

## APPLICATION FOR INNOVATION VOUCHER SCHEME

**IMPORTANT INSTRUCTIONS:**

1. All fields in this application form are compulsory. Where information is not applicable, a "N.A" is necessary.
2. All necessary supporting documents, if any, must be submitted together with your application.
3. Applications must be received by SPRING Singapore before the application closing date. Late applications will be considered as invalid.
4. Applicants should submit only one application per call.
5. Applicants should understand their obligations for participating in IVS and the Terms & Conditions of the Innovation Vouchers. Visit [www.spring.gov/ivs](http://www.spring.gov/ivs) for more details.
6. Each SME can be awarded only **ONE** voucher per year. Companies previously awarded Innovation Vouchers may only reapply **ONE** year after project completion.
7. **Please retain a copy of the application form and send the original hardcopy to 1 Fusionopolis Way, #20-01 Connexis South Tower, Singapore 138632**

**FOR SPRING USE:**

Reference No: \_\_\_\_\_

### PART 1 - COMPANY DATA

**1 General**

a. **Name of Company (as registered with ACRA)**

b. **Correspondence Address**

c. **Applicant Company's Contact Person**

d. **Email Address**

e. **Tel.**

f. **Fax.**

g. **Unique Entity Number (UEN)**

**2 Please select ONE industry sector which is most relevant to your company's core business**

Engineering & Technology	Lifestyle & General Manufacturing	Services
<input type="radio"/> Biomedical <input type="radio"/> Chemicals / Materials <input type="radio"/> Electronics <input type="radio"/> Transport Engineering <input type="radio"/> Precision Engineering <input type="radio"/> Environmental <input type="radio"/> Engineering Services <input type="radio"/> InfoComm Technology	<input type="radio"/> Food and Beverage <input type="radio"/> Food and Manufacturing <input type="radio"/> Furniture <input type="radio"/> Packaging <input type="radio"/> Printing <input type="radio"/> Retail <input type="radio"/> Textile and Apparel	<input type="radio"/> Education Services <input type="radio"/> Healthcare Services <input type="radio"/> Logistics <input type="radio"/> Professional Services
<input type="radio"/> Others please specify:		

**2a Scope of Business:**

## Part II - EXPERTISE REQUIRED

### 3 Please identify the type(s) of services required (Please tick only ONE of the following)

- |   |  |
|---|--|
| <input type="radio"/> Product / Process Development | <input type="radio"/> Customised Workshop                    |
| <input type="radio"/> Feasibility Study             | <input type="radio"/> Operation Technology Roadmapping (OTR) |
| <input type="radio"/> Testing / Evaluation          |  |
- Others please specify:

### 4 Please select ONE area which is most relevant to your company's project

- |   |  |   |
|---|--|---|
| <input type="radio"/> Biomedical            | <input type="radio"/> Food and Beverage  | <input type="radio"/> Precision Engineering |
| <input type="radio"/> Chemicals / Materials | <input type="radio"/> Food Manufacturing | <input type="radio"/> Environmental         |
| <input type="radio"/> Electronics           | <input type="radio"/> Packaging          | <input type="radio"/> Engineering Services  |
| <input type="radio"/> Transport Engineering | <input type="radio"/> Logistics          | <input type="radio"/> InfoComm Technology   |
- Others please specify:

### 5 Please provide a brief overview of the assistance required (Sufficient details not exceeding 400 words **MUST** be provided following the below outline)

(i) Project Title:

**Examples of Project Title:**

Product development of brown wheat noodles.

Feasibility study on development of portable water filtration system using magnetic field.

Customised workshop in adoption of laser welding technology.

