



# USER GUIDE FOR COMPANY PORTAL

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# USER GUIDE – COMPANY PORTAL

## Overview

### PC Requirements

To access the system, a computer with an internet connection is required. Access the portal using the recommended internet browser software:

- Microsoft Edge
- Mozilla Firefox
- Chrome

### Important Reminders

While accessing the GRTNet Company Portal, please take note of the following:

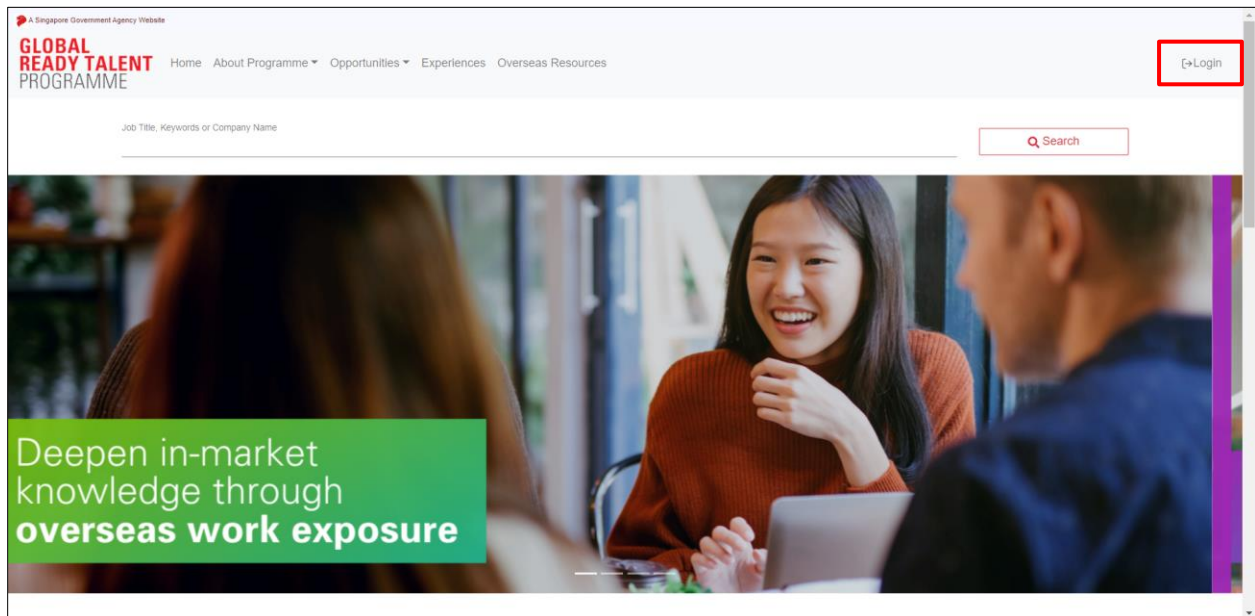
- Use the recommended internet browser software
- Do not click on the browser Back, Forward and Refresh buttons
- Do not leave the system idle for more than 15 minutes
- Always click the logout link if the system is not in use
- Clear the browser cache before using the system

# COMPANY REGISTRATION AND ADMINISTRATION

## Section 1 – Register for a Company Account

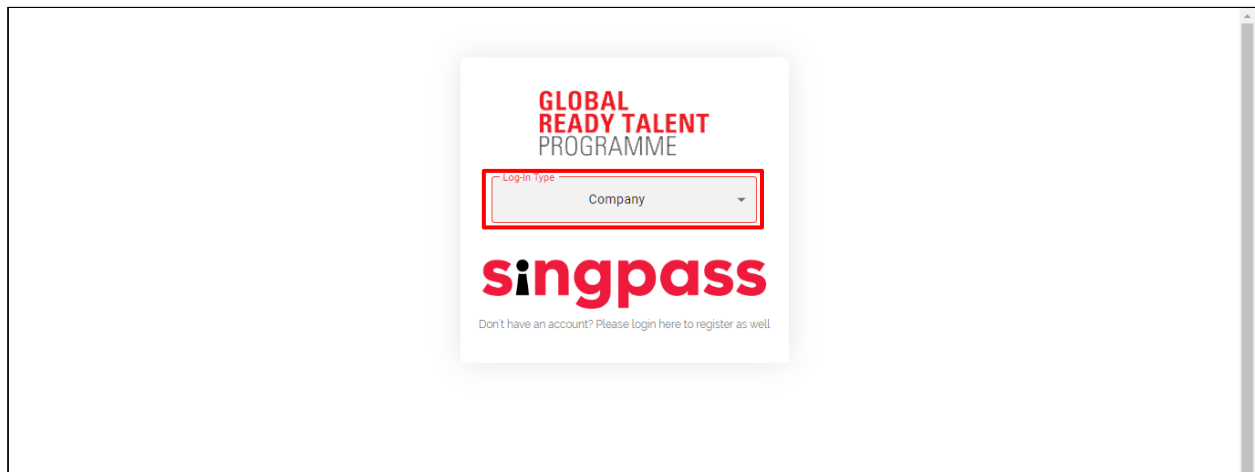
### Step 1:

Go to the BeGlobalReady website (<https://www.beglobalready.gov.sg/>) and click “Login” on the top right menu.



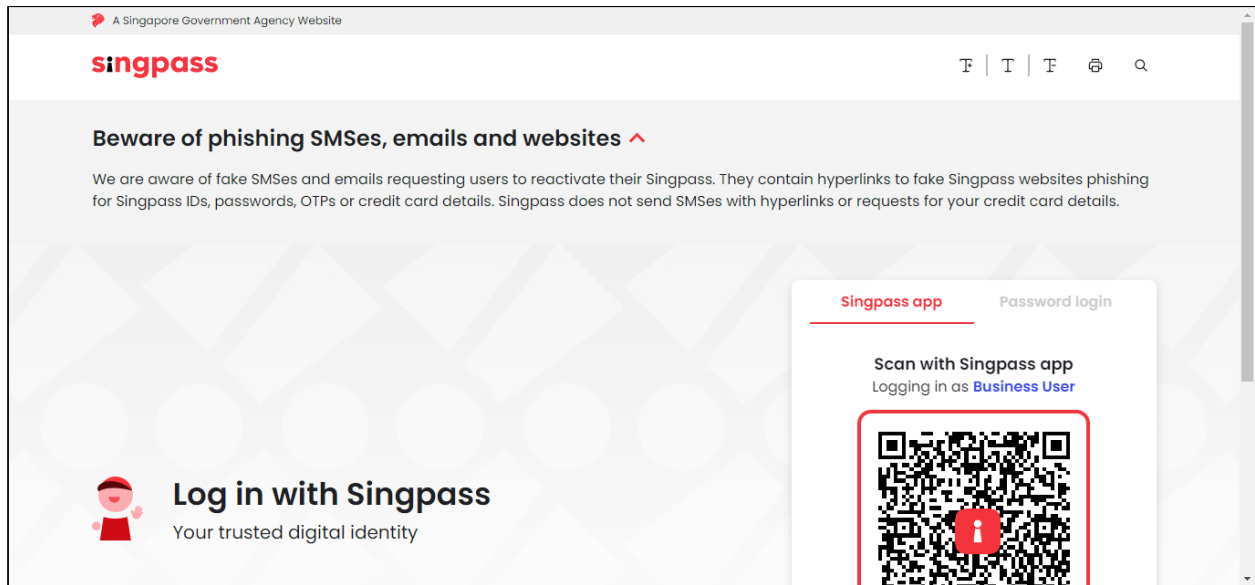
### Step 2:

On the login selection page, select “Company” from the “Log-In Type:” dropdown list and click the “Singpass” logo under it to be redirected to the Singpass login page.

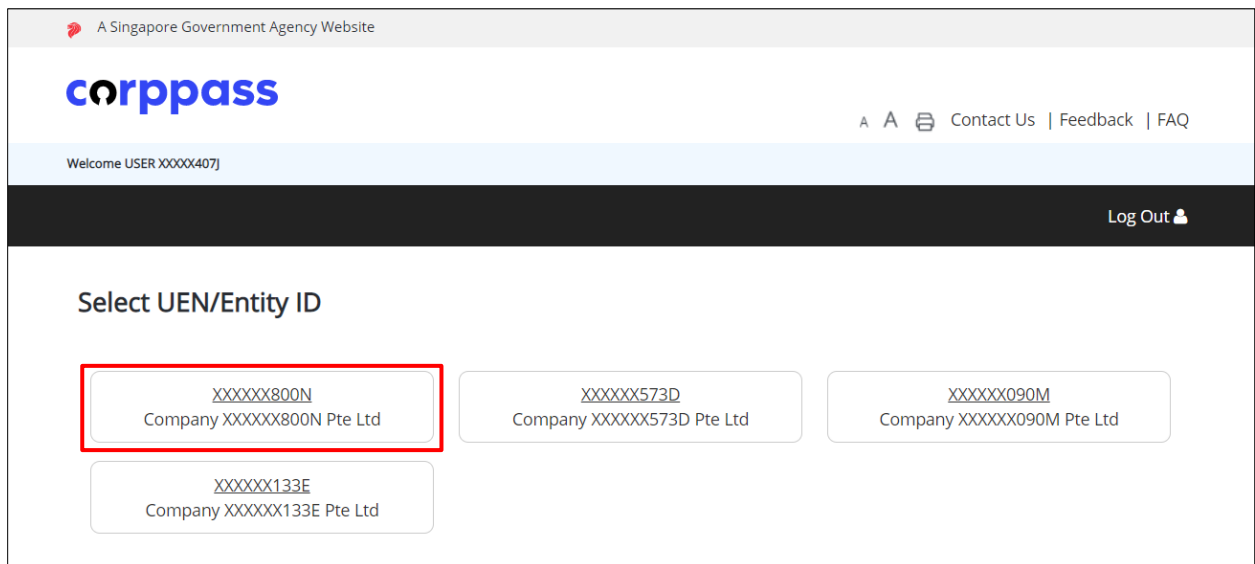


### Step 3:

Login with Singpass by scanning the QR code (Singpass app method) or using login credentials (Password login method).



If you are linked to more than one company, select the UEN of the company you are logging in for.



#### Step 4:

The **Declaration** page will appear. Tick the checkbox and click “**Continue**” to proceed to the next page for account registration.

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**GLOBAL READY TALENT PROGRAMME**

Register Login Account for Company

**Declaration**

The Global Ready Talent Programme (GRT) is an initiative by Enterprise Singapore (EnterpriseSG) to help Singapore enterprises build their pipeline of global-ready young talent. EnterpriseSG will partner Trade Associations and Chambers (TACs) and Institutes of Higher Learning (IHLs) to facilitate internship placements in Singapore enterprises.

☐ By creating an account, I understand that:

- This does not constitute a company application for GRT; The company has to submit a company application for GRT.
- The company application that the company subsequently submits will be subjected to evaluation by your selected TAC partner and EnterpriseSG based on the eligibility criteria for GRT.

**Continue** Cancel

#### Step 5:

Verify your UEN and company name. If there are any errors encountered, contact [grt@enterprisesg.gov.sg](mailto:grt@enterprisesg.gov.sg) and seek further instructions.

#### Note:

“**Unique Entity Number (UEN)**” and “**Registered Company Name**” fields are auto populated and read-only.

Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

[Global Ready Talent Programme for Singapore Enterprises](#)

**Company Information**

|                              |                           |
|------------------------------|---------------------------|
| Unique Entity Number (UEN) * | Registered Company Name * |
| XXXXXX800N                   | COMPANY A                 |

**CEO / Director Information**

**Authorised Representative Information**

**Register Company** Cancel

**Step 6:**

Click on the **CEO / Director Information** section to complete the required fields marked by \*.

**CEO / Director Information**

Details of CEO or Managing Director as registered with ACRA, or other authorised individuals.

|  |                      |
|--|----------------------|
| Salutation *                                   | Name *               |
| <input type="text" value="--Please select--"/> | <input type="text"/> |
| Email *  | NRIC *               |
| <input type="text"/>                           | <input type="text"/> |
| Designation *                                  |                      |
| <input type="text"/>                           |                      |

**Step 7:**

Click on the **Authorised Representative Information** section to complete the fields.

**Note:**

Completing this section is optional.

**Authorised Representative Information**

|  |                      |
|--|----------------------|
| Salutation                                     | Name                 |
| <input type="text" value="--Please select--"/> | <input type="text"/> |
| Email  | NRIC                 |
| <input type="text"/>                           | <input type="text"/> |
| Designation                                    |                      |
| <input type="text"/>                           |                      |



### Step 8:

Click **“Register Company”** to complete the account registration.

### Register Login Account for Company

Please complete this page to create a login account for the portal. After doing so, you will receive an email confirmation.

You can then login to submit an application to be a GRT-approved company. You must be a GRT-approved company to be eligible for grant support. You may find out more about the programme in the link below.

[Global Ready Talent Programme for Singapore Enterprises](#)

Company Information

CEO / Director Information

Authorised Representative Information

Register Company

Cancel

### Step 9:

**Acknowledgement** page will be displayed to notify that the account has been successfully created.

Click **“Apply To GRT”** to proceed with submitting a company application to onboard the GRT internships programme.

Refer to **Section 6 – Submit Company Application** for details.

A Singapore Government Agency Website

GLOBAL READY TALENT PROGRAMME

New CEO Logout

Acknowledgement

Your account has been successfully created

1. You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.

2. Apply for the Global Ready Talent Programme, please click the “Apply for GRT” button below.

3. Please check your email for more information on registration for company application

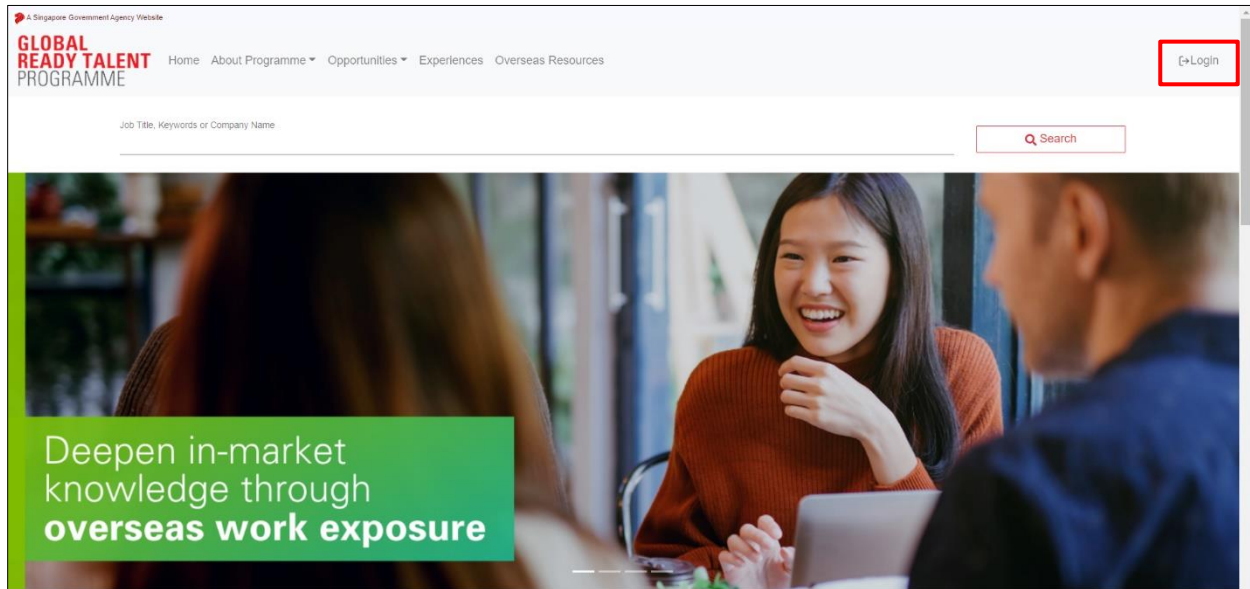
Apply To GRT

Cancel

## Section 2 – Log In and Log Out

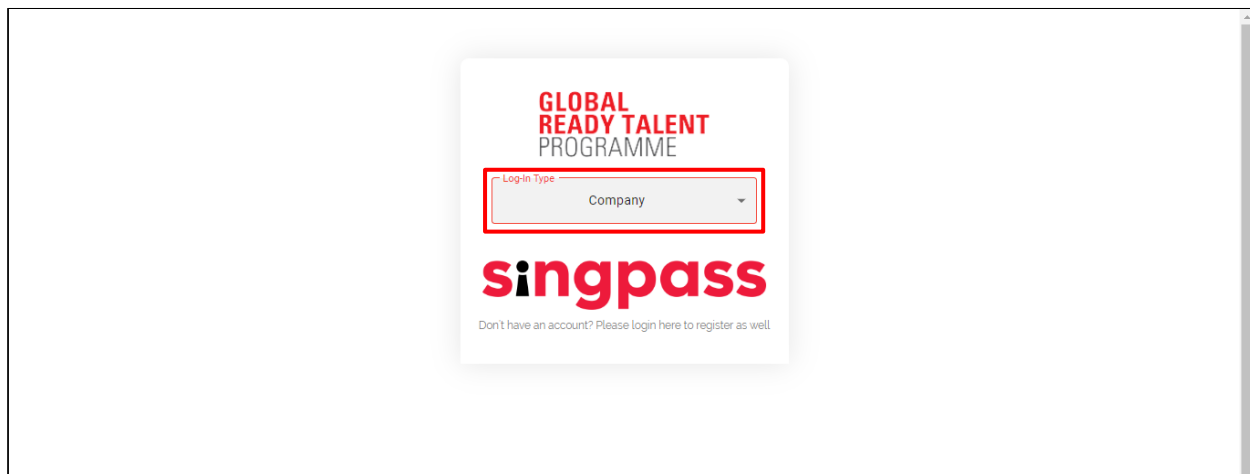
### Step 1:

Go to the BeGlobalReady website (<https://www.beglobalready.gov.sg/>) and click “Login” on the top right menu.



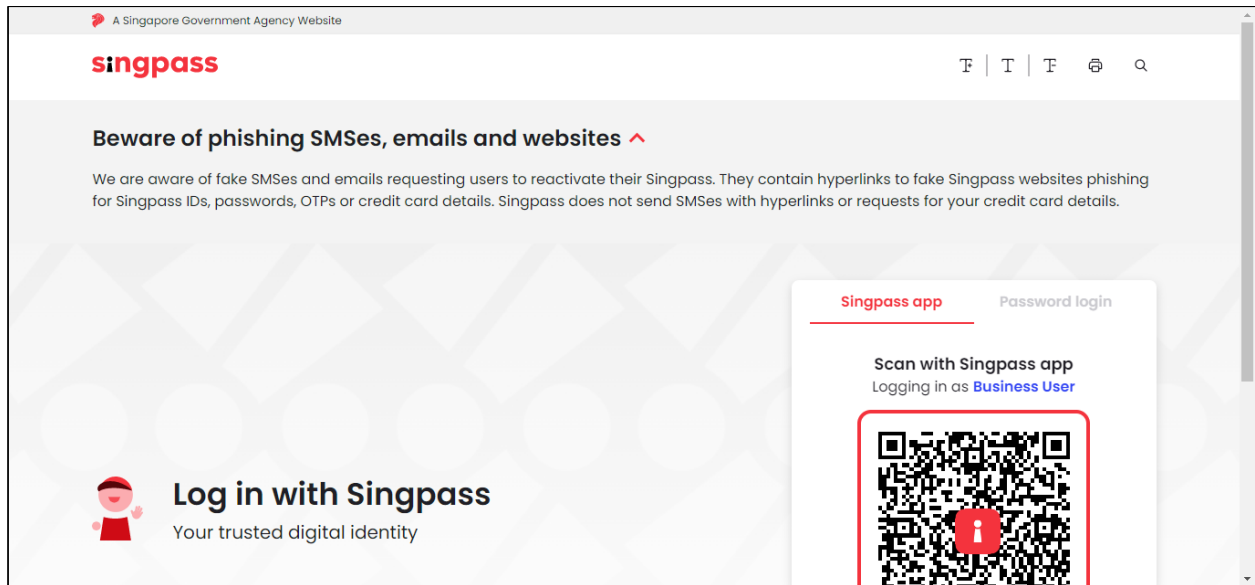
### Step 2:

On the login selection page, select “Company” from the “Log-In Type:” dropdown list and click the “Singpass” logo under it to be redirected to the Singpass login page.

