

**APPLICATION FORM FOR NATIONAL WAGES COUNCIL ADOPTION INCENTIVE**

<b>Name of Company (as Registered on ACRA):</b>		<b>Registered Address of Business Entity:</b>		
<b>Sector:</b>	<b>Union:</b>	<b>UEN Number:</b>	<b>Small-Medium Enterprise (SME)<sup>1</sup></b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
The company is a NTUC department, NTUC Enterprise, Union or Entity directly or indirectly owned by NTUC Enterprise: <input type="checkbox"/> YesC <input type="checkbox"/> No				
<b>Bank Details (for Reimbursement of NWC Adoption Incentive)</b>				
<b>Company Name registered with Bank:</b>	<b>Bank Name:</b>	<b>Branch Code:</b>	<b>Bank Code:</b>	<b>Account No.:</b>
<b>Contact Person Name &amp; Designation</b>		<b>Contact Number</b>	<b>Email Address</b>	
<b>No. of Workers Impacted</b>			<b>Benefits to Workers:</b>	
<b>No. of Local LWWs<sup>2</sup></b>	<b>Other Local Workers Benefitted</b>	<b>Total</b>	<b>Average <u>gross wage</u> of LWWs that will benefit <u>before</u> project<sup>3</sup>:</b>	<b>\$ 1,900.00</b>
20	5	25	<b>Average <u>basic wage</u> of LWWs that will benefit <u>before</u> project:</b>	<b>\$ 1,500.00</b>
			<b>Annual Increment (increase in basic wage per LWW impacted):</b>	<b>\$ 70.00</b>

**DECLARATION**

1. The Company shall be deemed to have successfully applied for NWC Adoption Incentive only if it has received an acknowledgement from <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 the Employment and Employability Institute Pte Ltd (“NTUC’s e2i”) has the absolute discretion to refuse to disburse to the Company sums under the NWC Adoption Incentive at any time for any reason.

2. By submitting the Application, the Company declares that it has met **all** the following qualifying criteria:
- Registered or Incorporated in Singapore
  - Is a Unionised Company
  - Is not a Government or Government-linked agency listed on SGDI<sup>4</sup>
  - Commit to increase the **basic wages** by **at least \$50** per worker latest within 3 months of project completion (based on date of last invoice for application), for at least **20** local (Singapore Citizens & Singapore Permanent Residents) low-wage workers, defined as:

<sup>1</sup> Defined as an enterprise with annual sales turnover of not more than \$100 million or employing no more than 200 employees.

<sup>2</sup> A low -wage worker is defined as workers earning wages of gross monthly income of ≤\$2,000 (incl. allowances like overtime pay and bonuses); for the 3 existing Progressive Wage Model sectors (i.e. Cleaning, Landscape and Security), the low-wage worker qualifying criterion will be pegged to the highest prevailing basic wage levels specific to the sector. \$1,700 per month for Cleaning and Security; and \$2,100 per month for Landscape. Information accurate as of September 2018.

<sup>3</sup> Companies from the Cleaning, Security & Landscaping sectors, do not need to fill this in.

<sup>4</sup> <https://www.gov.sg/sgdi/ministries>

- workers earning wages of **gross monthly income of ≤\$2,000** (incl. allowances like overtime pay and bonuses); OR

- workers in the 3 existing Progressive Wage Model sectors (i.e. Cleaning, Landscape and Security), the low-wage worker qualifying wage criterion will be pegged to the **highest prevailing basic wage** levels specific to the sector. **\$1,700 per month for Cleaning and Security**; and **\$2,100 per month for Landscape**. Information accurate as of September 2018.

e) Project undertaken by the Company has to have productivity outcome(s) and total project cost is at least \$40,000 (before GST), with all invoices dated within supported period (from <Union>'s **Date of Approval to 31 March 2020**)

3. At the end of the Project, the Company is required to submit all relevant documents as stipulated in Appendix A. Claims must be submitted within 3 months from project completion date, failing which NTUC's e2i reserves the right to revoke the grant. NTUC's e2i 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 as well as sending information about products / services that NTUC's e2i may be offering).

4. Upon fulfilment of all conditions as stipulated in para 2 and 3 above, the Company is eligible to claim a one-off \$20,000 NWC Adoption Incentive from NTUC's e2i. In addition, the Company/Employer shall not submit claims for workers committed on ongoing IGP projects.

5. The Company/Employer has not suppressed any material information, and all information provided or to be provided by the Company/Employer is or will be truthful and accurate. The Company/Employer has not and shall not submit claims for any of the items where actual grant has been funded under the Grant for other Government funding schemes/deductions/waivers. In this regard, NTUC's e2i 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 NWC Adoption Incentive on basis of fraud. Any false information provided may constitute an offence under the Penal Code (Chapter 224).

6. The Company/Employer 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/Employer of eligibility to receive the Grant on the basis of fraud.

7. The Company/Employer 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 NTUC's e2i, the Company/Employer represents that it has obtained the prior consent of these individuals or is authorised to act on their behalf, permitting NTUC's 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.

8. The Company is reminded that NTUC's e2i, its appointed auditor and/or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary 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's IRD and e2i.

9. The Company/Employer agrees that it shall hold NTUC and NTUC's e2i harmless and indemnify NTUC and NTUC's e2i against all claims and damages arising of any act or default of the Company's directors, employees, agents or sub-contractors.

10. If the Company/Employer fails to comply with any part of this declaration, the Company/Employer acknowledges that NTUC's e2i is entitled to not disburse any funds or to recover any disbursed funds under NWC Adoption Incentive as NTUC's e2i may (in its absolute discretion) deem fit.

**I declare that all information in the submitted application form are accurate and true.**

	<b>Company (MD/CEO/GM/Director)</b>	<b>Executive Secretary/ Supervising Cluster Lead</b>
<b>Name/ Designation</b>		
<b>Signature</b>		
<b>Date</b>		