

APPENDIX A: NWCAI CHECKLIST UPON PROJECT COMPLETION

Please ensure that all relevant documents are enclosed in your final submission & are submitted within 3 months from project completion date (date of last invoice, whereby last invoice cannot be later than 30 Jun 2019):

S/N	Document(s) to be submitted and verified	Please Tick
1	Company's ACRA report (retrieval date of report to be no longer than 6 months before submission date)	✓
2	Appendix B Part 1: Brief description of productivity outcomes attained and tracking indicators.	
3	Appendix B Part 2: To complete full list of impacted workers. To provide payslips (before and after project implementation) of all impacted local workers.	
4	Appendix B Part 3: To complete summary list of invoices. To provide invoices dated within the approved funding period (from Union's Date of Approval to 30 Jun 2019).	
Documents to be submitted and verified if applicable		
5	Training certificates or attendance lists of impacted local workers;	
6	Exchange rates reference for overseas purchases with either: <ul style="list-style-type: none"> • Bank Remittance advice reflecting the exchange rates and SGD equivalent incurred for the purchase, or • Singapore registered money changer reflecting the exchange rates used for the purchase within the same period 	

Appendix B

1. Brief Description of Project(s) & Indicators

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Tracking Indicators	Performance before Project	Performance after project
<i>Illustration only</i>		
Revenue per room/table/month	\$15,000	\$20,000
Time savings	5min/10 units	1min/10 units
Number of manpower required	5 workers/ 5 units	1 worker/ 5 units

2. Salary Breakdown of Impacted Low-Wage Workers

S/N	Staff Name	NRIC/Fin No.	Monthly Gross Wage <u>before</u> increment (\$)	Monthly Basic Wage <u>before</u> increment (\$)	Monthly Basic Wage <u>after</u> increment (\$)	Annual Increment (increase in <u>basic</u> wage) (\$)	Percentage of Basic Wage Increase
1	Tan Ah Beng	S12345678X	\$ 1,000.00	\$ 1,000.00	\$ 1,050.00	\$ 50.00	5%
2						\$ -	#DIV/0!
3						\$ -	#DIV/0!
4						\$ -	#DIV/0!
5						\$ -	#DIV/0!
6						\$ -	#DIV/0!
7						\$ -	#DIV/0!
8						\$ -	#DIV/0!
9						\$ -	#DIV/0!
10						\$ -	#DIV/0!
11						\$ -	#DIV/0!
12						\$ -	#DIV/0!
13						\$ -	#DIV/0!

14						\$	-	#DIV/0!			
15						\$	-	#DIV/0!			
16						\$	-	#DIV/0!			
17						\$	-	#DIV/0!			
18						\$	-	#DIV/0!			
19						\$	-	#DIV/0!			
20						\$	-	#DIV/0!			
21						\$	-	#DIV/0!			
22						\$	-	#DIV/0!			
23						\$	-	#DIV/0!			
24						\$	-	#DIV/0!			
25						\$	-	#DIV/0!			
26						\$	-	#DIV/0!			
27						\$	-	#DIV/0!			
Total no. of workers impacted		1				Average	#####	Average	\$50.00	Average	#DIV/0!

3. Summary List for Invoices

S/N	Funding Component <i>Note: incurred expenditure must be net of government funding schemes / deductions / waiver</i>	Supplier	Date of Invoice	Invoice Number	Invoice Amount Before GST (\$)	GST (S\$)	Total Amount (S\$)	Exchange Rate (Refer to Appendix A)
Total Invoice Amount					\$0.00	\$0.00	\$0.00	

I declare that all document submitted are accurate and true and meets all NWCAI Qualifying Criteria

	Company (MD/CEO/GM/Director)	IRO in charge	Executive Secretary/ Supervising Cluster Lead
Name			
Signature			
Date			

For e2i's Use

I approve of the \$20,000 NWCAI disbursement to < <u>Company Name</u> >.	
Name	
Designation	Business Processing Team Lead
Signature	
Date	