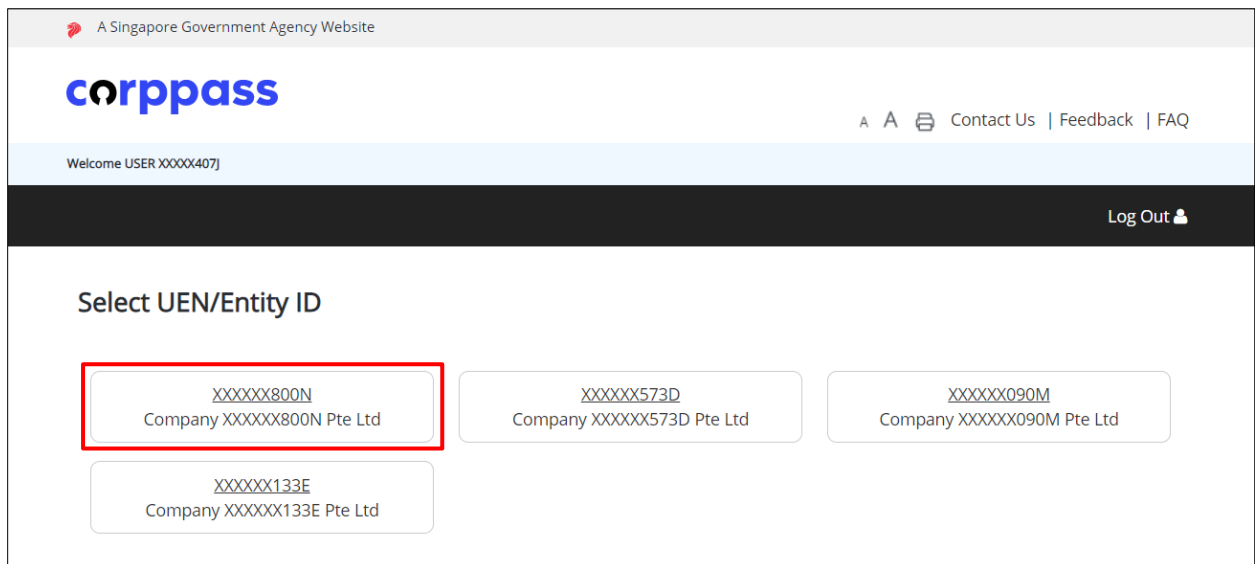


### Step 3:

Login with Singpass by scanning the QR code (Singpass app method) or using login credentials (Password login method).



If you are linked to more than one company, select the UEN of the company you are logging in for.



#### Step 4a:

If there is no company application submitted yet, the registration **Acknowledgement** page will appear and a company application can be submitted by clicking “**Apply To GRT**”.

Refer to **Section 6 – Submit Company Application** for details.

The screenshot shows the 'Acknowledgement' page of the Global Ready Talent Programme. At the top left is the logo 'GLOBAL READY TALENT PROGRAMME' and 'A Singapore Government Agency Website'. At the top right are links for 'New CEO' and 'Logout'. The main content area has a green banner stating 'Your account has been successfully created'. Below this is a grey box with three instructions: 1. You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme. 2. Apply for the Global Ready Talent Programme, please click the 'Apply for GRT' button below. 3. Please check your email for more information on registration for company application. At the bottom are two buttons: 'Apply To GRT' and 'Cancel'. The footer contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

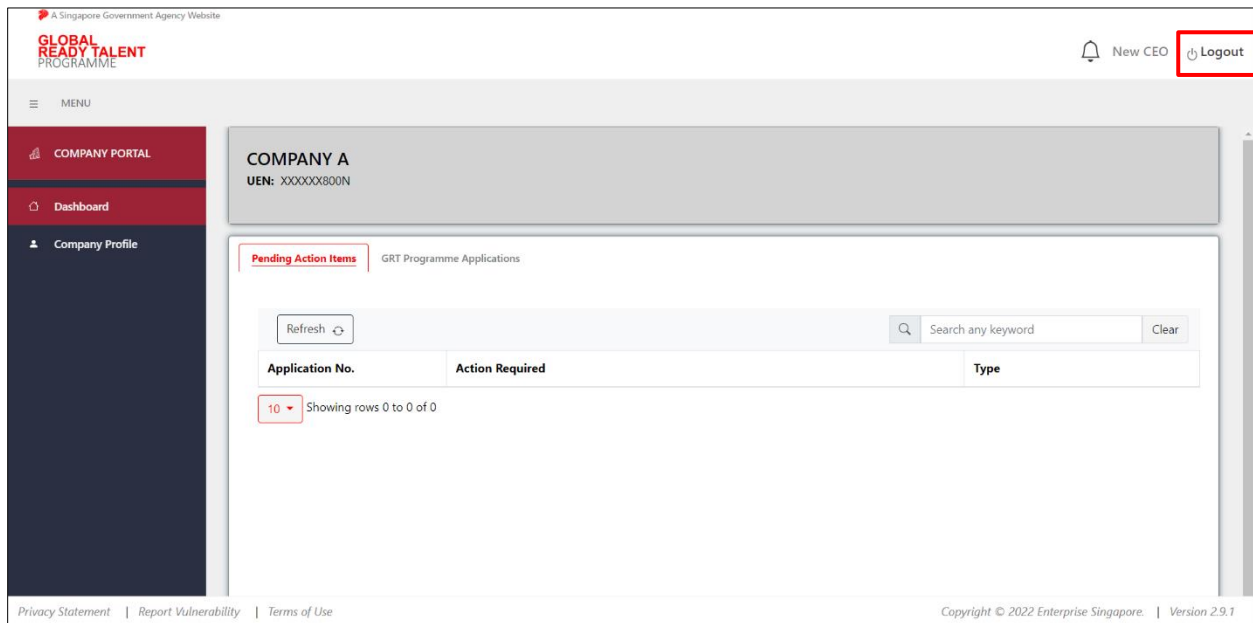
#### Step 4b:

If a company application has been submitted, the company **Dashboard** will appear. Refer to **Section 3 – Company Dashboard** for details.

The screenshot shows the 'Company Dashboard' for 'COMPANY A' with UEN: XXXXX800N. The left sidebar has a 'MENU' with options: 'COMPANY PORTAL', 'Dashboard' (selected), and 'Company Profile'. The main content area has a header 'COMPANY A' and 'UEN: XXXXX800N'. Below this is a section titled 'Pending Action Items' for 'GRT Programme Applications'. It includes a 'Refresh' button, a search bar with 'Search any keyword' and a 'Clear' button, and a table with columns 'Application No.', 'Action Required', and 'Type'. The table shows 'Showing rows 0 to 0 of 0'. The footer is identical to the previous screenshot, with links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', and copyright information 'Copyright © 2022 Enterprise Singapore. | Version 2.9.1'.

## Step 5:

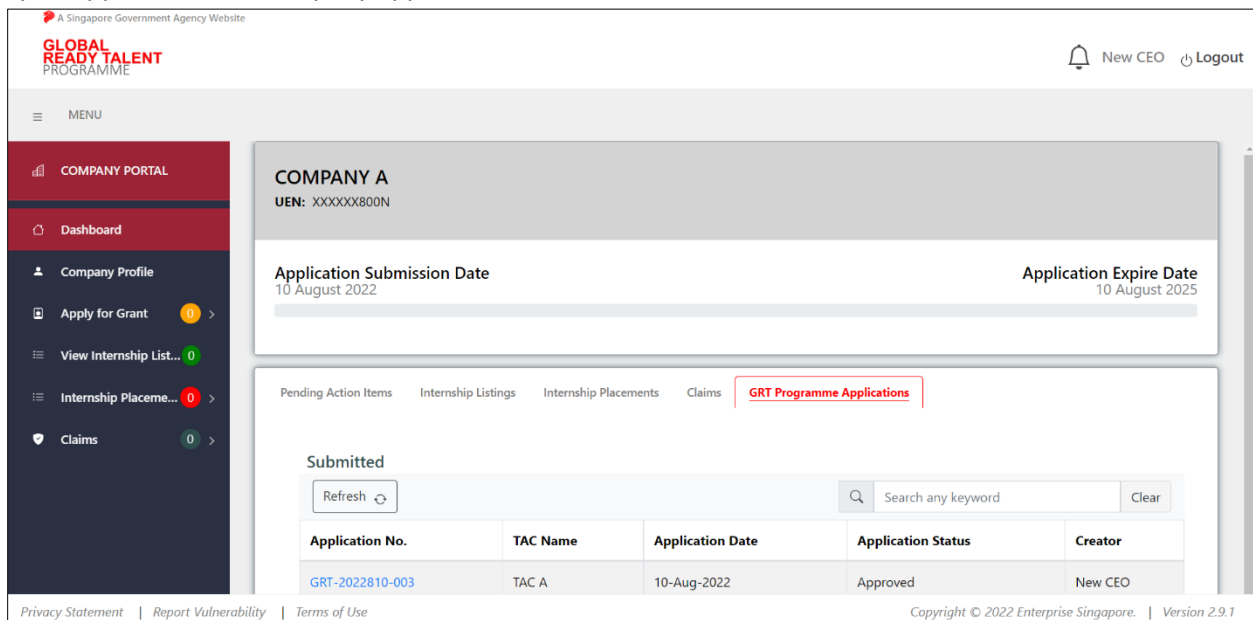
To log out from the system, click “Logout” on the top right side of the page.



## Section 3 – Company Dashboard

Upon login to the **Company Portal**, users will be typically redirected to the **Dashboard**. The **Dashboard** can also be accessed from the navigation menu on the left.

The **Dashboard** displays the list of pending applications in the various tabs. All tabs will be accessible upon approval of the company application.



## Section 4 – Update Company Profile

### Step 1:

From the navigation menu, go to “**Company Profile**”.

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GLOBAL READY TALENT PROGRAMME

Menu: COMPANY PORTAL, Dashboard, **Company Profile**

### Company Profile

#### Company Details

Unique Entity Number (UEN) \* : XXXXXX800N  
Registered Company Name \* : COMPANY A  
Date of Incorporation \* : 28/11/2016  
Industry Sector \* : Professional Services  
Website : http://your-website-url.com.sg

Company Description \*

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.  
2. Length of this field must be between 50 and 700 characters  
3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.

Company's mission and vision, and business growth plans.  
Relevant information on overseas activities, training available to employees and your unique value proposition.

Privacy Statement | Report Vulnerability | Terms of Use

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### Step 2:

Edit the information under each section and click “**Update**” to save the changes made.

Click “**Cancel**” to discard the changes and return to Dashboard.

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GLOBAL READY TALENT PROGRAMME

Menu: COMPANY PORTAL, Dashboard, Company Profile, Apply for Grant, View Internship List..., Internship Placeme..., Claims

### Company Profile

- Company Details
- Holding Companies & Subsidiaries (of Applicant Company) Details
- Financial Statements and ACRA Files
- Company Address
- HR Details
- CEO Details

Update Cancel

## Section 5 – Manage Authorised Representatives

This process is only applicable for registered or approved companies. There is no limit for the number of Authorised Representatives.

### Section 5.1 – Create Account for Authorised Representatives

#### Step 1:

Once access has been given to GRTNet e-services in Corppass, new Authorised Representative can login to the system. Refer to **Section 2 – Log In and Log Out** for details.

#### Step 2:

Fill in required fields marked by \* and click **“Save and Continue”**.

The screenshot shows a web form titled "New Authorised Representative Information" under the "GLOBAL READY TALENT PROGRAMME" header. The form is divided into an "Acknowledgement" section and a data entry section. The data entry section contains four required fields, each marked with an asterisk (\*): "NRIC", "Name", "Designation", and "Email". The "NRIC" field is pre-filled with "XXXXX7388". Below these fields is a "Contact" field. At the bottom of the form, there are two buttons: "Save and Continue" (highlighted with a red border) and "Cancel". The footer of the page includes links for "Privacy Statement", "Report Vulnerability", and "Terms of Use", along with the copyright notice "Copyright © 2022 Enterprise Singapore. | Version 2.9.1".

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GLOBAL READY TALENT PROGRAMME

New Authorised Representative Information

Acknowledgement

NRIC \*      Name \*

XXXXXX7388     

Designation \*      Email \*

Contact \*

Save and Continue      Cancel

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### Step 3:

Information will be saved in the Company Profile which can be accessed from the left side menu. The table will show all Authorised Representatives (Active and Inactive).

The screenshot shows the 'Global Ready Talent Programme' interface. On the left, a navigation menu is visible with 'COMPANY PORTAL', 'Dashboard', and 'Company Profile' (highlighted with a red box). The main content area displays a table titled 'Authorised Representatives (AR)'. The table has columns for Name, NRIC, Designation, Email, Contact, Active, and Action. There are three rows: 'Authorised Representative', 'New AR', and 'New CEO'. Each row has an 'Edit' button in the Action column. Below the table, it says 'Showing 1 to 3 of 3 Results'. The footer includes 'Privacy Statement', 'Report Vulnerability', 'Terms of Use', 'Copyright © 2022 Enterprise Singapore', and 'Version 2.9.1'.

| Name                      | NRIC      | Designation | Email       | Contact  | Active | Action               |
|---------------------------|-----------|-------------|-------------|----------|--------|----------------------|
| Authorised Representative | XXXXX605A | AR          | xxx@xxx.com | XXXXXXXX | Yes    | <a href="#">Edit</a> |
| New AR                    | XXXXX738B | AR          | xxx@xxx.com | XXXXXXXX | Yes    | <a href="#">Edit</a> |
| New CEO                   | XXXXX422Z | CEO         | xxx@xxx.com | XXXXXXXX | Yes    | <a href="#">Edit</a> |

## Section 5.2 – Edit Authorised Representatives

### Step 1:

From the navigation menu, go to “Company Profile”.

The screenshot shows the 'Global Ready Talent Programme' interface. On the left, a navigation menu is visible with 'COMPANY PORTAL', 'Dashboard', and 'Company Profile' (highlighted with a red box). The main content area displays a form titled 'Company Profile'. The form has sections for 'Company Details' and 'Company Description'. The 'Company Details' section includes fields for 'Unique Entity Number (UEN) \*', 'Registered Company Name \*', 'Date of Incorporation \*', 'Industry Sector \*', and 'Website'. The 'Company Description' section includes a text area for 'Company Description \*' with instructions: '1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition. 2. Length of this field must be between 50 and 700 characters 3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.' The footer includes 'Privacy Statement', 'Report Vulnerability', 'Terms of Use', 'Copyright © 2022 Enterprise Singapore', and 'Version 2.9.1'.



## Step 2:

Scroll down to the **Authorised Representatives (AR)** section and click **“Edit”** to amend details for a particular user.

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GLOBAL READY TALENT PROGRAMME

NEW AR Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

### Authorised Representatives (AR)

| Name                      | NRIC      | Designation | Email       | Contact  | Active | Action      |
|---------------------------|-----------|-------------|-------------|----------|--------|-------------|
| Authorised Representative | XXXXX605A | AR          | xxx@xxx.com | XXXXXXXX | Yes    | <b>Edit</b> |
| New AR                    | XXXXX738B | AR          | xxx@xxx.com | XXXXXXXX | Yes    | <b>Edit</b> |
| New CEO                   | XXXXX422Z | CEO         | xxx@xxx.com | XXXXXXXX | Yes    | <b>Edit</b> |

5 Showing 1 to 3 of 3 Results 1

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## Step 3:

Edit the necessary details.

Click **“Save”** to confirm the changes.

Click **“Cancel”** to disregard the changes.

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GLOBAL READY TALENT PROGRAMME

NEW AR Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

### Authorised Representatives (AR)

Name \* NRIC \*

Authorised Representative XXXXX605A

Email \* Contact \*

xxx@xxx.com XXXXXXXX

Designation \* Active \* ☒ Yes ☐ No

AR

**Save** **Cancel**

| Name                      | NRIC      | Designation | Email       | Contact  | Active | Action      |
|---------------------------|-----------|-------------|-------------|----------|--------|-------------|
| Authorised Representative | XXXXX605A | AR          | xxx@xxx.com | XXXXXXXX | Yes    | <b>Edit</b> |

Privacy Statement | Report Vulnerability | Terms of Use

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# COMPANY APPLICATION

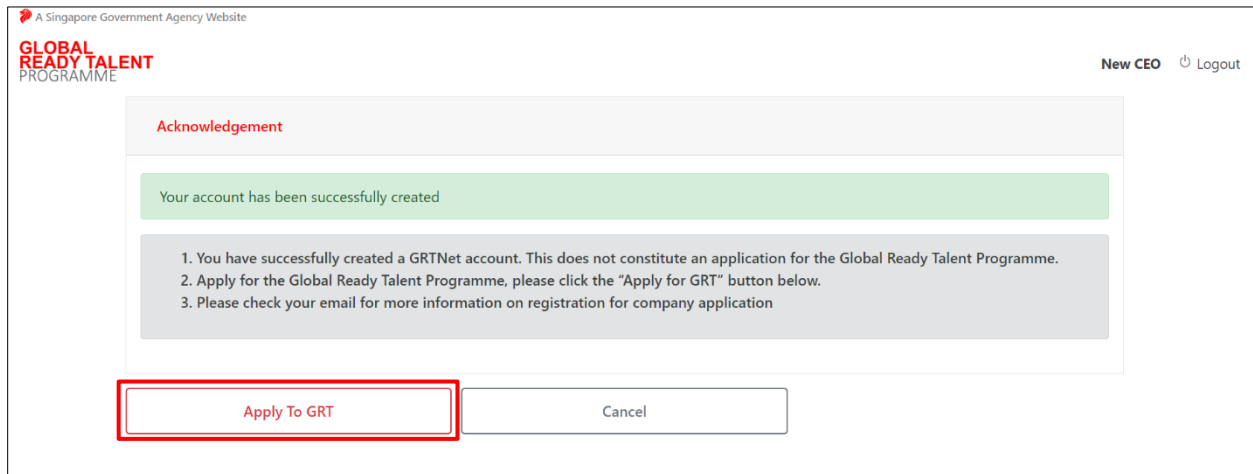
## Section 6 – Submit Company Application

### Step 1:

Log in via the BeGlobalReady website. Refer to **Section 2 – Log In and Log Out** for details.

If there is no company application submitted yet, the registration **Acknowledgement** page will appear.

Click “**Apply To GRT**” to proceed to the Company Information step.



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**GLOBAL READY TALENT PROGRAMME**

New CEO Logout

**Acknowledgement**

Your account has been successfully created

1. You have successfully created a GRTNet account. This does not constitute an application for the Global Ready Talent Programme.  
2. Apply for the Global Ready Talent Programme, please click the “Apply for GRT” button below.  
3. Please check your email for more information on registration for company application

Apply To GRT Cancel

## Section 6.1 – Company Information Step

### Step 1:

Fill in all required fields marked by \*.

**Application for the Global Ready Talent Programme**

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

1

 Company Information 

2

 Partner Selection 

3

 HR Survey 

4

 Declaration

**Company Details**

Unique Entity Number (UEN) \*  
XXXXXX800N

Registered Company Name \*  
COMPANY A

Date of Incorporation \*  
28/11/2016

Industry Sector \*  
--Please select--

Website  
http://your-website-url.com.sg

Company Description \*

1. Please provide a description of your company's mission and vision, and business growth plans. You may include other relevant information on overseas activities, training available to employees and your unique value proposition.

2. Length of this field must be between 50 and 700 characters

3. Do note that this section will be visible to public as well as prospective students at the BeGlobalReady portal.

### Step 2:

“Drag Files or Click to Browse” to upload company logo.

#### Note:

Please refer to the instructions in the system for file type and file size requirements.