(ii) Describe the technical help required (e.g background, objectives)

Please attach any separate documents in your submission if necessary

### 6 Please identify the Knowledge Institution (KI) which you would like to seek expertise from (Please tick ONE only. For more details on KIs, please visit: [www.spring.gov.sg/ivs](http://www.spring.gov.sg/ivs) )

**A\*Star**

- Data Storage Institute (DSI)  
 Institute for Infocomm Research (I2R)  
 Institute of Chemical and Engineering Sciences (ICES)  
 Institute of Microelectronics (IME)  
 Institute of Materials Research and Engineering (IMRE)

**Centre of Innovation (COI)**

- Electronics COI @ NYP  
 Environmental & Water Technology COI @ NP  
 Precision Engineering COI @ SIMTech  
 Food Innovation Resource Centre @ SP  
 Marine & Offshore Technology COI @ NP

**Institute of Technical Education (ITE)**

- ITE (College Central)  
 ITE (College East)  
 ITE (College West)

**Polytechnics**

- Nanyang Polytechnic  
 Ngee Ann Polytechnic  
 Republic Polytechnic  
 Singapore Polytechnic  
 Temasek Polytechnic

**Universities**

- Nanofrontier, NTU

**7 Please indicate if you have approached the KI indicated in Section 6 prior to application:**

Yes  No

**\*Note** - Please approach the KI prior to application to shorten the processing time

**Part III - DECLARATION BY APPLICANT**

**8 Is your organisation and related company(s)\* currently applying / currently enjoying / or have enjoyed government tax/financial incentives for the same project?**

Yes (Proceed to complete the table below)  No

Company Name	Name of Scheme - Government / Agency	Project Title	Start Date	End Date	Grant Amount

**\*Related Companies:** Subsidiaries, Associate Companies, Parent Companies, other companies owned by existing shareholders, etc

**9 Please indicate if your company has any corporate shareholders holding 20% or more of the total shareholding of your company AND/ OR hold more than 50% of the total shareholding in a subsidiary company.**

**a.**  Yes (Proceed to complete 10 & 11)  No (Skip 10, proceed to complete 9b & 11)

**b. If NO, please confirm if your company is an SME\* by selecting the appropriate option:**

Yes  No

**\*SME Criteria:**  
 At least 30% local shareholding  
 Not more than 200 employees (for Service Sector)  
 Fixed Asset Investment (FAI) not more than S\$15 million

## 10 Shareholding Details

**\*IMPORTANT: FAI and employment size of applicant company will be computed on a group basis.**

Please trace up to 3 levels for corporate shareholders holding 20% or more of the total shareholding of the company AND 1 level down where the company holds more than 50% of the total shareholding in a subsidiary company

**NOTE:**

(1) Applies to individual shareholder, please state if he/she is a Singapore Citizen, Singapore Permanent Resident or Others.

(2) Applies to shareholders that are companies. For corporate shareholders holding 20% or more of the total shareholding of applicant company, please provide ACRA and the shareholding details of the corporate shareholders in a separate sheet (information required is similar to Table 9b.)

- a. Please declare the following: (Please indicate **N.A** where information is not applicable)

Applicant's Fixed Assets Investment at Net Book Value (S\$):

No. of Staff:

- b. Shareholding details of applicant company (attach separate sheets if space provided is insufficient)

Name of shareholders / sole proprietors / partners (individual or company)	Nationality (1) / Country Registered (2)	% Share (Percentage shareholdings must total to 100%)	For Corporate Shareholders Only		
			Business Activity	No. of Staff	Fixed Assets Investment at NBV (S\$)

- c. Details of companies where applicant company holds more than 50% of the total shareholding

Name of shareholders / sole proprietors / partners (individual or company)	Nationality (1) / Country Registered (2)	% Share	For Corporate Shareholders Only		
			Business Activity	No. of Staff	Fixed Assets Investment at NBV (S\$)

## 11 I declare that:

- the company has not applied, obtained or will be obtaining any other Singapore government tax/financial incentives for the services listed in Part II Section 3 & 4 of this application form;
- the company is at present not engaged whether as plaintiff or defendant or otherwise in any claim, legal action, proceeding or arbitration pertaining to the proposed project nor are there any circumstances known to me likely to lead to any such claim, legal action, proceeding or arbitration;
- the company will utilize the Innovation Voucher issued by SPRING Singapore only for eligible services as part of our project
- the company is not holding on to any unredeemed Innovation Vouchers and this is the only application submitted; and
- the facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, **I may be prosecuted under the Penal Code and, in addition, SPRING Singapore may, at its discretion, withdraw the grant and recover immediately from my company any amount of the grant that may have been disbursed.**

Full Name

Designation

Date

Signature

Only the sole proprietor, partner or company director of the applicant company, as registered with ACRA or professional bodies, may sign this declaration.