractual obligation on either party, and National Trades Union Congress ("NTUC") has the absolute discretion to refuse to disburse to the Company sums under the NETF Collaborative Fund at any time for any reason.
2. By submitting the NCF application, the Company declares that it has met and agree with all the following:
 - a) Eligibility criteria:
 - i. The Company is unionised
 - ii. The Company will sponsor the full training fees for it's Employee
 - iii. The Employee send for training are valid NTUC union members
 - iv. The Employee send for training will complete the training programme or at least achieve the minimum required attendance rate stipulated by the Training Provider
 - b) Funding criteria:
 - i. The NCF will co-fund & support 50% unfunded course fees for eligible unionised company and employee (NTUC member)
 - ii. The NCF funding shall at no time exceed \$250 per eligible NTUC member per year
 - iii. The NCF funding shall at no time exceed the Company cap on \$30,000
 - iv. The employee(s) will not claim Union Training Assistance Programme (UTAP) for the course attended
3. At the end of the course, the Company is required to submit all relevant documents as stipulated in Annex B. Claims must be submitted within 3 months from course completion date, failing which NTUC reserves the right to revoke the grant. NTUC representative will be entitled to contact the Company for the purposes of current and future grant administration (including but not limited to clarifications on current application).
4. The Company has not suppressed any material information, and all information provided or to be provided by the Company is or will be truthful and accurate. In this regard, NTUC shall be entitled to inspect the Company premises and the abovementioned records. A breach of this condition shall disqualify the Company of eligibility to receive the NCF on basis of fraud. Any false information provided may constitute an offence under the Penal Code (Chapter 224).
5. The Company is required to declare any potential conflict of interests arising from the usage of the Grant. Interest refers to any commitment, investment, relationship, obligation or involvement, financial or otherwise that may influence a person's ability to exercise independent and objective judgement. Potential conflict of interest may include, but not limited to, having interest in any business transaction(s), agreement or investment with any vendor, supplier, or any other party providing or bidding for providing services. A breach of this condition shall disqualify the Company of eligibility to receive the Grant on the basis of fraud.
6. The Company is reminded to fulfil all its obligations under Singapore's Personal Data Protection Act. For any personal data of individuals that the Company discloses to NTUC and Employment and Employability Institute Pte Ltd ("e2i"), the Company represents that it has obtained the prior consent of these individuals or is authorised to act on their behalf, permitting NTUC or e2i to collect, use, process and disclose their personal data for the purposes of grant administration, validating programme outcomes, fulfilling audit/legal/reporting requirements, and analysis of data and statistics, formulating and reviewing of relevant employment or social welfare policies.
7. The Company is reminded that NTUC, e2i and its appointed auditor and/or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the for the purposes of conducting effectiveness surveys or audits in relation to the Programme. This includes at any time being given full access to examine, audit, excerpt and transcribe all books, documents, working papers, records and premises of the Company's relating to the Programme, based on the scope as determined by NTUC and e2i.
8. The Company agrees that it shall hold NTUC and e2i harmless and indemnify NTUC and e2i against all claims and damages arising of any act or default of the Company's directors, employees, agents or sub-contractors.
9. If the Company fails to comply with any part of this declaration, the Company acknowledges that NTUC is entitled to not disburse any funds or to recover any disbursed funds under NCF as NTUC or e2i may (in its absolute discretion) deem fit.

DECLARATION

By signing this NCF application, the Company agree with the Terms and Conditions and that the information submitted is true, complete and accurate.


Company Representative Name: (MD, Director, GM, CEO)	
Signature:	
Date:	

ANNEX A: NCF CHECKLIST FOR COURSE APPLICATION

S/N	Document(s) to be submitted to e2i Officer/ IRO	Please Tick
1	NCF Application form endorsed by Unionised Company	
2	Proof that the Company is unionised (e.g. Email Proof from Union, Collective Agreement etc.)	

ANNEX B: NCF CHECKLIST UPON COURSE COMPLETION

Please ensure that all relevant documents are enclosed in your final submission & are submitted within 3 months from course completion date.

S/N	Document(s) to be submitted and verified during claims stage	Please Tick
1	NCF Application form endorsed by Unionised Company	
2	Email acknowledgement from the e2i/ IRO informing of a successful NCF application	
3	Company to invoice the amount to be claimed from NCF and attention the invoice to: NTUC Education and Training Fund c/o Employment & Employability Institute Pte Ltd 80 Jurong East Street 21 Singapore 609607 Attn: <Officer's Name/ Designation>	
4	NTUC Giro Form for payment purpose (one-time) – If it's the first time Company is claiming the training funds from NTUC  GIRO Form (NETF).pdf	
5	Invoice, receipt or other proof that the Company has paid the training fees for the Employees (NTUC members)	
6	Training certificates or attendance lists for employees who completed training	
7	Annex C: Employee (NTUC members) List	

ANNEX C: COMPLETE LIST OF EMPLOYEES CLAIMING FOR NCF

Please provide the following employee list who have completed the training programmes

S/N	Employee Name	NRIC/FIN No.	NTUC Member (The employee must be NTUC member to be eligible for NCF)	Course Attended	Training Provider	Start Date of Training	End Date of Training	Fees payable by Company after Govt Funding (Provide receipts as proof)	NCF Funding Applicable (50% of the unfunded course fee payable by Company)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
								Total NCF:	\$XXX

DECLARATION

By submitting this document, I declare that the information is true, complete and accurate and it meets all NCF criteria (please check the boxes):

- The employee(s) stated above are all valid NTUC member(s)
- The employee(s) stated did not exceed the \$250 cap per member per year
- The Company did not exceed the company cap of \$30,000 during the project period
- The employee(s) will not claim Union Training Assistance Programme (UTAP) for the course attended

By signing this declaration, I am aware that NTUC or e2i reserves the rights not to disburse NCF to the Company should any of the above 4 criteria are not met. A soft copy of Annex C will be sent to e2i/IRO.

Company Representative Name: (MD, Director, GM, CEO)	
Signature:	
Date:	