Company Logo


Please upload a file with extension [jpg, jpeg, gif, png, bmp]. File size must be at least 10 KB and must not exceed 2 MB.

Drag Files or Click to Browse

After uploading the Company Logo, company may click the “X” icon to remove the file.

Company Logo

Please upload a file with extension [jpg, jpeg, gif, png, bmp]. File size must be at least 10 KB and must not exceed 2 MB.



X

### Step 3:

Complete the overseas presence section by filling in all required fields marked by \*.

Click “Add” to save the record.

Click “Clear” to clear the inputs.

Click “Delete” in the “Action” column of the row to remove a record from the table.

This section will subsequently affect your overseas internship postings. If you do intend to make overseas internship placement applications, please fill in the details here.

Do you have overseas presence? \*

☒ Yes ☐ No

Country \*

--Please select--

City \*

--Please select--

Nature of Operations \*

--Please select--

Employment Size \*

Overseas Address \*

e.g. Middle Town Business Park, Singapore

Is there opportunity for internship placement? \*

☐ Yes ☐ No

Add

Clear

| Country  | City       | Other City | Employment Size | Nature Of Operations | Internship Opportunities | Overseas Address | Action |
|----------|------------|------------|-----------------|----------------------|--------------------------|------------------|--------|
| Malaysia | Kota Bharu |            | 50              | Joint Venture        | Yes                      | Kota Bharu       | Delete |

5

 Showing 1 to 1 of 1 Results

1

**Step 4:**

Click on the **Holding Companies & Subsidiaries (of Applicant Company) Details** section to complete the fields.

**Note:**

Completing this section is optional. However, if company chooses to complete this section, all fields marked by \* are required.

Click **"Add"** to save the record.

Click **"Clear"** to clear the inputs.

Click **"Delete"** in the **"Action"** column of the row to remove a record from the table.

**Holding Companies & Subsidiaries (of Applicant Company) Details**

1. Indirect shareholding refers to shareholding that is held through another corporation  
2. Please include all direct and indirect holding companies and subsidiaries  
3. Remarks field can contain up to 300 characters

Name Of Company \*

Company UEN \*

Relationship \*

Number of Staff \*

Remarks

Share \*

Add

Clear

| Company Name | Company Uen | Number Of Staffs | Relationship | Remarks    | Company Share Percent | Action |
|--------------|-------------|------------------|--------------|------------|-----------------------|--------|
| Company B    | XXXXXX668H  | 50               | Subsidiary   | Subsidiary | 5%                    | Delete |

5 ▾

 Showing 1 to 1 of 1 Results

1

### Step 5:

Click on the **Financial Statements and ACRA Files** section to complete file uploads.

Select the Attachment Type and “**Drag Files or Click to Browse**” to select the corresponding documents.

Click “**Add**” to complete the upload and uploaded documents will be populated in the table below.

Click “**Clear**” to clear the inputs.

### Note:

ACRA should be the latest and **not more than 6 months old**.

Financial statements should be the latest and **not more than 18 months old**.

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

**Financial Statements and ACRA Files**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- Please upload latest ACRA document (not more than 6 months from date of application) and latest financial statements (not more than 18 months from date of application)

Attachment Type \*

--Please select--

Remarks

Remarks

File \*

Drag Files or Click to Browse

AddClear

| Attachment Name               | Attachment Type | Remarks | Action |
|-------------------------------|-----------------|---------|--------|
| 5 Showing 0 to 0 of 0 Results |                 |         |        |

To delete an uploaded file, click “**Delete**” in the “**Action**” column.

| Attachment Name               | Attachment Type                          | Remarks               | Action |
|-------------------------------|--|-----------------------|--------|
| Financial Statement A.docx    | Financial Statements – Applicant Company | Financial Statement A | Delete |
| 5 Showing 1 to 1 of 1 Results |  |                       |        |

**Step 6:**

Review and edit the auto populated fields in the **Company Address** section as necessary.

|                        |                |
|------------------------|----------------|
| <b>Company Address</b> |                |
| Postal Code *          | Block Number * |
| 101010                 | 10             |
| Unit *                 | Floor *        |
| 1111                   | 01             |
| Street *               |                |
| High Street            |                |

**Step 7:**

Complete the **HR Details** section by filling in all required fields marked by \*.

|                   |              |
|-------------------|--------------|
| <b>HR Details</b> |              |
| HR Salutation *   | HR Name *    |
| Ms                | HR A         |
| HR Email *        | HR NRIC *    |
| xxx@xxx.com       | XXXXX299H    |
| HR Designation *  | HR Contact * |
| HR Staff          | XXXXXXXX     |

**Step 8:**

Review and edit the auto populated fields in the **CEO Details** section as necessary.

|                    |               |
|--------------------|---------------|
| <b>CEO Details</b> |               |
| CEO Salutation *   | CEO Name *    |
| Mr                 | New CEO       |
| CEO Email *        | CEO NRIC *    |
| xxx@xxx.com        | XXXXX422Z     |
| CEO Designation *  | CEO Contact * |
| CEO                |               |

**Step 9:**

Upon completion of all required fields, click on **“Save & Go To Partner Selection”** to proceed to the next step: Partner Selection.

Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

1 Company Information

2 Partner Selection

3 HR Survey

4 Declaration

Company Details

Holding Companies & Subsidiaries (of Applicant Company) Details

Financial Statements and ACRA Files

Company Address

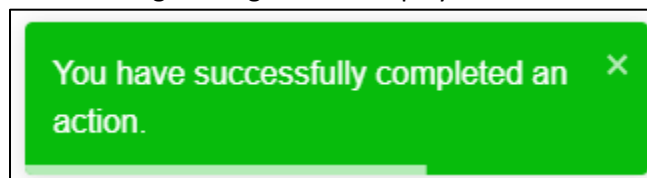
HR Details

CEO Details

Save & Go To Partner Selection

Cancel

Once successfully saved, the following message will be displayed.





## Section 6.2 – Partner Selection Step

### Step 1:

Select a partner from the “**Partner Selection**” drop down list. The partner’s description will be displayed. Tick the “I agree to all terms and conditions” checkbox.

Click “**Next**” to proceed to the next step: HR Survey (if partners other than ACE are selected) / Start-Up Survey (if partner selected is ACE).

Click “**Back**” to go back to the **Company Information** section.

Click “**Cancel**” to go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information

2 Partner Selection

3 HR Survey

4 Declaration

#### Partner Selection

Please select your partner in the list \*

--Please select--

#### Description

As part of the Global Ready Talent programme, you will need to select your preferred Trade Association (TAC) partner from the drop down list. Your TAC partner will be your main point-of-contact for assistance on GRT-related matters, which include internship applications, claims and general enquiries. For companies that have industry-relevant partners, please approach TACs which are relevant to your industry. For companies which do not have industry-relevant partners, you may approach ASME or SMF. Note:

- TAC and EnterpriseSG may request for further documentation including but not limited to financial statements, to support the application.
- TAC and EnterpriseSG have the right to approve or reject any application in their absolute discretion. Any rejection by TAC and/or EnterpriseSG shall be final, and no appeals will be entertained.
- Company agrees to the following terms of participation:
  - Participate in industry profiling events/activities organised by the programme administrator
  - Allow programme administrator to use company's logo and information in marketing materials
- This application form will take about 15-20 minutes to complete.

☐ I agree to all terms and conditions

Back

Next

Cancel

## Section 6.3a – HR Survey Step (Non-ACE partner selected)

This step is applicable if partners other than ACE are selected.

### Step 1:

Fill in all required fields marked by \*.

Click **“Save & Go To Declaration”** to proceed to the next step: Declaration.

Click **“Back”** to go back to the **Partner Selection** section.

Click **“Save as Draft”** to save a draft application.

Click **“Cancel”** to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information

✓ Partner Selection

3 HR Survey

4 Declaration

#### HR Survey

How many interns on average have you taken on the past year? \*

**Local**

ITE \*

Polytechnic \*

University \*

**Overseas**

ITE \*

Polytechnic \*

University \*

#### Company's Human Capital

This section helps us understand your company's current talent attraction effort.

What is the size of your HR Team? \*

☐ More than 6

☐ 3 to 5

☐ 1 to 2

☐ No dedicated HR Function

☐ HR Function is outsourced

1. Job Descriptions \*

☐ JDs are simple and documented for hiring.

☐ JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements.

☐ JDs contain clear and documented reporting structure, roles and responsibilities, competencies, and job requirements. JDs are regularly updated.

2. Learning & Development \*

- ☐ Ad-hoc courses are arranged for staff, primarily on a request basis or for compliance.
- ☐ Courses and trainings are role-specific, and are scheduled in advance.
- ☐ A comprehensive training roadmap has been developed, with scheduled courses/trainings to address each roles' specific needs.

3. New Employee Onboarding \*

- ☐ Onboarding consists of administrative and/or HR briefing.
- ☐ Onboarding includes administrative briefing, company sharing on mission, vision, values, and basic on-job-training.
- ☐ Onboarding includes admin briefing, company sharing on mission, vision, values, and senior management engagements and structured on-job-training.

4. Employee Value Proposition (EVP)/Employer Brand \*

- ☐ Company has vaguely defined and articulated its employer brand.
- ☐ Company has defined and documented its employer brand, with some effort to implement.
- ☐ Company has well-articulated employer brand that is aligned to internal HR processes. Company also harnesses its brand to target and attract talent.

5. International Mobility processes \*

- ☐ Not applicable.
- ☐ HR processes overseas are largely localized or adapted from Singapore office.
- ☐ HR processes overseas are consistent with main office, and cater to local market requirements. Company has HR processes in place to manage overseas staff, including compensation packages, visa support, support for re-entry back into main office.

6. To what extent does your organisation believe in the role of Human Capital as a key contributor to business success/growth? \*

- ☐ Disbelieve
- ☐ Neutral
- ☐ Agree
- ☐ Strongly agree

7. Please share reasons for your rating in Q6 above. \*

Enter your reason here

Back

Save as Draft

Save & Go To Declaration

Cancel

## Section 6.3b – Start-up Criteria Step (ACE partner selected)

This step is applicable if partner selected is ACE.

### Step 1:

Fill in all required fields marked by \*.

Click **“Save & Go To Declaration”** to proceed to the next step: Declaration.

Click **“Back”** to go back to the **Partner Selection** section.

Click **“Save as Draft”** to save a draft application.

Click **“Cancel”** to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information

✓ Partner Selection

3 Start-up Criteria

4 Declaration

#### Start-Up Survey

How many interns on average have you taken on the past year? \*

##### Local

ITE \*Polytechnic \*University \*

##### Overseas

ITE \*Polytechnic \*University \*

#### Eligibility Check

1. Is your Company less than 5 years from date of incorporation at the time of application? \*

☐ Yes

☒ No

2. Does your Company have less than 50% ordinary shares owned by any other corporate entity? \*

☐ Yes

☐ No

3. Is your company a technology start-up? \*

☐ Yes

☐ No

## Company Evaluation

### Unique Value Proposition

Does the Company have a unique value proposition for its

- (1) core product or service and activities, highlighting clearly
- (2) any defensible differentiation or IPs and
- (3) competitive advantage

(100 words or less in Essay Format; no bullet points)

Example: The company focuses on XXX to XXX. The core product allows users to XXX. As the products are XXX, it provides the company with a competitive advantage.

Example: The company focuses on...

### Company's Track Record & Projection

1. Is your company government-funded or supported? \*

- ☐ Yes
- ☐ No

2. Has your company participated in any incubator/accelerator programmes? \*

- ☐ Yes
- ☐ No

### Revenue

| Last FY                  | Current Year             | Second Year              | Third Year               |
|--------------------------|--------------------------|--------------------------|--------------------------|
| S\$ <input type="text"/> | S\$ <input type="text"/> | S\$ <input type="text"/> | S\$ <input type="text"/> |

### Number of Full-time Staff

| Last FY              | Current Year         | Second Year          | Third Year           |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Number of Part-time Staff

| Last FY              | Current Year         | Second Year          | Third Year           |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Does the company have proven market traction and growth potential at the point of application? Do consider its notable business milestones achieved during the past years, including clients secured, funding raised, strategic partners engaged, markets entered etc.

(100 words or less in Essay Format; no bullet points)

Example: The company had proven their market traction with XXX, having also entered the XXX markets. In addition, the company has secured major clients such as XXX and raised S\$XXX funds from XXX and XXX.

Example: The company had proven...

### Management Team

Does the Company have a strong management team, based on the background of key management members, including experience and expertise relevant to the start-up and its business? Also, please review the Company's willingness and ability to provide mentorship to interns and new hires.

(100 words or less in Essay Format; no bullet points)

Example: The management team consists of graduates from XXX and XXX who have majored in XXX. The members have accumulated work experience with XXX in XXX and relevant experience as a XXX.

(Choose one ONLY)

- (1) The company had interns on board previously and is expressing willingness to provide mentorship to the interns.  
or  
(2) The team has developed a plan to engage, nurture and mentor the interns.

Example: The management team consists of...

### Supporting Documents

Please upload files with extensions [doc, docx, xls,xlsx, pdf, txt, jpg, jpeg, gif, png].  
The sum of all file sizes uploaded should not exceed 15MB.

To upload a file,

1. Complete the Document Type field
2. Complete the Remarks field if necessary
3. Drag Files or Click to Browse in the space below and click "Add"

Document Type \*

Enter your document type here

Remarks

Enter your document remarks here

Drop your supported document files below \*

Drag Files or Click to Browse

Add

Clear

Attachment Name

Document Type

Remarks

Action

5

Showing 0 to 0 of 0 Results

Back

Save as Draft

Save & Go To Declaration

Cancel

## Section 6.4 – Declaration Step

### Step 1:

Read through the Terms and Conditions and tick the declaration checkboxes.

Click **“Submit”** to submit the application.

Click **“Back”** to go back to the **Partner Selection** section.

Click **“Save as Draft”** to save a draft application.

Click **“Cancel”** to cancel the application and go back to the **Acknowledgement** page.

### Application for the Global Ready Talent Programme

You may need about 20 minutes to complete this form. NOTE: Fields marked with \* are mandatory.

✓ Company Information

✓ Partner Selection

✓ HR Survey

4 Declaration

#### Declaration

##### TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)

(Applicable to enterprise)

**1. Approval Period for companies onboard the Global Ready Talent Programme (GRT)**

1. Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'.

2. Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "ESG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of

☐ As a representative of the Applicant Company, I accept all Terms & Conditions listed below. \*

☐ As a representative of the Applicant Company, I hereby declare that the Applicant Company: \*

- Has at least 30% local shareholdings as at the application date;
- Is free from any litigation or legal proceedings;
- Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and
- The company shall not seek further support for the Internship from ESG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact ESG or your GRT AIP Partner.

Back

Save as Draft

Submit

Cancel

**Step 2:**

**Acknowledgement** page will be displayed to notify the company that the application has been successfully submitted.

Click **"Home"** to go to the company **Dashboard**.

Application for the Global Ready Talent Programme

Acknowledgement

Your application has been submitted successfully

Your application will be routed to the TAC of your choice, who may contact you for additional clarifications to support your application. You can expect to receive a response within 10 working days. This does not constitute a Grant Application. Upon approval, you will be able to make a Grant Application.

Application Number : GRT-202286-002  
Date of Application : 2022-08-06  
TAC Name : TAC A  
Email of the TAC : xxx@xxx.com  
Contact Number of TAC : XXXXXXXX  
Contact Person Name : TAC A USER

Home

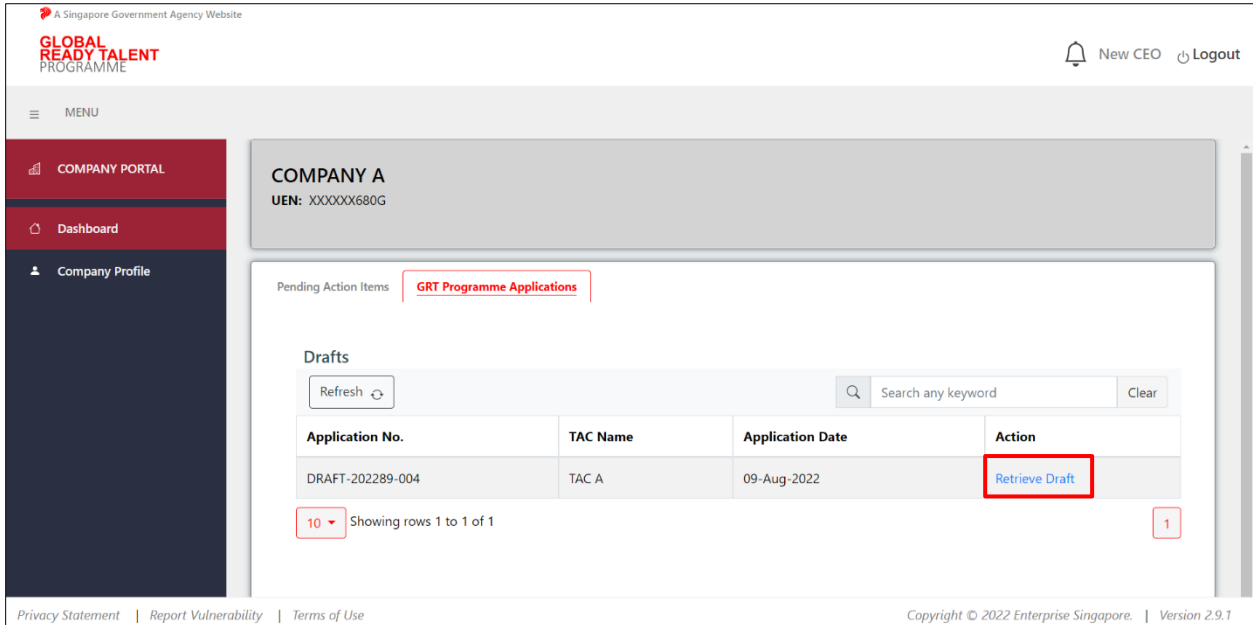


## Section 7 – Retrieve Draft Company Application

This is applicable if company has previously saved a draft application.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the “**Retrieve Draft**” hyperlink in the “**Action**” column.



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GLOBAL READY TALENT PROGRAMME

NEW CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

COMPANY A

UEN: XXXXXX680G

Pending Action Items

GRT Programme Applications

Drafts

Refresh

Search any keyword Clear

| Application No.  | TAC Name | Application Date | Action                         |
|------------------|----------|------------------|--------------------------------|
| DRAFT-202289-004 | TAC A    | 09-Aug-2022      | <a href="#">Retrieve Draft</a> |

10 Showing rows 1 to 1 of 1

1

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### Step 2:

Continue completing the necessary fields for the company application submission. Refer to **Section 6 – Submit Company Application** for details.

## Section 8 – Revise Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Revise Application**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The left sidebar contains a 'MENU' with options: 'COMPANY PORTAL', 'Dashboard', and 'Company Profile'. The main content area is titled 'Pending Action Items' and 'GRT Programme Applications'. It features a search bar and a table with the following data:

| Application No. | Action Required                    | Type                |
|-----------------|------------------------------------|---------------------|
| GRT-202286-002  | <a href="#">Revise Application</a> | Company Application |

Below the table, it indicates 'Showing rows 1 to 1 of 1'. The footer contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for 2022 Enterprise Singapore, Version 2.9.1.

### Step 2:

Review comment from TAC and make the necessary changes.

#### Note:

To update/edit fields in the company profile, please proceed to the company profile page to do so. Refer to **Section 4 – Edit Company Profile** for details. After successfully updating/editing, please re-access the company application revision page by clicking “**Revise Application**” under the “**Pending Action Items**” tab.

The screenshot shows the 'Revise Application for the Global Ready Talent Programme' page. It features a blue box with the following information:

**Comment from TAC - Date: Aug 9, 2022**  
**TAC Name :** TAC A USER  
**Remarks :** This is TAC Remark

Below this is a section titled 'Company Details' with a light blue box containing the following text:

If you wish to update/edit your company profile, please click "Company Profile" on the menu to go to the company profile update page. After updating/editing your company profile, please be reminded to re-access this page by clicking "Revise Application" under Pending Action Items tab to complete the rework.

**Step 3:**

Click **"Next"** to go to the HR Survey (if partners other than ACE are selected) or Start-Up Survey (if partner selected is ACE) step and make the necessary changes.

Click **"Cancel"** to discard changes.

Revise Application for the Global Ready Talent Programme

Comment from TAC - Date: Aug 9, 2022  
TAC Name : TAC A User  
Remarks : This is TAC Remark

Company Details

Business Address

HR Contact Details

CEO/Director Information

Company Reply

Next Cancel

**Step 4:**

Click **"Proceed to Declaration"** to proceed to the **Company Declaration** page.

Click **"Back to Profile"** to go to the **Company Information** page.

Click **"Cancel"** to discard changes.

Revise Application for the Global Ready Talent Programme

Comment from TAC - Date: Aug 9, 2022  
TAC Name : TAC A User  
Remarks : This is TAC Remark

Company's Human Capital

Company Reply

Back to Profile Proceed to Declaration Cancel

### Step 5:

Read through the Terms and Conditions and tick the declaration checkboxes.

If partners other than ACE are selected, click **“Go to HR Practices”** to go to the **HR Survey** page.

If partner selected is ACE, click **“Go to Start-Up Criteria”** to go to the **Start-up Survey** page.

Click **“Cancel”** to discard changes.

Revise Application for the Global Ready Talent Programme

Comment from TAC - Date: Aug 9, 2022

TAC Name : TAC A USER

Remarks : This is TAC Remark

Company Declaration

Please read and accept the Terms & Conditions (T&Cs) governing the Global Ready Talent Programme. Companies under this programme are required to abide by these Terms & Conditions at all times.

**TERMS & CONDITIONS GOVERNING THE GLOBAL READY TALENT PROGRAMME (INTERNSHIP)**  
(Applicable to enterprises)

1. **Approval Period for companies onboard the Global Ready Talent Programme (GRT)**

1.1 Companies which have received approval to be placed under the Global Ready Talent Programme (hereinafter called 'GRT') will be approved for a Qualifying Period of 3 years. Companies which have received such approval will hereinafter be known as 'GRT-approved companies'

1.2 Only internship applications submitted by the company during this qualifying period will be eligible for grant support, subjected to evaluation by Enterprise Singapore (hereinafter called "EnterpriseSG"), or Approved in Principle (hereinafter called "AIP") Partners on behalf of EnterpriseSG. Applications submitted outside the qualifying period will not be supported. No extension of the qualifying period shall be allowed.

☐ As a representative of the Applicant Company, I accept all Terms & Conditions listed above.

☐ As a representative of the Applicant Company, I hereby declare that the Applicant Company:

- Has at least 30% local shareholdings as at the application date;
- Is free from any litigation or legal proceedings;
- Will not submit an internship grant application for an intern who is an immediate family member (i.e. child) of any key shareholders of the company; and
- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your GRT AIP Partner

Company Reply

Go to HR Practices

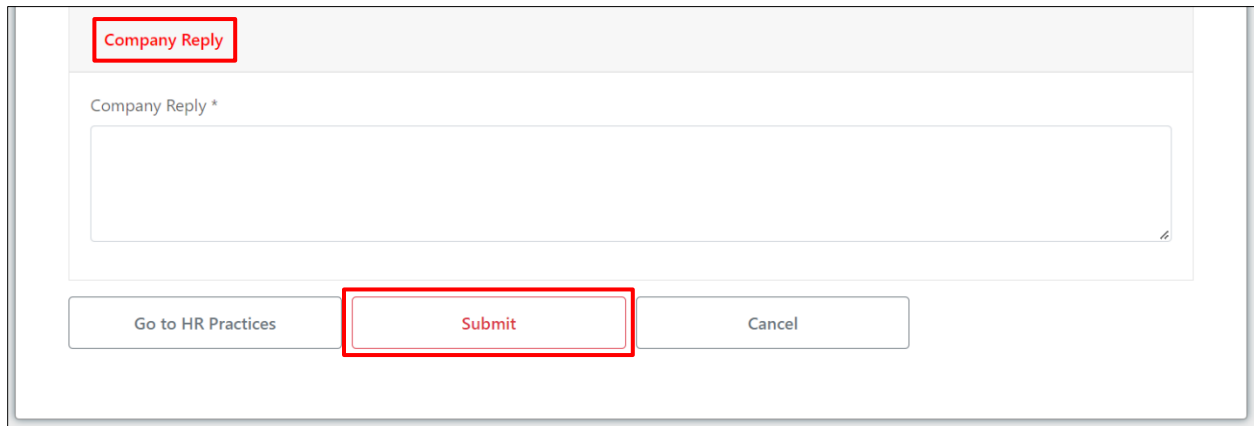
Submit

Cancel

**Step 6:**

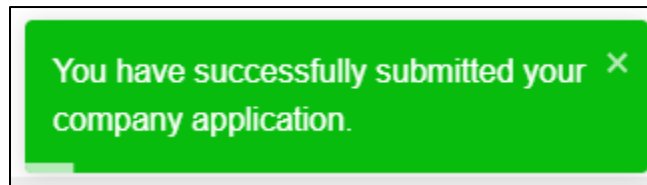
Fill in the “**Company Reply**” field.

Click “**Submit**” to submit the revised company application.



The screenshot shows a web form titled "Company Reply" in a light gray header bar. Below the header, the label "Company Reply \*" is positioned above a large, empty text input field. At the bottom of the form, there are three buttons: "Go to HR Practices" on the left, "Submit" in the center (highlighted with a red border), and "Cancel" on the right.

Once successfully submitted, the following message will be displayed.



## Section 9 – View Submitted Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the hyperlink in the “**Application No.**” column.

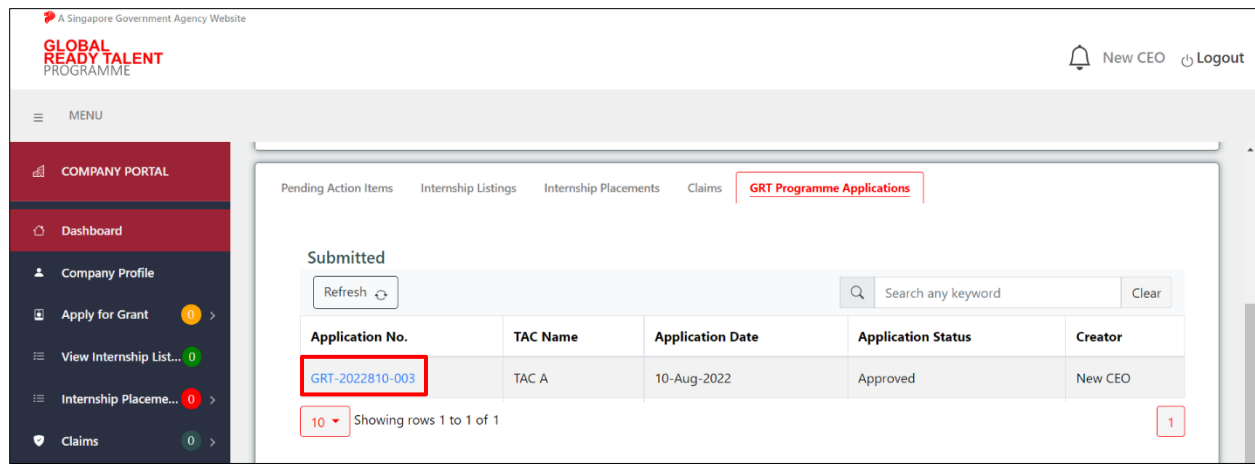
### Note:

Status “**Approved**” means that the application has been approved.

Status “**Rejected**” means that the application has been rejected.

Status “**Submitted**” means that the application is pending evaluation.

Status “**Withdrawn**” means that the application has been withdrawn by the company.



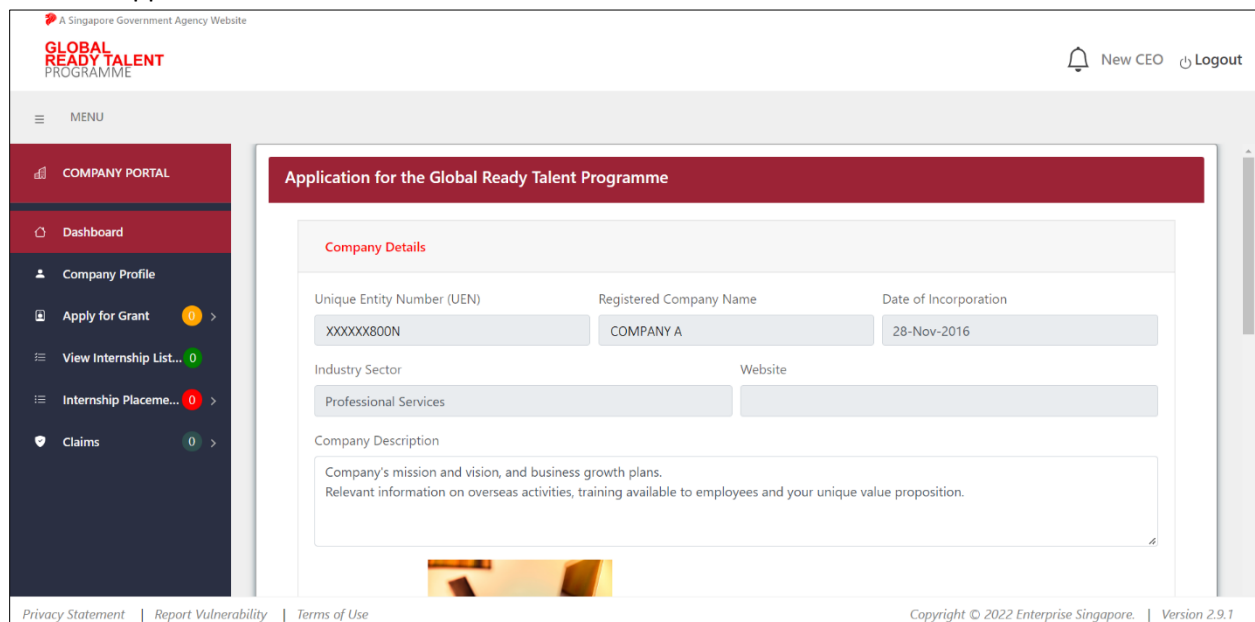
The screenshot shows the 'GRT Programme Applications' page. The left sidebar contains a menu with options: COMPANY PORTAL, Dashboard, Company Profile, Apply for Grant (0), View Internship List... (0), Internship Placeme... (0), and Claims (0). The main content area has tabs for Pending Action Items, Internship Listings, Internship Placements, Claims, and GRT Programme Applications (selected). Below the tabs, there is a 'Submitted' section with a 'Refresh' button and a search bar. A table displays the application details:

| Application No. | TAC Name | Application Date | Application Status | Creator |
|-----------------|----------|------------------|--------------------|---------|
| GRT-2022810-003 | TAC A    | 10-Aug-2022      | Approved           | New CEO |

Below the table, it says 'Showing rows 1 to 1 of 1'. There is a '10' dropdown and a '1' badge in the bottom right corner.

### Step 2:

View the application details.



The screenshot shows the 'Application for the Global Ready Talent Programme' page. The left sidebar is the same as in Step 1. The main content area has a header 'Application for the Global Ready Talent Programme' and a 'Company Details' section. The details are as follows:

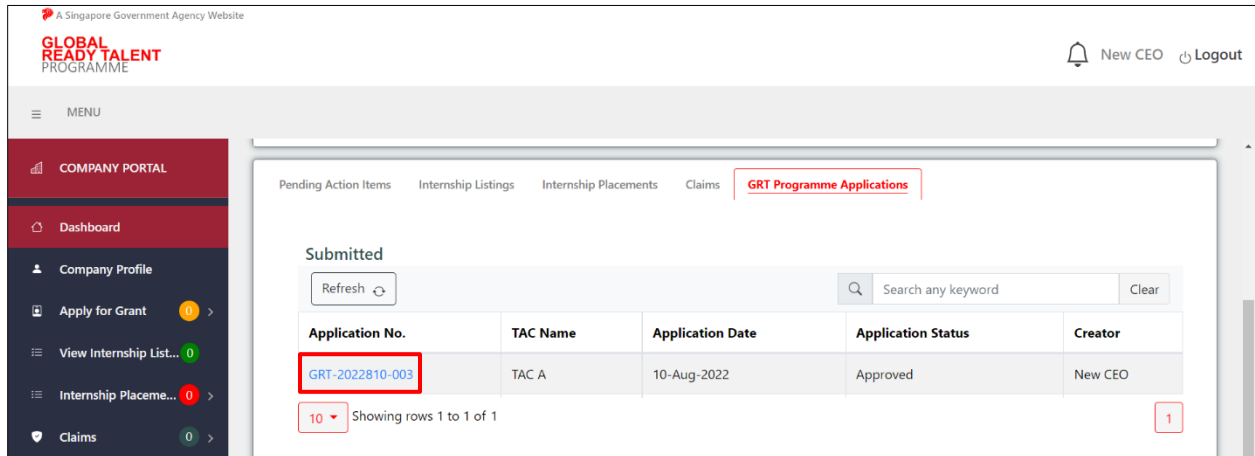
| Unique Entity Number (UEN) | Registered Company Name | Date of Incorporation |
|----------------------------|-------------------------|-----------------------|
| XXXXXX800N                 | COMPANY A               | 28-Nov-2016           |

Below this, there are fields for 'Industry Sector' (Professional Services) and 'Website'. A 'Company Description' section contains the text: 'Company's mission and vision, and business growth plans. Relevant information on overseas activities, training available to employees and your unique value proposition.'

## Section 10 – Withdraw Company Application

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**GRT Programme Applications**” tab. Click on the hyperlink in the “**Application No.**” column for an application with “**Approved**” status.



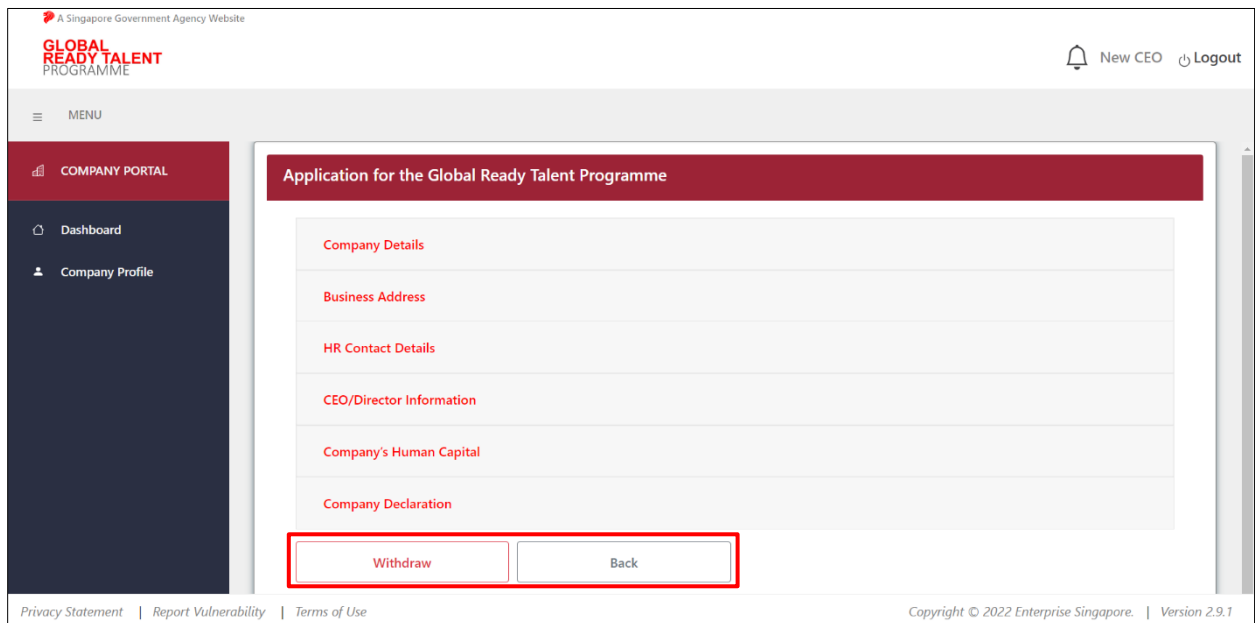
The screenshot shows the 'GRT Programme Applications' tab in the dashboard. A table lists submitted applications. The first row is highlighted with a red box around the 'Application No.' column.

| Application No. | TAC Name | Application Date | Application Status | Creator |
|-----------------|----------|------------------|--------------------|---------|
| GRT-2022810-003 | TAC A    | 10-Aug-2022      | Approved           | New CEO |

Below the table, it says 'Showing rows 1 to 1 of 1'. A red box highlights the '1' in the bottom right corner of the table area.

### Step 2:

Click “**Withdraw**” to confirm the withdrawal of the company application.  
Click “**Back**” to cancel the action.



The screenshot shows the 'Application for the Global Ready Talent Programme' form. The form has several sections: Company Details, Business Address, HR Contact Details, CEO/Director Information, Company's Human Capital, and Company Declaration. At the bottom of the form, there are two buttons: 'Withdraw' and 'Back'. Both buttons are highlighted with a red box.

## Section 11 – Apply for Renewal

This step is only applicable **3 months** before the expiry of the currently approved company application.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to top section where the company application timeline is.

Click “**here**” to renew your company application. Refer to **Section 6 – Submit Company Application** for details.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The left sidebar contains a 'MENU' with options: 'COMPANY PORTAL', 'Dashboard' (selected), 'Company Profile', 'Apply for Grant' (0), 'View Internship List...' (3), 'Internship Placeme...' (3), and 'Claims' (0). The main content area displays the 'Application Submission Date' as 31 July 2022 and the 'Application Expire Date' as 29 October 2022. A green progress bar indicates the time remaining. A red-bordered box highlights the text: 'Your application will expire soon. Click [here](#) to renew your application.' Below this, there is a 'Pending Action Items' section with tabs for 'Internship Listings', 'Internship Placements', 'Claims', and 'GRT Programme Applications'. A search bar and a 'Refresh' button are present. A table with columns 'Application No.', 'Action Required', and 'Type' is shown, but it is currently empty. The footer includes links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for Enterprise Singapore and version 2.9.1.

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GLOBAL READY TALENT PROGRAMME

New CEO Logout

MENU

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0

View Internship List... 3

Internship Placeme... 3

Claims 0

COMPANY A  
UEN: XXXXXX800N

Application Submission Date  
31 July 2022

Application Expire Date  
29 October 2022

Your application will expire soon. Click [here](#) to renew your application.

Pending Action Items

Internship Listings Internship Placements Claims GRT Programme Applications

Refresh

Search any keyword Clear

| Application No. | Action Required | Type |
|-----------------|-----------------|------|
|-----------------|-----------------|------|

10 Showing rows 0 to 0 of 0

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# INTERNSHIP LISTING

## Section 12 – Submit Internship Listing

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab. Click “**Create**” to create an internship listing.

The screenshot displays the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The dashboard includes a navigation menu on the left with options like 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The main content area shows the 'Internship Listings' tab, which contains a 'Create' button (highlighted with a red box) and a 'Refresh' button. Below these buttons is a table with columns for Application ID, Job Title, Department, Type of Internship, No. of Vacancies, Education Level, Posting Date, No. of Interested Candidates, Status, and Action. The table is currently empty. The dashboard also displays 'Application Submission Date' (10 August 2022) and 'Application Expire Date' (10 August 2025). The footer includes links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for Enterprise Singapore and version 2.9.1.

GLOBAL READY TALENT PROGRAMME

COMPANY A  
UEN: XXXXXX800N

Application Submission Date  
10 August 2022

Application Expire Date  
10 August 2025

Pending Action Items **Internship Listings** Internship Placements Claims GRT Programme Applications

Create Refresh

Show all?

| # | Application ID | Job Title | Department | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status | Action |
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|--------|--------|
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|--------|--------|

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## Step 2:

Complete the required fields marked by \* in the Internship Listing Details section.

**Create a Listing (Local/Overseas)**

**Company Information**

**Internship Listing Details**

|   |                             |
|---|-----------------------------|
| <b>Type of Position</b>                     | <b>Posting Date</b>         |
| Internship                                  | 10 August 2022              |
| <b>Job Title *</b> ?                        | <b>Department *</b>         |
| <input type="text"/>                        | <input type="text"/>        |
| <b>No. of Vacancies *</b>                   | <b>Type of Internship *</b> |
| <input type="text"/>                        | --Please select--           |
| <b>Education Level *</b>                    | <b>Start Date *</b>         |
| --Please select--                           | <input type="text"/>        |
| <b>Duration of Internship *</b>             | <b>Job Function *</b>       |
| <input type="text"/> - --Please select--    | --Please select--           |
| <b>Skills Required *</b> ?                  |                             |
| <input type="text"/>                        |                             |
| <b>Roles and Responsibilities *</b> ?       |                             |
| <input type="text"/>                        |                             |
| <b>Learning Outcomes and Objectives *</b> ? |                             |
| <input type="text"/>                        |                             |
| <b>Requirements *</b> ?                     |                             |
| <input type="text"/>                        |                             |

### Step 3 (for Hybrid and Overseas Internships only):

For Overseas/hybrid Internship, fill in the location details marked by \*.

Click **"Add"** to save the record.

Click **"Clear"** to clear the inputs.

Click **"Delete"** in the **"Action"** column of the row to remove a record from the table.

Please fill in the location details

Country \* City \*

--Please select-- --Please select--

Add Clear

- To modify click on a row in the table, fill in fields, and click Update button.
- To delete a record, tick a checkbox and click the "Delete" button in the last row of the table.

Search by Country

| Country  | City         | Other | Action |
|----------|--------------|-------|--------|
| Malaysia | Kuala Lumpur |       | Delete |

5 Showing rows 1 to 1 of 1 1

### Step 4:

Click the Declaration section and tick the declaration checkbox.

Click **"Preview"** to review how the internship listing will appear on the BeGlobalReady website.

Click **"Submit"** to submit the internship listing.

Click **"Save as Draft"** to save a draft internship listing.

Click **"Cancel"** to cancel the internship listing and go back to the **Dashboard**.

Create a Listing (Local/Overseas)

Company Information

Internship Listing Details

Declaration

☒ - I understand that this internship listing will be listed on the BeGlobalReady website and will be published for a maximum of 6 months upon approval to ensure that only active listings are displayed

- I understand that this internship listing is only for 1 IHL Type (), I would have to repost for other types if necessary

- I understand that the internship placement can only be submitted after the internship listing has been approved by EnterpriseSG

Save as Draft Preview Submit Cancel

### Step 5:

Upon clicking “**Preview**”, the page showing how the internship listing will appear on the BeGlobalReady website will be displayed for review.

The screenshot displays the BeGlobalReady website interface. At the top left is the 'GLOBAL READY TALENT PROGRAMME' logo. The top right shows a user profile 'New CEO' and a 'Logout' button. The main content area is titled 'Job Title' and includes a 'Company Logo' placeholder. Below this, there are filters for 'Internship', 'Professional Services', 'Hybrid', 'Singapore', and 'University'. The main body of the listing is divided into sections: 'Roles & Responsibilities', 'Learning Outcomes & Objectives', and 'Requirements'. A right-hand sidebar titled 'About the Company' provides details for 'COMPANY A', including its address (10, High Street, 01-1111, 101010), a brief description of its mission and vision, and the number of staff (50). The footer contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for 2022 Enterprise Singapore and version 2.9.1.

### Step 6a:

Upon clicking “**Submit**”, a confirmation message will pop up. Click “**Confirm**” to proceed to submit the internship listing, or click “**Cancel**” to go back.

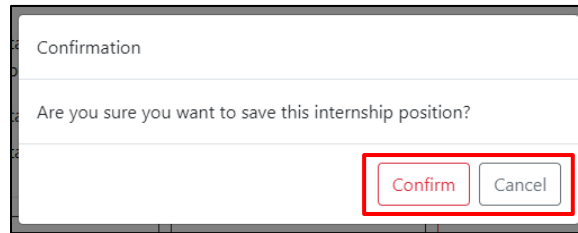
A confirmation dialog box is shown with the title 'Confirmation'. The main text asks, 'Are you sure you want to proceed?'. At the bottom right, there are two buttons: 'Confirm' and 'Cancel'. The 'Confirm' button is highlighted with a red rectangular border.

Once successfully submitted, the following message will be displayed.

A green success message box is displayed. It contains the text: 'The new internship listing has been successfully submitted for your TAC's evaluation. Once it is approved, it will be published on the BeGlobalReady website (https://www.beglobalready.gov.sg) under the Internship Listings Page.' There is a close button (X) in the top right corner of the message box.

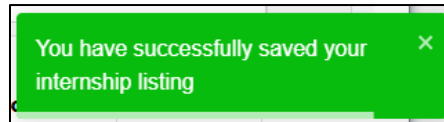
### Step 6b:

Upon clicking “Save as Draft”, a confirmation message will pop up. Click “Confirm” to proceed to save a draft internship listing, or click “Cancel” to go back.



A confirmation dialog box with the title "Confirmation". The main text asks, "Are you sure you want to save this internship position?". At the bottom right, there are two buttons: "Confirm" and "Cancel". The "Confirm" button is highlighted with a red rectangular border.

Once successfully saved as draft, the following message will be displayed.

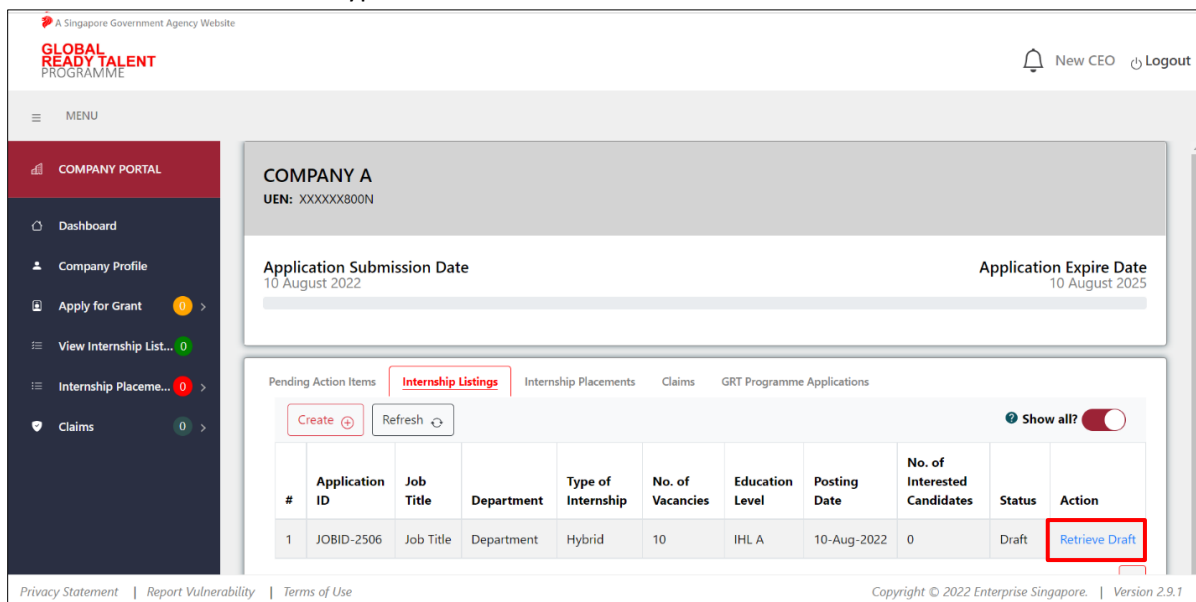


## Section 13 – Retrieve Draft Internship Listing

This is applicable if company has previously saved a draft internship listing.

### Step 1:

From the navigation menu, go to “Dashboard” and refer to the “Internship Listings” tab. Click on the “Retrieve Draft” hyperlink in the “Action” column.



The screenshot shows the "Global Ready Talent Programme" dashboard for "Company A". The left sidebar contains a "MENU" with options: "COMPANY PORTAL", "Dashboard", "Company Profile", "Apply for Grant", "View Internship List...", "Internship Placeme...", and "Claims". The main content area shows "COMPANY A" with UEN: XXXXXX800N. It displays "Application Submission Date: 10 August 2022" and "Application Expire Date: 10 August 2025". Below this, there are tabs for "Pending Action Items", "Internship Listings" (which is selected), "Internship Placements", "Claims", and "GRT Programme Applications". Under the "Internship Listings" tab, there are "Create" and "Refresh" buttons, and a "Show all?" toggle. A table lists internship listings with columns: #, Application ID, Job Title, Department, Type of Internship, No. of Vacancies, Education Level, Posting Date, No. of Interested Candidates, Status, and Action. The first row shows a listing with Application ID "JOBID-2506", Job Title "Job Title", Department "Department", Type of Internship "Hybrid", No. of Vacancies "10", Education Level "IHL A", Posting Date "10-Aug-2022", No. of Interested Candidates "0", Status "Draft", and an Action button labeled "Retrieve Draft" which is highlighted with a red rectangular border.

| # | Application ID | Job Title | Department | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status | Action         |
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|--------|----------------|
| 1 | JOBID-2506     | Job Title | Department | Hybrid             | 10               | IHL A           | 10-Aug-2022  | 0                            | Draft  | Retrieve Draft |

### Step 2:

Continue completing the necessary fields for the internship listing submission. Refer to **Section 12 – Submit Internship Listing** for details.

## Section 14 – Revise Internship Listing

### Step 1a:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Revise Job Description**” hyperlink in the “**Action Required**” column.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The 'Pending Action Items' tab is selected, displaying a table with one row. The 'Action Required' column contains a red-bordered link 'Revise Job Description'. The 'Type' column shows 'Internship Listing'. The 'Showing rows 1 to 1 of 1' indicator is at the bottom.

| Application No. | Action Required                        | Type               |
|-----------------|--|--------------------|
| Job Title       | <a href="#">Revise Job Description</a> | Internship Listing |

### Step 1b:

Alternatively, refer to the “**Internship Listings**” tab. Click on the “**Revise Job Description**” hyperlink in the “**Action**” column.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The 'Internship Listings' tab is selected, displaying a table with one row. The 'Action' column contains a red-bordered link 'Revise Job Description'. The 'Showing rows 1 to 1 of 1' indicator is at the bottom.

| # | Application ID | Job Title | Department | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status         | Action                                 |
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|----------------|--|
| 1 | JOBID-2506     | Job Title | Department | Hybrid             | 10               | IHL A           | 10-Aug-2022  | 0                            | Pending Rework | <a href="#">Revise Job Description</a> |

### Step 2:

Review officer comments and make the necessary changes by clicking on the relevant sections to display the fields.

Revise Internship Listing

Officer Comments

Remarks  

This is TAC Remarks.

Company Details

Internship Listing Details

Declaration

Company Remarks

Preview

Submit

Cancel

### Step 3:

Tick the checkbox in the **Declaration** section.

Revise Internship Listing

Officer Comments

Company Details

Internship Listing Details

Declaration

☒ I understand that this internship listing will be listed on the BeGlobalReady website and will be published for a maximum of 6 months upon approval to ensure that only active listings are displayed

- I understand that this internship listing is only for 1 IHL Type (University), I would have to repost for other types if necessary

- I understand that the internship placement can only be submitted after the internship listing has been approved by EnterpriseSG

Company Remarks

Preview

Submit

Cancel

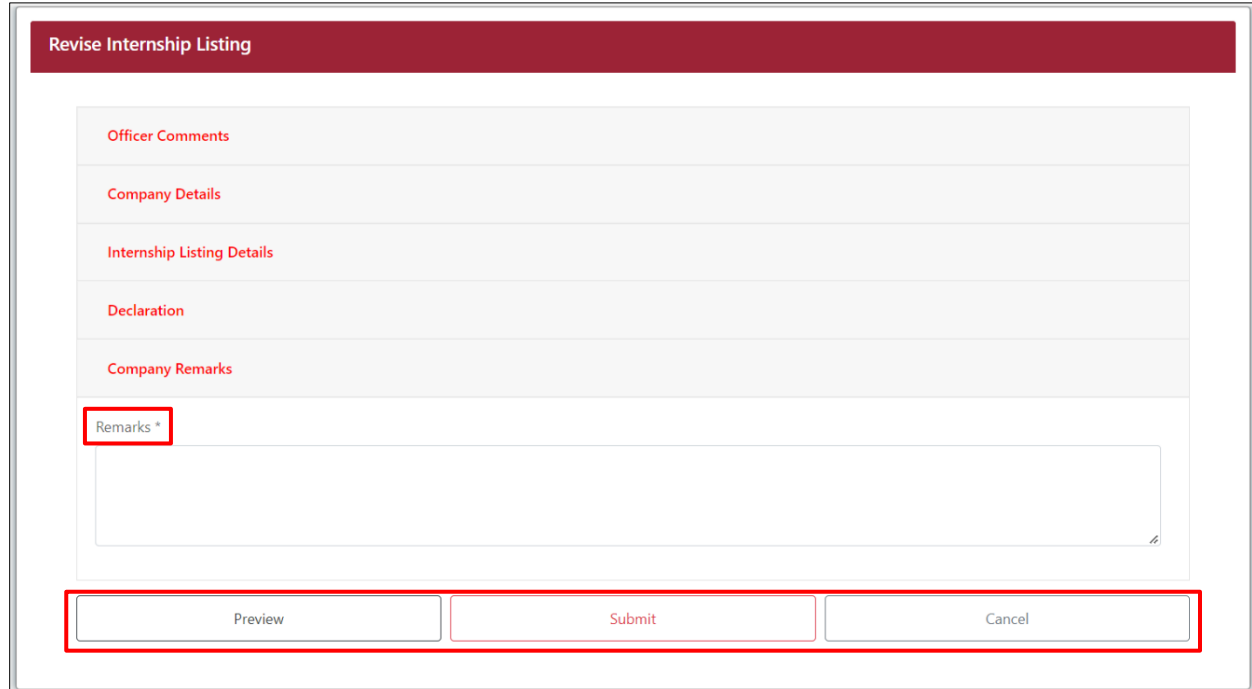
**Step 4:**

Fill in the “Remarks\*” field

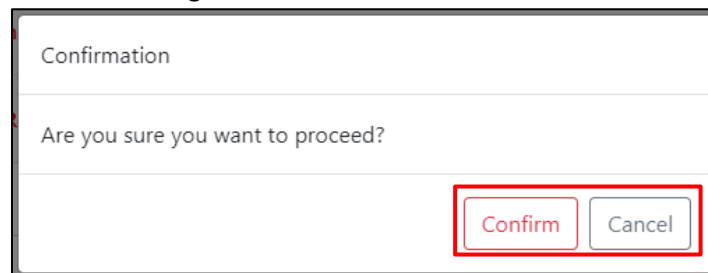
Click “**Submit**” to submit the revised internship listing.

Click “**Preview**” to review how the internship listing will appear on the BeGlobalReady website.

Click “**Cancel**” to cancel the internship listing and go back to the **Dashboard**.

**Step 5:**

Upon clicking “**Submit**”, a confirmation message will pop up. Click “**Confirm**” to proceed to submit the internship listing, or click “**Cancel**” to go back.



Once successfully submitted, the following message will be displayed.





## Section 15 – Archive Internship Listing

Archive function is only applicable for internship listings with “**Published**” status.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**” status.

The screenshot shows the 'Global Ready Talent Programme' dashboard for 'COMPANY A'. The left sidebar contains a navigation menu with options: Dashboard, Company Profile, Apply for Grant, View Internship List..., Internship Placeme..., and Claims. The main content area displays the 'Internship Listings' tab, which includes a table of listings. The table has columns for #, Application ID, Job Title, Department, Type of Internship, No. of Vacancies, Education Level, Posting Date, No. of Interested Candidates, Status, and Action. A single listing is shown with Application ID 'JOBID-2506', Job Title 'Job Title', Department 'Department', Type of Internship 'Hybrid', No. of Vacancies '10', Education Level 'IHL A', Posting Date '10-Aug-2022', No. of Interested Candidates '0', and Status 'Published'. The 'View' link in the Action column is highlighted with a red box. Above the table, there are tabs for 'Pending Action Items', 'Internship Listings', 'Internship Placements', 'Claims', and 'GRT Programme Applications'. The 'Internship Listings' tab is active. There are also buttons for 'Create' and 'Refresh' and a 'Show all?' toggle.

COMPANY A  
UEN: XXXXXX800N

Application Submission Date  
10 August 2022

Application Expire Date  
10 August 2025

Pending Action Items **Internship Listings** Internship Placements Claims GRT Programme Applications

Create Refresh Show all?

| # | Application ID | Job Title | Department | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status    | Action               |
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|-----------|----------------------|
| 1 | JOBID-2506     | Job Title | Department | Hybrid             | 10               | IHL A           | 10-Aug-2022  | 0                            | Published | <a href="#">View</a> |

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## Step 2:

The **Interest Pool** page will be displayed.

Click **“Archive”** to confirm the archival of the internship listing.

Click **“Cancel”** to exit the **Interest Pool** page.

### Interest Pool

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**

Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

**Summary**

**Interested Students**

Refresh ↺

Search any keywordClear

| <input type="checkbox"/>      | Name | IHL Type | IHL Name | Email Address | No. of Skills Matched | Resume | Date Submitted |
|-------------------------------|------|----------|----------|---------------|-----------------------|--------|----------------|
| 10 ▾ Showing rows 0 to 0 of 0 |      |          |          |               |                       |        |                |

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement

Make New Placement

Archive

Cancel

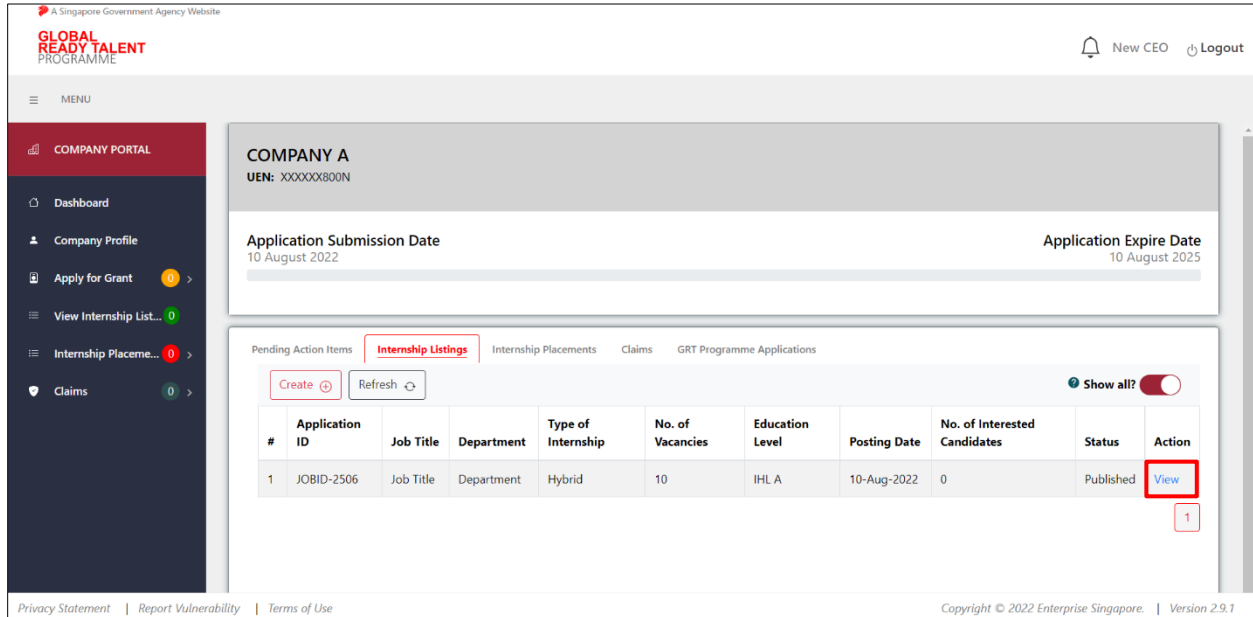
## Section 16 – View Submitted Internship Listing

All internship listings with the status “**Published**”, “**Pending Approval**”, “**Rejected**” and “**Archived**” are available for viewing.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**”, “**Pending Approval**”, “**Rejected**” or “**Archived**” status.



The screenshot displays the 'Global Ready Talent Programme' dashboard for 'COMPANY A' (UEN: XXXXXX800N). The dashboard includes a navigation menu on the left with options like 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The main content area shows the 'Internship Listings' tab, which contains a table of submitted listings. The table has columns for Application ID, Job Title, Department, Type of Internship, No. of Vacancies, Education Level, Posting Date, No. of Interested Candidates, Status, and Action. A single listing is shown with Application ID JOBID-2506, Job Title Job Title, Department Department, Type of Internship Hybrid, No. of Vacancies 10, Education Level IHL A, Posting Date 10-Aug-2022, No. of Interested Candidates 0, and Status Published. The 'View' link in the Action column is highlighted with a red box. The dashboard also features a 'Create' button, a 'Refresh' button, and a 'Show all?' toggle switch.

| # | Application ID | Job Title | Department | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status    | Action               |
|---|----------------|-----------|------------|--------------------|------------------|-----------------|--------------|------------------------------|-----------|----------------------|
| 1 | JOBID-2506     | Job Title | Department | Hybrid             | 10               | IHL A           | 10-Aug-2022  | 0                            | Published | <a href="#">View</a> |

## Step 2a:

For internship listings with “**Published**” status, the internship listing details will be displayed on the **Interest Pool** page.

Click “**Cancel**” to exit the **Interest Pool** page.

Interest Pool

Job Title

Job Title

Department

Department

Roles & Responsibilities

Roles and Responsibilities

Skills Required

Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

Summary

Interested Students

Refresh ↺

Search any keyword

Clear

| <input type="checkbox"/> | Name | IHL Type | IHL Name | Email Address | No. of Skills Matched | Resume | Date Submitted |
|--------------------------|------|----------|----------|---------------|-----------------------|--------|----------------|
|--------------------------|------|----------|----------|---------------|-----------------------|--------|----------------|

10 ▾ Showing rows 0 to 0 of 0

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement

Make New Placement

Archive

Cancel

## Step 2b:

For internship listings with “**Pending Approval**”, “**Rejected**” and “**Archived**” status, the internship listing details will be displayed on the **Create a Listing** page.

Click “**Cancel**” to exit the **Create a Listing** page.

Create a Listing (Local/Overseas)

Company Information

Internship Listing Details

Type of Position \*

Posting Date

Job Title \*

Department \*

No. of Positions Available \*

Type of Internship \*

Education Level \*

Start Date \*

Duration of Internship \*

Job Function \*

Skillsets

Roles and Responsibilities \*

Learning Outcomes and Objectives \*

Requirements \*

Declaration

Cancel

## Section 17 – View Interest Pool and Interested Students’ Details

This is only applicable for listings with “**Published**” status, and where students have indicated interest.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column for internship listings with “**Published**” status to display the **Interest Pool** page.

| Pending Action Items       |                |           |             |                    |                  |                 |              |                              |           |                      |
|----------------------------|----------------|-----------|-------------|--------------------|------------------|-----------------|--------------|------------------------------|-----------|----------------------|
| Internship Listings        |                |           |             |                    |                  |                 |              |                              |           |                      |
| Internship Placements      |                |           |             |                    |                  |                 |              |                              |           |                      |
| Claims                     |                |           |             |                    |                  |                 |              |                              |           |                      |
| GRT Programme Applications |                |           |             |                    |                  |                 |              |                              |           |                      |
| Create + Refresh           |                |           |             |                    |                  |                 |              |                              |           |                      |
| Show all?                  |                |           |             |                    |                  |                 |              |                              |           |                      |
| #                          | Application ID | Job Title | Department  | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status    | Action               |
| 1                          | JOBID-2500     | Job Title | IT          | Local              | 5                | University      | 01-Aug-2022  | 1                            | Published | <a href="#">View</a> |
| 2                          | JOBID-2502     | Job Title | HR          | Hybrid             | 10               | Polytechnic     | 01-Aug-2022  | 0                            | Published | <a href="#">View</a> |
| 3                          | JOBID-2509     | Job Title | Engineering | Overseas           | 5                | ITE             | 22-Aug-2022  | 0                            | Published | <a href="#">View</a> |
| 1                          |                |           |             |                    |                  |                 |              |                              |           |                      |

## Step 2:

Click the hyperlink in the “Resume” column to view the student’s resume.

Click the hyperlink in the “Name” column to view the student’s profile.

**Interest Pool**

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Human Resources x Administration x Communication Skills x Attention to Detail x Adaptable x

**Summary**

**Interested Students**  
Refresh Search any keyword Clear

| <input type="checkbox"/> | Name                      | IHL Type   | IHL Name | Email Address | No. of Skills Matched | Resume                                | Date Submitted |
|--------------------------|---------------------------|------------|----------|---------------|-----------------------|---------------------------------------|----------------|
| <input type="checkbox"/> | <a href="#">Student A</a> | University | IHL A    | xxx@xxx.com   | 4/5 matches           | <a href="#">Resume Student A.docx</a> | 12-Aug-2022    |

10 Showing rows 1 to 1 of 1 1

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement

Make New Placement

Archive

Cancel

**Step 3:**

The student profile will be displayed.

**Student Profile**

**Student Information**

|  |                  |
|--|------------------|
| Student Name                                     | Student NRIC     |
| Student A  | XXXXX699Z        |
| IHL Type   | IHL Name         |
| University                                       | IHL A            |
| Faculty  | Current Semester |
| Information Systems and Technology Design (ISTD) | Year 4 Sem 2     |

Skills

Communication Skills

Human Resources

Administration

Attention to Detail

Consulting



# INTERNSHIP PLACEMENT

## Section 18 – Submit Internship Placement

There are 2 methods to submit internship placements:

- Via Make Placement (if student expressed interest to the internship listing)
- Via Make New Placement (if student did not express interest to the internship listing)

### Section 18.1a – Via Make Placement

#### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab.

Click on the “**View**” hyperlink in the “**Action**” column.

| Pending Action Items       |                |           |             |                    |                  |                 |              |                              |           |                      |
|----------------------------|----------------|-----------|-------------|--------------------|------------------|-----------------|--------------|------------------------------|-----------|----------------------|
| Internship Listings        |                |           |             |                    |                  |                 |              |                              |           |                      |
| Internship Placements      |                |           |             |                    |                  |                 |              |                              |           |                      |
| Claims                     |                |           |             |                    |                  |                 |              |                              |           |                      |
| GRT Programme Applications |                |           |             |                    |                  |                 |              |                              |           |                      |
| Create + Refresh           |                |           |             |                    |                  |                 |              |                              |           |                      |
| Show all?                  |                |           |             |                    |                  |                 |              |                              |           |                      |
| #                          | Application ID | Job Title | Department  | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status    | Action               |
| 1                          | JOBID-2500     | Job Title | IT          | Local              | 5                | University      | 01-Aug-2022  | 1                            | Published | <a href="#">View</a> |
| 2                          | JOBID-2502     | Job Title | HR          | Hybrid             | 10               | Polytechnic     | 01-Aug-2022  | 0                            | Published | <a href="#">View</a> |
| 3                          | JOBID-2509     | Job Title | Engineering | Overseas           | 5                | ITE             | 22-Aug-2022  | 0                            | Published | <a href="#">View</a> |

## Step 2:

Tick the checkbox(es) to select students for the internship placement application.

Click **"Make Placement"** to submit internship placement for the interested students.

**Interest Pool**

**Job Title**  
Job Title

**Department**  
Department

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Administration x Account Management x Communication Skills x Customer Service x Human Resources x

**Summary**

**Interested Students**

Refresh ↺

| <input type="checkbox"/>            | Name      | IHL Type | IHL Name | Email Address | No. of Skills Matched | Resume                     | Date Submitted |
|-------------------------------------|-----------|----------|----------|---------------|-----------------------|----------------------------|----------------|
| <input checked="" type="checkbox"/> | Student A | IHL      | IHL A    | xxx@xxx.com   | 2/5 matches           | <a href="#">Resume.pdf</a> | 23-Aug-2022    |

10 ▾

Showing rows 1 to 1 of 1

1

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on "Make Placement" to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement

Make New Placement

Archive

Cancel

### Step 3:

View the internship placement submission form.

#### Internship Placement

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete.  
Please have the following information/document(s) ready for each intern before you proceed with the application.

| Intern Details   | Internship Details  |
|--|---|
| <ul style="list-style-type: none"><li>Full Name (as in NRIC)</li><li>NRIC Number</li><li>Faculty</li><li>Year of Study</li><li>Current Semester</li><li>Email</li><li>Contact Number</li></ul> | <ul style="list-style-type: none"><li>Start and End Date</li><li>For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul> |

#### Internship Listing Details

Internship Type ☒ Local Internship ☐ Hybrid Internship ☐ Overseas Internship

#### Job Position Details

Job Title  Department

#### Roles & Responsibilities

#### Skills Required

Administration x Account Management x Communication Skills x Customer Service x Human Resources x

#### Student and Internship Details

Summary of All Interns

| SN | Edit                 | NRIC      | Name      | Monthly Stipend | Start Date | End Date | Job Title | Job Scope                  | Supervisor Name | Supervisor Designation | Supervisor Email | Supervisor Phone Number | Delete                 |
|----|----------------------|-----------|-----------|-----------------|------------|----------|-----------|----------------------------|-----------------|------------------------|------------------|-------------------------|------------------------|
| 1  | <a href="#">Edit</a> | XXXXX489F | Student A | \$800.00        |            |          | Job Title | Roles and Responsibilities |                 |                        |                  |                         | <a href="#">Delete</a> |

### Step 4:

In the “Summary of All Interns” table, click “**Edit**” to complete mandatory fields in the **Internship Details** section.

Click the hyperlink in the “**Delete**” column to remove the student from the internship placement.

#### Student and Internship Details

Summary of All Interns

| SN | Edit                 | NRIC      | Name      | Monthly Stipend | Start Date | End Date | Job Title | Job Scope                  | Supervisor Name | Supervisor Designation | Supervisor Email | Supervisor Phone Number | Delete                 |
|----|----------------------|-----------|-----------|-----------------|------------|----------|-----------|----------------------------|-----------------|------------------------|------------------|-------------------------|------------------------|
| 1  | <a href="#">Edit</a> | XXXXX489F | Student A | \$800.00        |            |          | Job Title | Roles and Responsibilities |                 |                        |                  |                         | <a href="#">Delete</a> |

**Step 5:**

Fill in required fields marked by \*.

Click **“Update Intern”** to update the student’s record.

Click **“Clear”** to clear the student’s record.

**Note:**

**“Min Monthly Stipend”** field is auto populated and read-only (800 SGD for ITE and Polytechnic students, and 1000 SGD for University students).

| Student Details  |                                    |
|--|------------------------------------|
| NRIC *   | IHL Name *                         |
| XXXXX489F  | IHL A                              |
| Name as in NRIC *  |                                    |
| Student A  |                                    |
| Mobile *   | Faculty *                          |
| XXXXXXXX   | Faculty A                          |
| Email *  | Year/Semester *                    |
| xxx@xxx.com  | Year 3 Sem 2                       |
| Gender *   |                                    |
| Male   |                                    |
| Internship Details   |                                    |
| Start and End Dates refer to the entire internship period with the company, inclusive of overseas internship period if applicable. |                                    |
| Min Monthly Stipend (SGD) * ⓘ  | Company Supervisor's Name *        |
| \$800.00   |                                    |
| Start Date *   | Company Supervisor's Designation * |
|  |                                    |
| End Date *   | Company Supervisor's Email *       |
|  |                                    |
| Company Supervisor's Phone Number *  |                                    |
|  |                                    |
| Update Intern  | Clear                              |

### Step 6:

Under the **Supporting Document** section, “**Drag Files or Click to Browse**” to select documents. Click “**Upload**” to complete the upload.

Uploaded documents will be populated in the “Files Uploaded” table below. To delete an uploaded file, click “**Delete**” in the “**Action**” column.

### Note:

NRIC (Front and Back) and Internship Placement Letter are mandatory supporting documents.

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.

#### Supporting Document

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.
- Please upload a copy of each intern's NRIC (front and back), in **jpeg, gif, png or bmp format**.
- Please upload a placement letter/email from the school, in **doc, docx, xls,xlsx, pdf, txt, jpeg, gif, png or bmp format**. To upload an email, please convert it to pdf format first.
- The sum of all file sizes uploaded should not exceed **15MB**.

1. NRIC (Front and Back)

Drag Files or Click to Browse

Upload

2. Internship Placement Letter

Drag Files or Click to Browse

Upload

Files Uploaded

| Document Name                 | Document Type               | Action            |
|-------------------------------|-----------------------------|-------------------|
| <a href="#">NRIC.jpg</a>      | NRIC (Front and Back)       | <div>Delete</div> |
| <a href="#">Placement.pdf</a> | Internship Placement Letter | <div>Delete</div> |

10

 Showing rows 1 to 2 of 2

1

### Step 7:

Tick the declaration checkbox.

Click **“Submit”** to submit the internship placement.

Click **“Save as Draft”** to save a draft internship placement.

Click **“Cancel”** to discard the internship placement.

Declaration

☒ declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

Submit

Save as Draft

Cancel

### Step 8:

Upon clicking **“Submit”**, a confirmation message will pop up. Click **“Confirm”** to proceed to submit the internship placement, or click **“Cancel”** to go back.

Confirmation

Are you sure to submit placement?

Confirm

Cancel

Once successfully submitted, the **Acknowledgement** page will be displayed to notify that the internship placement has been submitted successfully.

Internship Placement

Acknowledgement

Your Placement has been submitted successfully

Thank you for submitting your internship placement request. TAC will now process this request accordingly and you will receive an email notification should we require any further clarification.

If your internship request is approved, you will also receive an email notification to log into your account and view the Letter of Offer under “Pending Action Items”. You would have to accept all the terms and conditions as stipulated in the Letter of Offer to be eligible for GRT Internship grant support.

Internship application processing time would typically take around 4 to 6 weeks. We seek your patience and kind understanding.

Should you require more assistance, please contact [xxx@xxx.com](mailto:xxx@xxx.com)

Internship Placement Summary Details

| Placement ID | Placement Date | Placement Type   |
|--------------|----------------|------------------|
| GRT-L-220782 | 23-Sep-2022    | Local Internship |

## Section 18.1b – Via Make New Placement

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Listings**” tab. Click on the “**View**” hyperlink in the “**Action**” column.

| Pending Action Items       |                |           |             |                    |                  |                 |              |                              |           |        |
|----------------------------|----------------|-----------|-------------|--------------------|------------------|-----------------|--------------|------------------------------|-----------|--------|
| Internship Listings        |                |           |             |                    |                  |                 |              |                              |           |        |
| Internship Placements      |                |           |             |                    |                  |                 |              |                              |           |        |
| Claims                     |                |           |             |                    |                  |                 |              |                              |           |        |
| GRT Programme Applications |                |           |             |                    |                  |                 |              |                              |           |        |
| Create + Refresh           |                |           |             |                    |                  |                 |              |                              |           |        |
| Show all?                  |                |           |             |                    |                  |                 |              |                              |           |        |
| #                          | Application ID | Job Title | Department  | Type of Internship | No. of Vacancies | Education Level | Posting Date | No. of Interested Candidates | Status    | Action |
| 1                          | JOBID-2500     | Job Title | IT          | Local              | 5                | University      | 01-Aug-2022  | 0                            | Published | View   |
| 2                          | JOBID-2502     | Job Title | HR          | Hybrid             | 10               | Polytechnic     | 01-Aug-2022  | 0                            | Published | View   |
| 3                          | JOBID-2509     | Job Title | Engineering | Overseas           | 5                | ITE             | 22-Aug-2022  | 0                            | Published | View   |
| 1                          |                |           |             |                    |                  |                 |              |                              |           |        |

## Step 2:

Click **“Make New Placement”** to submit internship placement for students who are not in the **“Interested Students”** table.

Interest Pool

Job Title

Job Title

Department

IT

Roles & Responsibilities

Roles and Responsibilities

Skills Required

Administration Account Management Communication Skills Customer Service Human Resources

Summary

Interested Students

Refresh

Search any keyword

Clear

| <input type="checkbox"/> | Name | IHL Type | IHL Name | Email Address | No. of Skills Matched | Resume | Date Submitted |
|--------------------------|------|----------|----------|---------------|-----------------------|--------|----------------|
|--------------------------|------|----------|----------|---------------|-----------------------|--------|----------------|

10 Showing rows 0 to 0 of 0

Avoid up to 30 days of additional delays in claiming, by having your selected student(s) create an account on GRTNet now and express interest for this internship listing. The student will then appear in the list above, where you can select accordingly and click on “Make Placement” to proceed with your placement submission.

- **Make Placement** - Click this button to make a placement for one or more students in the above table.
- **Make New Placement** - Click this button to make a placement for student(s) who do not appear in the above table.

Make Placement

Make New Placement

Archive

Cancel



### Step 3:

View the internship placement submission form.

**Internship Placement**

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete.  
Please have the following information/document(s) ready for each intern before you proceed with the application.

| Intern Details   | Internship Details  |
|--|---|
| <ul style="list-style-type: none"><li>• Full Name (as in NRIC)</li><li>• NRIC Number</li><li>• Faculty</li><li>• Year of Study</li><li>• Current Semester</li><li>• Email</li><li>• Contact Number</li></ul> | <ul style="list-style-type: none"><li>• Start and End Date</li><li>• For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul> |

**Internship Listing Details**

Internship Type ☒ Local Internship ☐ Hybrid Internship ☐ Overseas Internship

**Job Position Details**

**Job Title**  
Job Title

**Department**  
IT

**Roles & Responsibilities**  
Roles and Responsibilities

**Skills Required**  
Administration x Account Management x Communication Skills x Customer Service x Human Resources x

### Step 4:

Under the **Student Details** section, enter the student's NRIC.

**Student and Internship Details**

**Summary of All Interns**

| SN | Edit | NRIC | Name | Monthly Stipend | Start Date | End Date | Job Title | Job Scope | Supervisor Name | Supervisor Designation | Supervisor Email | Supervisor Phone Number | Delete |
|----|------|------|------|-----------------|------------|----------|-----------|-----------|-----------------|------------------------|------------------|-------------------------|--------|
|    |      |      |      |                 |            |          |           |           |                 |                        |                  |                         |        |

**Student Details**

NRIC \*

IHL Name \*

Name as in NRIC \*

Mobile \*

Faculty \*

Email \*

Year/Semester \*

Gender \*

**Note:**

If the student has not created an account on the BeGlobalReady website, complete the required fields marked by \*.

If the student has created an account on the BeGlobalReady website, the other fields under the **Student Details** section will be auto populated and read-only.

| Student Details   |                 |
|-------------------|-----------------|
| NRIC *            | IHL Name *      |
| XXXXX958H         | IHL A           |
| Name as in NRIC * |                 |
| Student A         |                 |
| Mobile *          | Faculty *       |
| XXXXXXXX          | Faculty A       |
| Email *           | Year/Semester * |
| xxx@xxx.com       | Year 3 Sem 2    |
| Gender *          |                 |
| Female            |                 |

**Step 5:**

Under the **Internship Details** section, fill in required fields marked by \*.

Click **“Add Intern”**. The student’s record will be added in the “Summary of All Interns” table. Repeat steps 4-5 to add other students into the internship placement.

**Note:**

**“Min Monthly Stipend”** field is auto populated and read-only (800 SGD for ITE and Polytechnic students, and 1000 SGD for University students).

| Internship Details   |                                    |
|--|------------------------------------|
| Start and End Dates refer to the entire internship period with the company, inclusive of overseas internship period if applicable. |                                    |
| Min Monthly Stipend (SGD) *?   | Company Supervisor's Name *        |
| \$800.00   | Supervisor                         |
| Start Date *   | Company Supervisor's Designation * |
| 01-Sep-2022  | Supervisor                         |
| End Date *   | Company Supervisor's Email *       |
| 31-Oct-2022  | xxx@xxx.com                        |
| Company Supervisor's Phone Number *  |                                    |
| XXXXXXXX   |                                    |
| Add Intern   | Clear                              |

**Note:**

In the “Summary of All Interns” table, click “**Edit**” to edit details in the Internship Details section. Click the hyperlink in the “**Delete**” column to remove the student from the internship placement.

| Student and Internship Details |                      |           |           |                 |             |             |           |                            |                 |                        |                  |                         |                        |
|--------------------------------|----------------------|-----------|-----------|-----------------|-------------|-------------|-----------|----------------------------|-----------------|------------------------|------------------|-------------------------|------------------------|
| Summary of All Interns         |                      |           |           |                 |             |             |           |                            |                 |                        |                  |                         |                        |
| SN                             | Edit                 | NRIC      | Name      | Monthly Stipend | Start Date  | End Date    | Job Title | Job Scope                  | Supervisor Name | Supervisor Designation | Supervisor Email | Supervisor Phone Number | Delete                 |
| 1                              | <a href="#">Edit</a> | XXXXX958H | Student A | \$800.00        | 01-Sep-2022 | 31-Oct-2022 | Job Title | Roles and Responsibilities | Supervisor      | Supervisor             | xxx@xxx.com      | XXXXXXXX                | <a href="#">Delete</a> |

**Step 6:**

Under the **Supporting Document** section, “**Drag Files or Click to Browse**” to select documents. Click “**Upload**” to complete the upload.

Uploaded documents will be populated in the “Files Uploaded” table below. To delete an uploaded file, click “**Delete**” in the “**Action**” column.

**Note:**

NRIC (Front and Back) and Internship Placement Letter are mandatory supporting documents.

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.

**Supporting Document**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents. Alternatively, you may upload the digital IC obtained from SingPass as it contains the masked NRIC data.
- Please upload a copy of each intern's NRIC (front and back), in **jpeg, gif, png or bmp format**.
- Please upload a placement letter/email from the school, in **doc, docx, xls,xlsx, pdf, txt, jpeg, gif, png or bmp format**. To upload an email, please convert it to pdf format first.
- The sum of all file sizes uploaded should not exceed **15MB**.

1. NRIC (Front and Back)

[Drag Files or Click to Browse](#)

[Upload](#)

2. Internship Placement Letter

[Drag Files or Click to Browse](#)

[Upload](#)

Files Uploaded

| Document Name                 | Document Type               | Action                 |
|-------------------------------|-----------------------------|------------------------|
| <a href="#">NRIC.jpg</a>      | NRIC (Front and Back)       | <a href="#">Delete</a> |
| <a href="#">Placement.pdf</a> | Internship Placement Letter | <a href="#">Delete</a> |

10 ▾

Showing rows 1 to 2 of 2

1

### Step 7:

Tick the declaration checkbox.

Click **“Submit”** to submit the internship placement.

Click **“Save as Draft”** is to save a draft internship placement.

Click **“Cancel”** to discard the internship placement.

Declaration

☐ declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

Submit

Save as Draft

Cancel

### Step 8:

Upon clicking **“Submit”**, a confirmation message will pop up. Click **“Confirm”** to proceed to submit the internship placement, or click **“Cancel”** to go back.

Confirmation

Are you sure to submit placement?

Confirm

Cancel

Once successfully submitted, the **Acknowledgement** page will be displayed to notify that the internship placement has been submitted successfully.

Internship Placement

Acknowledgement

Your Placement has been submitted successfully

Thank you for submitting your internship placement request. TAC will now process this request accordingly and you will receive an email notification should we require any further clarification.

If your internship request is approved, you will also receive an email notification to log into your account and view the Letter of Offer under “Pending Action Items”. You would have to accept all the terms and conditions as stipulated in the Letter of Offer to be eligible for GRT Internship grant support.

Internship application processing time would typically take around 4 to 6 weeks. We seek your patience and kind understanding.

Should you require more assistance, please contact [xxx@xxx.com](mailto:xxx@xxx.com)

Internship Placement Summary Details

| Placement ID | Placement Date | Placement Type   |
|--------------|----------------|------------------|
| GRT-L-220782 | 23-Sep-2022    | Local Internship |

## Section 19 – Retrieve Draft Internship Placement

This is applicable if company has previously saved a draft internship placement.

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Internship Placements**” tab. Click on the hyperlink in the “**Application ID**” column of the “**Drafts**” table.

| Pending Action Items               | Internship Listings      | <b>Internship Placements</b> | Claims          | GRT Programme Applications |
|------------------------------------|--------------------------|------------------------------|-----------------|----------------------------|
| Drafts                             |                          |                              |                 |                            |
| Refresh ↺                          |                          |                              |                 |                            |
| Search any keyword Clear           |                          |                              |                 |                            |
| Application ID                     | Internship Type          | Creation Date                | Interns Request |                            |
| <a href="#">DRAFT-GRT-L-220834</a> | Local Internship         | 24-Aug-2022                  | 1               |                            |
| 10 ▾                               | Showing rows 1 to 1 of 1 |                              |                 | 1                          |

### Step 2:

Continue completing the necessary fields for the internship placement submission. Refer to **Section 18 – Submit Internship Placement** for details.

## Section 20 – Revise Internship Placement

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Company Revise**” hyperlink in the “**Action Required**” column.

| <b>Pending Action Items</b> | Internship Listings            | Internship Placements | Claims               | GRT Programme Applications |
|-----------------------------|--------------------------------|-----------------------|----------------------|----------------------------|
| Refresh ↺                   |                                |                       |                      |                            |
| Search any keyword Clear    |                                |                       |                      |                            |
| Application No.             | Action Required                |                       | Type                 |                            |
| GRT-L-221050                | <a href="#">Company Revise</a> |                       | Internship Placement |                            |
| 10 ▾                        | Showing rows 1 to 1 of 1       |                       |                      | 1                          |

## Step 2:

Review comment from TAC and make the necessary changes.

**Internship Placement**

**Comment from TAC**  
This Is TAC Remark

The GRT Internship placement and grant application process will take approximately 20-30 minutes to complete. Please have the following information/document(s) ready for each intern before you proceed with the application.

| Intern Details   | Internship Details  |
|--|---|
| <ul style="list-style-type: none"><li>Full Name (as in NRIC)</li><li>NRIC Number</li><li>Faculty</li><li>Year of Study</li><li>Current Semester</li><li>Email</li><li>Contact Number</li></ul> | <ul style="list-style-type: none"><li>Start and End Date</li><li>For Hybrid and Overseas Internships, please have on hand the start and end dates for <b>each country</b></li></ul> |

**Internship Listing Details**

Internship Type ☒ Local Internship ☐ Hybrid Internship ☐ Overseas Internship

**Job Position Details**

**Job Title**  **Department**

**Roles & Responsibilities**

**Skills Required**

**Student and Internship Details**

**Summary of All Interns**

| SN | Edit                 | NRIC      | Name      | Monthly Stipend | Start Date  | End Date    | Job Title | Job Scope                  | Supervisor Name | Supervisor Designation | Supervisor Email | Supervisor Phone Number | Delete                 |
|----|----------------------|-----------|-----------|-----------------|-------------|-------------|-----------|----------------------------|-----------------|------------------------|------------------|-------------------------|------------------------|
| 1  | <a href="#">Edit</a> | XXXXX821C | Student A | \$800.00        | 01-Sep-2022 | 31-Oct-2022 | Job Title | Roles and Responsibilities | Supervisor      | Supervisor             | xxx@xxx.com      | XXXXXXXX                | <a href="#">Delete</a> |

### Step 3:

Tick the declaration checkbox.

Fill in the “**Company Remarks**” field and click “**Submit**”.

The screenshot shows a form titled "Declaration". At the top, there is a checkbox with a red box around it, followed by the text: "declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT." Below this, it says "I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:" followed by a bulleted list of terms. Below the list is a section titled "Company Remarks" with a red box around the title and a large text area with the placeholder "Enter remarks". At the bottom of the form, there are two buttons: "Submit" (with a red box around it) and "Cancel".

**Declaration**

☐ declare that all information submitted under the Global Ready Talent Programme (GRT) and within this internship placement is true and accurate to the best of my knowledge. I understand and acknowledge that if any of the information provided is false or inaccurate, the company will be liable to repay in full any grant amount that has been disbursed to the company under the GRT.

I further agree with all the terms and conditions of the Global Ready Talent Programme including the following:

- The company shall not seek further support for the Internship from EnterpriseSG nor receive any other grant incentives offered by other agencies of the Government of Singapore for funding of the internship (i.e. no double funding is allowed for the same internship). In the event of doubt, please contact EnterpriseSG or your TAC.
- The information provided may be shared with other government agencies and used for other internal analytics.
- The intern(s) will be undertaking a full-time internship in the applicant company.
- The intern(s) have not started their internship in the applicant company prior to this placement application.
- The intern(s) submitted for this placement are all Singaporean citizens and Permanent Residents (PRs).
- The intern(s) will be paid the minimum monthly stipend (\$800 for Polytechnics and ITEs, \$1,000 for Universities) as required in this programme.
- The intern(s) are not an immediate family member (i.e. child) of any key shareholder in the Company.

**Company Remarks**

Enter remarks

Submit Cancel

### Step 4:

Upon clicking “**Submit**”, a confirmation message will pop up. Click “**Confirm**” to proceed to submit the internship placement, or click “**Cancel**” to go back.

The screenshot shows a confirmation dialog box titled "Confirmation". It contains the text "Are you sure to submit placement?". At the bottom right, there are two buttons: "Confirm" (with a red box around it) and "Cancel" (with a red box around it).

**Confirmation**

Are you sure to submit placement?

Confirm Cancel

Once successfully submitted, the following message will be displayed.

The screenshot shows a green success message box with a close button (X) in the top right corner. The text inside the box reads: "You have successfully saved internship placement GRT-L-221050".

You have successfully saved  
internship placement GRT-L-221050

## Section 21 – Accept Internship Placement Letter of Offer

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab. Click on the “**Company Accept LOF**” hyperlink in the “**Action Required**” column.

The screenshot shows a web interface with a navigation bar at the top containing 'Pending Action Items' (highlighted in red), 'Internship Listings', 'Internship Placements', 'Claims', and 'GRT Programme Applications'. Below the navigation bar is a search bar with a 'Refresh' button and a 'Search any keyword' input field with a 'Clear' button. A table with three columns is displayed: 'Application No.', 'Action Required', and 'Type'. The table contains one row with 'GRT-L-221050' in the first column, 'Company Accept LOF' (highlighted with a red border) in the second column, and 'Internship Placement' in the third column. At the bottom left, there is a dropdown menu set to '10' and the text 'Showing rows 1 to 1 of 1'. At the bottom right, there is a red-bordered box containing the number '1'.

### Step 2:

Review the Internship Placement details. Download and view the Letter of Offer by clicking on the LOF Reference Number.

Tick the declaration checkbox.

Click “**Accept**” to accept the LOF.

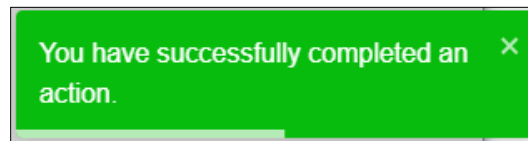
The screenshot shows a form titled 'Acceptance of Letter of Offer (LOF)' with a dark red header. The form contains the following sections:

- Placement ID:** GRT-L-221050
- Placement Date:** 24-Aug-2022
- Type:** Local Internship
- ACCEPTANCE OF THE INTERNSHIP GRANT UNDER GLOBAL READY TALENT PROGRAMME (GRT)**
  - 1. We refer to your letter of offer (LOF) for the following Intern(s) in table below
  - Candidates for Internship**

| Student NRIC | Student Name | IHL   | Start Date  | End Date    | Number of Weeks | Max Approved Grant |
|--------------|--------------|-------|-------------|-------------|-----------------|--------------------|
| XXXXX821C    | Student A    | IHL A | 01-Sep-2022 | 31-Oct-2022 | 9               | 1,260.00           |
  - 2. We confirm that my Company will undertake the Internship under Global Ready Talent Programme and hereby accept a grant award not exceeding amount presented below, subject to the terms and conditions set out in the above-mentioned letter of offer.
  - Total Grant Amount: \$1,260.00**
  - 3. We understand the need for Enterprise Singapore to ensure good governance of public funds and hence, we undertake to ensure that all claims for reimbursement and/or requests for advancement are true and correct, and all terms and conditions in the letter of offer are complied with.
  - 4. Please view the LOF here.  
[View LOF : File Ref. No.: IN-RAS-2200013.pdf](#) (highlighted with a red border)
  - 5. Please tick the box below after you have read the LOF and wish to accept this offer.
- Declaration**
  - ☐ have read the terms and conditions set out in the Letter of Offer and I accept the said terms and conditions and the Letter of Offer. I understand that a breach of the terms and conditions may result in cancellation of the grant and return of any monies received under the grant.
- Please click on 'ACCEPT' if you agree to all the terms & conditions of the LOF. After your project has been completed, you must submit all the relevant documents via GRT. Claims must be submitted within 6 months from the end of the qualifying period of the LOF.
- Accept** (highlighted with a red border)



Once successfully accepted, the following message will be displayed.



## Section 22 – View Submitted Internship Placements

### Step 1:

From the navigation menu, go to **“Dashboard”** and refer to the **“Internship Placements”** tab. Click on the hyperlink in the **“Placement ID”** column of the **“Submitted”** table.

The screenshot shows the 'COMPANY PORTAL' interface. The left sidebar contains a navigation menu with 'Dashboard' selected. The main content area is titled 'Internship Placements' and features a 'Submitted' table. The table has columns for Placement ID, LOF Number, No. of Interns, Type, and Status. The row for Placement ID 'GRT-L-221050' is highlighted with a red box. The table also includes a search bar and a 'Showing rows 1 to 4 of 4' indicator.

| Placement ID                 | LOF Number     | No. of Interns | Type              | Status                         |
|------------------------------|----------------|----------------|-------------------|--------------------------------|
| <a href="#">GRT-H-221025</a> |                | 1              | Hybrid Internship | Pending Application Evaluation |
| <a href="#">GRT-H-221028</a> |                | 1              | Hybrid Internship | Pending Application Evaluation |
| <a href="#">GRT-L-221029</a> |                | 1              | Local Internship  | Pending Application Evaluation |
| <a href="#">GRT-L-221050</a> | IN-TAC-2200013 | 1              | Local Internship  | Application Completed          |

### Step 2:

View the internship placement details. Click **“Back to Dashboard”** to return to the Dashboard.

The screenshot shows the 'Internship Placement View' page. It displays details for the placement with ID 'GRT-L-221050', including the date '24-Aug-2022' and status 'Application Completed'. Below the details are sections for 'Candidates for Internship', 'Supporting Documents', and 'Declaration'. A 'Back To Dashboard' button is highlighted with a red box at the bottom.

**Placement ID**: GRT-L-221050  
**Date of Placement**: 24-Aug-2022  
**Type**: Local Internship  
**Current Status**: Application Completed

**Candidates for Internship**

**Supporting Documents**

**Declaration**

[Back To Dashboard](#)

### Step 3:

Click on the hyperlink in the “**LOF Number**” column of approved applications in the “Submitted” table to download the LOF of the internship placement.

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 3 >

Internship Placeme... 3 >

Claims 0 >

Pending Action Items Internship Listings **Internship Placements** Claims GRT Programme Applications

Drafts

Refresh

Search any keyword Clear

| Application ID           | Internship Type | Creation Date | Interns Request |
|--------------------------|-----------------|---------------|-----------------|
| Showing rows 0 to 0 of 0 |                 |               |                 |

Submitted

Refresh

Search any keyword Clear

| Placement ID | LOF Number                     | No. of Interns | Type              | Status                         |
|--------------|--------------------------------|----------------|-------------------|--------------------------------|
| GRT-H-221025 |                                | 1              | Hybrid Internship | Pending Application Evaluation |
| GRT-H-221028 |                                | 1              | Hybrid Internship | Pending Application Evaluation |
| GRT-L-221029 |                                | 1              | Local Internship  | Pending Application Evaluation |
| GRT-L-221050 | <a href="#">IN-TAC-2200013</a> | 1              | Local Internship  | Application Completed          |

Showing rows 1 to 4 of 4

## CLAIM

### Section 23 – Submit Claim

#### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Claims**” tab.

Click on the “**Submit**” hyperlink in the “**Action**” column of the “**My Claims**” table.

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 1 >

Internship Placeme... 1 >

Claims 0 >

Pending Action Items Internship Listings Internship Placements **Claims** GRT Programme Applications

My Claims

Refresh

Search any keyword Clear

| Placement ID | LOF Ref No     | Status                 | Action                 | Expiry Date             | Claim Extension Requested |
|--------------|----------------|------------------------|------------------------|-------------------------|---------------------------|
| GRT-L-220150 | IN-TAC-2200013 | Upcoming               | <a href="#">Submit</a> | 30-Apr-2023 12:00:00 AM | <input type="checkbox"/>  |
| GRT-H-221015 | IN-TAC-2200058 | Internship in Progress | <a href="#">Submit</a> | 30-Mar-2023 12:00:00 AM | <input type="checkbox"/>  |

Showing rows 1 to 2 of 2

### Step 2:

Click on the hyperlink in the “**Select**” column to choose the student to claim for. Only one student can be selected at a time.

Click “**Next**” to complete the **Company Bank & Student Details** section.

Claim Application for Internship Grant Under GRT

Please select on the student that you would like to submit the claim for.

| Select                 | NRIC      | Full Name | Internship Start Date | Internship End Date | Contact | Approved Grant Amount (Extract from LOF) | IHL   | Feedback Submitted |
|------------------------|-----------|-----------|-----------------------|---------------------|---------|--|-------|--------------------|
| <a href="#">Select</a> | XXXXX821C | Student A | 01 Sep 2022           | 31 Oct 2022         | XXXXXXX | \$1,260.00                               | IHL A | YES                |

10 Showing rows 1 to 1 of 1

NextCancel

## Section 23.1 – Company Bank & Student Details Step

### Step 1:

Complete **Company’s Bank Details** section.

Click on the **Student Details** section to expand it and view details.

Claim Application for Internship Grant Under GRT

1 Company Bank & Student Details

2 Upload Pay Slips

3 Upload Mandatory Claim Documents

4 Review Claims Application

Company’s Bank Details

Have you submitted GIRO form previously? \*

☐ Yes☐ No

Student Details

NextCancel

**Note:**

The “Student has submitted the feedback form and internship report” checkbox indicates if student has submitted the necessary. If the checkbox is not ticked, please notify the student to submit the feedback form and internship report.

Click “**Next**” to proceed to the next step: Upload Pay Slips.

Click “**Cancel**” to cancel the claim.

Claim Application for Internship Grant Under GRT

1 Company Bank & Student Details

2 Upload Pay Slips

3 Upload Mandatory Claim Documents

4 Review Claims Application

Company's Bank Details

Student Details

Student Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

LOF Reference No

IN-TAC-2200013

NOTE:

Please inform the student to submit their student feedback form to complete this application. If you wish to continue, you can proceed to the next sections and save this claim application.

Please note that if the checkbox is ticked, the student has submitted the student feedback form and internship report.

☒ Student has submitted the student feedback form and internship report.

Next

Cancel

## Section 23.2 – Upload Pay Slips Step

### Step 1:

Click “Add New Row” to display and complete fields on the pay slip details for a particular month.

### Note:

To safeguard your privacy, please mask all NRIC data and ensure that only **the first letter and last 4 digits** are reflected when submitting documents.

Claim Application for Internship Grant Under GRT

✓ Company Bank & Student Details

2 Upload Pay Slips

3 Upload Mandatory Claim Documents

4 Review Claims Application

Upload Pay Slips

Intern Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

Type of Internship

Local

IHL Type

IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

| Start Date             | End Date | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks | Upload Payslip | Action |
|------------------------|----------|-----------------------|---------------------------|---------------------|-----------|-----------------|---------|----------------|--------|
| <div>Add New Row</div> |          |                       |                           |                     |           |                 |         |                |        |

Back

Next

Save As Draft

Cancel

### Step 2:

Under the “Upload Payslip” column, “Drag Files or Click to Browse” to select the document for upload. Under the “Action” column, click the “Add” hyperlink to add the record, or click “Cancel” to cancel the newly added record.

| Start Date  | End Date    | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks          | Upload Payslip                           | Action                           |
|-------------|-------------|-----------------------|---------------------------|---------------------|-----------|-----------------|------------------|--|----------------------------------|
| 01-Sep-2022 | 30-Sep-2022 | 5                     | 22                        | 0.0                 | 0.00      | 1500.00         | Sept 1 - Sept 30 | <div>Drag Files or Click to Browse</div> | <div>Add</div> <div>Cancel</div> |

Once successfully added, the record will appear in the table as such.

Upload Pay Slips

Intern Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

Type of Internship

Local

IHL Type

IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

| Start Date  | End Date    | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks          | Upload Payslip                 | Action               |
|-------------|-------------|-----------------------|---------------------------|---------------------|-----------|-----------------|------------------|--------------------------------|----------------------|
| 01-Sep-2022 | 30-Sep-2022 | 5                     | 22                        | 0.0                 | 0.00      | 1500.00         | Sept 1 - Sept 30 | <a href="#">Payslip A.docx</a> | <a href="#">Edit</a> |

Add New Row

### Note:

To edit the existing record, click the **“Edit”** hyperlink in the **“Action”** column.

| Start Date  | End Date    | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks          | Upload Payslip                 | Action               |
|-------------|-------------|-----------------------|---------------------------|---------------------|-----------|-----------------|------------------|--------------------------------|----------------------|
| 01-Sep-2022 | 30-Sep-2022 | 5                     | 22                        | 0.0                 | 0.00      | 1500.00         | Sept 1 - Sept 30 | <a href="#">Payslip A.docx</a> | <a href="#">Edit</a> |

Update the existing record and click the **“Update”** hyperlink in the **“Action”** column.

Click the **“Delete”** hyperlink in the **“Action”** column to remove the record.

Click the **“Cancel”** hyperlink in the **“Action”** column to discard the changes.

| Start Date                               | End Date                                 | Working Days per Week          | Total No. of Working Days       | No. of Unpaid Leave              | Deduction                         | Actual Expenses                      | Remarks                                       | Upload Payslip   | Action   |
|--|--|--------------------------------|---------------------------------|----------------------------------|-----------------------------------|--------------------------------------|---|--|--|
| <input type="text" value="01-Sep-2022"/> | <input type="text" value="30-Sep-2022"/> | <input type="text" value="5"/> | <input type="text" value="22"/> | <input type="text" value="0.0"/> | <input type="text" value="0.00"/> | <input type="text" value="1500.00"/> | <input type="text" value="Sept 1 - Sept 30"/> | <a href="#">Payslip A.docx</a><br><div>Drag Files or Click to Browse</div> | <a href="#">Update</a><br><a href="#">Delete</a><br><a href="#">Cancel</a> |

### Step 3:

Repeat step 1 for other claimable months of the internship.

Click **“Next”** to proceed to the next step: Upload Mandatory Claim Documents.

Click **“Back”** to go back to the **Company Bank & Student Details** section.

Click **“Save As Draft”** to save a draft claim.

Click **“Cancel”** to cancel the claim and go back to the **Dashboard**.

Upload Pay Slips

Intern Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

Type of Internship

Local

IHL Type

IHL A

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

| Start Date  | End Date    | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks          | Upload Payslip                 | Action               |
|-------------|-------------|-----------------------|---------------------------|---------------------|-----------|-----------------|------------------|--------------------------------|----------------------|
| 01-Sep-2022 | 30-Sep-2022 | 5                     | 22                        | 0.0                 | 0.00      | 1500.00         | Sept 1 - Sept 30 | <a href="#">Payslip A.docx</a> | <a href="#">Edit</a> |

Add New Row

Back

Next

Save As Draft

Cancel

## Section 23.3 – Upload Mandatory Claim Documents Step

### Step 1:

Under the **1. Please upload here your bank statements** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

#### Note:

To safeguard your privacy, please mask all NRIC data and ensure that only **the first letter and last 4 digits** are reflected when submitting documents.

Please upload the mandatory claim documents

**IMPORTANT NOTES**

**File Requirements:**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- The sum of all file sizes uploaded should not exceed **15MB**.
- We accept PDF, DOC, DOCX, XLS, XLSX formats.
- File name must not contain special characters (e.g. %, \$, @).

1. Please upload your bank statements here \*

Drag Files or Click to Browse

File Description

Upload

### Step 2:

Under the **2. Please upload here your company feedback** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

#### Note:

Please upload the completed company feedback form based on the form template provided. Click on the hyperlink to download the form template if necessary.

2. Please upload your company feedback form here \*

[Company Feedback Form Template.pdf](#)

Drag Files or Click to Browse

File Description

Upload



### Step 3:

Under the **3. Please upload other relevant documents here** section, “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

3. Please upload other relevant documents here

[Drag Files or Click to Browse](#)

File Description

Upload

### Note:

Uploaded documents will be populated in the table below.

To view an uploaded file, click the hyperlink in the “**View**” column.

To delete an uploaded file, select the file in the first column of the table and click “**Delete**”.

If you want to remove a file, select it from the table below and click on “Delete”

|                       | Document Type    | File Name                     | File Description         | View                 |
|-----------------------|------------------|-------------------------------|--------------------------|----------------------|
| <input type="radio"/> | Bank Statement   | Bank Statement Company A.docx | Bank Statement Company A | <a href="#">View</a> |
| <input type="radio"/> | Company Feedback | Company Feedback A.pdf        | Company Feedback A       | <a href="#">View</a> |
| <input type="radio"/> | Others           | Document.pdf                  | Company Document         | <a href="#">View</a> |

10 ▾

Showing rows 1 to 3 of 3

1

Delete

**Step 4:**

Click **"Next"** to proceed to the next step: Review Claims Application.

Click **"Back"** to go back to the **Upload Pay Slips** section.

Click **"Save As Draft"** to save a draft claim.

Click **"Cancel"** to cancel the claim and go back to the **Dashboard**.

If you want to remove a file, select it from the table below and click on "Delete"

|                       | Document Type    | File Name                     | File Description         | View                 |
|-----------------------|------------------|-------------------------------|--------------------------|----------------------|
| <input type="radio"/> | Bank Statement   | Bank Statement Company A.docx | Bank Statement Company A | <a href="#">View</a> |
| <input type="radio"/> | Company Feedback | Company Feedback A.pdf        | Company Feedback A       | <a href="#">View</a> |
| <input type="radio"/> | Others           | Document.pdf                  | Company Document         | <a href="#">View</a> |

10 ▾

Showing rows 1 to 3 of 3

1

Delete

Back

Next

Save As Draft

Cancel

## Section 23.4 – Review Claims Step

### Step 1:

Click **“Edit”** to make changes to the claim details of a particular student.

Click **“Add Another Student”** and repeat step 2 of **Section 23 – Submit Claim** to step 3 of **Section 23.3 – Upload Mandatory Claim Documents Step** to complete the claim details for each student within the same internship placement.

Claim Submission Review

| NRIC      | Full Name | Internship Start Date | Internship End Date | Stipend  | Amount Paid | Select |
|-----------|-----------|-----------------------|---------------------|----------|-------------|--------|
| XXXXX821C | Student A | 01 Sep 2022           | 31 Oct 2022         | \$800.00 | \$1,500.00  | Edit   |

10 Showing rows 1 to 1 of 11

Add Another Student

Once you have completed filling in or reviewing the claim details, click **“Submit”**.

Claim Application for Internship Grant Under GRT

✓ Company Bank & Student Details

✓ Upload Pay Slips

✓ Upload Mandatory Claim Documents

4 Review Claims Application

Claim Submission Review

| NRIC      | Full Name | Internship Start Date | Internship End Date | Stipend  | Amount Paid | Select |
|-----------|-----------|-----------------------|---------------------|----------|-------------|--------|
| XXXXX821C | Student A | 01 Sep 2022           | 31 Oct 2022         | \$800.00 | \$1,500.00  | Edit   |

10 Showing rows 1 to 1 of 11

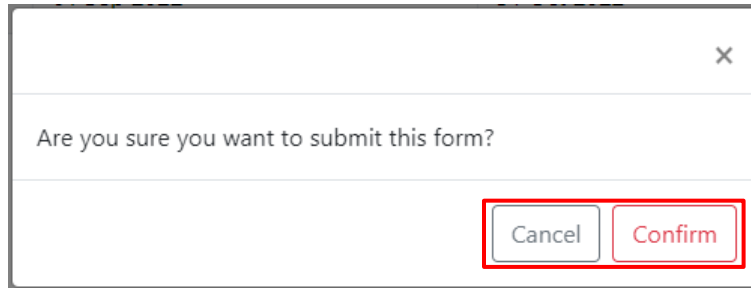
Add Another Student

Submit

Cancel

## Step 2:

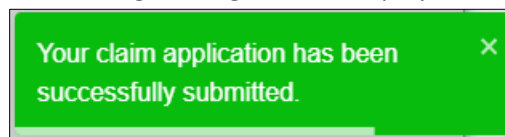
Upon clicking “Submit”, a confirmation message will pop up. Click “Confirm” to proceed to submit the claim, or click “Cancel” to go back.

A confirmation dialog box with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to submit this form?". At the bottom right, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red border.

Are you sure you want to submit this form?

Cancel Confirm

Once successfully submitted, the following message will be displayed.

A green success message box with a close button (X) in the top right corner. The text inside reads: "Your claim application has been successfully submitted.".

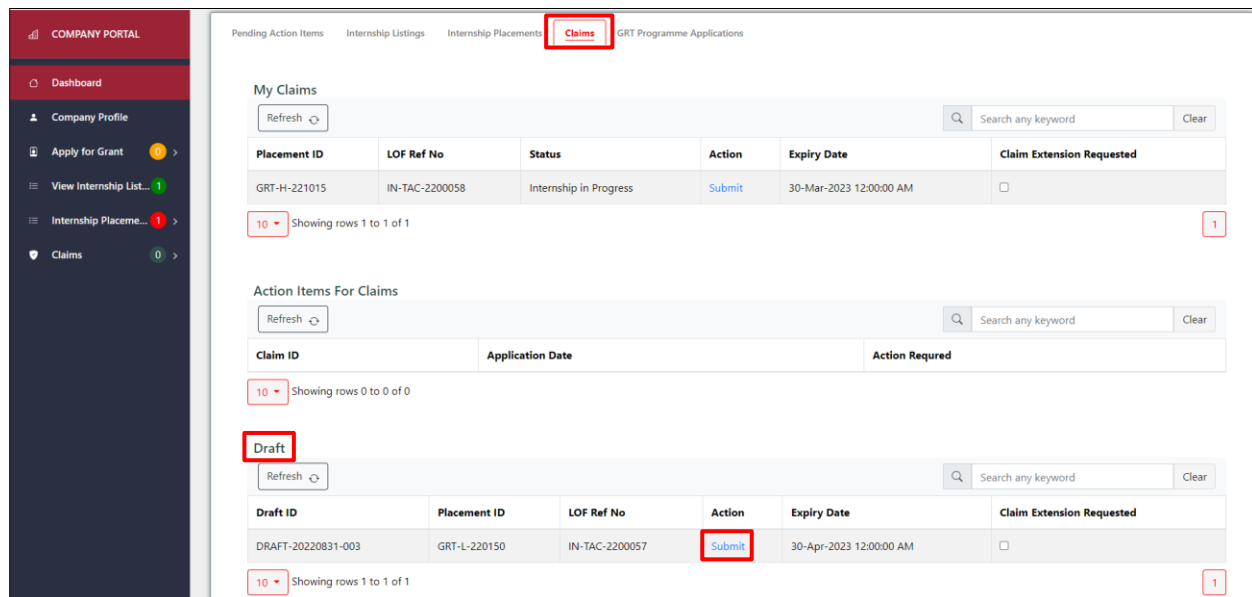
Your claim application has been successfully submitted.

## Section 24 – Retrieve Draft Claim

This is applicable if company has previously saved a draft claim.

## Step 1:

From the navigation menu, go to “Dashboard” and refer to the “Claims” tab. Click on the “Submit” hyperlink in the “Action” column of the “Draft” table.

A screenshot of the 'COMPANY PORTAL' interface. The left sidebar shows a navigation menu with 'Dashboard' selected. The main content area has tabs for 'Pending Action Items', 'Internship Listings', 'Internship Placements', 'Claims' (highlighted with a red box), and 'GRT Programme Applications'. Under the 'Claims' tab, there are three sections: 'My Claims', 'Action Items For Claims', and 'Draft'. The 'My Claims' section shows a table with one row: Placement ID GRT-H-221015, LOF Ref No IN-TAC-2200058, Status Internship in Progress, Action Submit, Expiry Date 30-Mar-2023 12:00:00 AM, and Claim Extension Requested checkbox. The 'Action Items For Claims' section is empty. The 'Draft' section shows a table with one row: Draft ID DRAFT-20220831-003, Placement ID GRT-L-220150, LOF Ref No IN-TAC-2200057, Action Submit (highlighted with a red box), Expiry Date 30-Apr-2023 12:00:00 AM, and Claim Extension Requested checkbox. The 'Draft' tab label is also highlighted with a red box.

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant

View Internship List...

Internship Placeme...

Claims

Pending Action Items Internship Listings Internship Placements **Claims** GRT Programme Applications

My Claims

Refresh

Search any keyword Clear

| Placement ID | LOF Ref No     | Status                 | Action | Expiry Date             | Claim Extension Requested |
|--------------|----------------|------------------------|--------|-------------------------|---------------------------|
| GRT-H-221015 | IN-TAC-2200058 | Internship in Progress | Submit | 30-Mar-2023 12:00:00 AM | <input type="checkbox"/>  |

Showing rows 1 to 1 of 1

Action Items For Claims

Refresh

Search any keyword Clear

| Claim ID | Application Date | Action Required |
|----------|------------------|-----------------|
|----------|------------------|-----------------|

Showing rows 0 to 0 of 0

**Draft**

Refresh

Search any keyword Clear

| Draft ID           | Placement ID | LOF Ref No     | Action | Expiry Date             | Claim Extension Requested |
|--------------------|--------------|----------------|--------|-------------------------|---------------------------|
| DRAFT-20220831-003 | GRT-L-220150 | IN-TAC-2200057 | Submit | 30-Apr-2023 12:00:00 AM | <input type="checkbox"/>  |

Showing rows 1 to 1 of 1

## Step 2:

Continue completing the necessary fields for the claim submission.  
Refer to **Section 23 – Submit Claim** for details.

## Section 25 – Revise Claim

### Step 1a:

From the navigation menu, go to “**Dashboard**” and refer to the “**Pending Action Items**” tab.  
Click on the “**Company Revise**” hyperlink in the “**Action Required**” column.

| <b>Pending Action Items</b> Internship Listings Internship Placements Claims GRT Programme Applications |                                |       |
|---|--------------------------------|-------|
| Refresh   |                                |       |
| Search any keyword Clear  |                                |       |
| Application No.   | Action Required                | Type  |
| GRT-L-210651-C01  | <a href="#">Company Revise</a> | Claim |
| 10 Showing rows 1 to 1 of 1   |                                | 1     |

### Step 1b:

Alternatively, refer to the “**Claims**” tab.  
Scroll down to the “**Action Items for Claims**” table and click on the “**Revise Claim Application**” hyperlink in the “**Action Required**” column.

COMPANY PORTAL

Dashboard

Company Profile

Apply for Grant 0 >

View Internship List... 1

Internship Placeme... 1 >

Claims 0 >

Pending Action Items

Internship Listings

Internship Placements

Claims

GRT Programme Applications

My Claims

Refresh

Search any keyword

Clear

| Placement ID | LOF Ref No     | Status                 | Action                 | Expiry Date             | Claim Extension Requested |
|--------------|----------------|------------------------|------------------------|-------------------------|---------------------------|
| GRT-H-221015 | IN-TAC-2200058 | Internship in Progress | <a href="#">Submit</a> | 30-Mar-2023 12:00:00 AM | <input type="checkbox"/>  |

Showing rows 1 to 1 of 1

Action Items For Claims

Refresh

Search any keyword

Clear

| Claim ID         | Application Date | Action Required                          |
|------------------|------------------|--|
| GRT-L-220150-C01 | 31-Aug-2022      | <a href="#">Revise Claim Application</a> |

Showing rows 1 to 1 of 1

## Step 2:

Review comment from Enterprise Singapore and make the necessary changes.

Click “**Edit**” to view claim details for a particular intern.

**Claim Application for Internship Grant Under GRT**

**Claim Submission Review**

Officer Comment

This is ESG Remark.

✓ Company Bank & Student Details

✓ Upload Pay Slips

✓ Upload Mandatory Claim Documents

4 Review Claims Application

**Claim Submission Review**

| NRIC      | Full Name | Internship Start Date | Internship End Date | Stipend  | Amount Paid | Select               |
|-----------|-----------|-----------------------|---------------------|----------|-------------|----------------------|
| XXXXX821C | Student A | 01 Sep 2022           | 31 Oct 2022         | \$800.00 | \$1,500.00  | <a href="#">Edit</a> |

10 ▾ Showing rows 1 to 1 of 1

1

### Step 3:

Review **Company's Bank Details** and **Student Details** sections.

Click **"Next"** to proceed to the next step: Upload Pay Slips.

Click **"Cancel"** to discard changes.

1

Company Bank & Student Details

2

Upload Pay Slips

3

Upload Mandatory Claim Documents

4

Review Claims Application

Company's Bank Details

Student Details

Student Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

LOF Reference No

IN-TAC-2200013

NOTE:

Please inform the student to submit their student feedback form to complete this application. If you wish to continue, you can proceed to the next sections and save this claim application.

Please note that if the checkbox is ticked, the student has submitted the student feedback form and internship report.

☒ Student has submitted the student feedback form and internship report.

Next

Cancel

**Step 4:**

Click the file name link in the “**Upload Payslip**” column to download the payslip for review or click the “**Edit**” hyperlink under the “**Action**” column to make the necessary changes.

Click “**Add New Row**” to add another payslip record.

Click “**Next**” to proceed to the next step: Upload Mandatory Claim Documents.

Click “**Back**” to go to the **Company Bank & Student Details** section.

Click “**Cancel**” to discard changes.

✓ Company Bank & Student Details

2 Upload Pay Slips

3 Upload Mandatory Claim Documents

4 Review Claims Application

Upload Pay Slips

Intern Name

Student A

Qualifying Period

01 Sep 2022 - 31 Oct 2022

Type of Internship

Local

IHL Type

Polytechnic

To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.

| Start Date  | End Date    | Working Days per Week | Total No. of Working Days | No. of Unpaid Leave | Deduction | Actual Expenses | Remarks          | Upload Payslip                 | Action               |
|-------------|-------------|-----------------------|---------------------------|---------------------|-----------|-----------------|------------------|--------------------------------|----------------------|
| 01-Sep-2022 | 30-Sep-2022 | 5                     | 22                        | 0.0                 | 0.00      | 1500.00         | Sept 1 - Sept 30 | <a href="#">Payslip A.docx</a> | <a href="#">Edit</a> |

Add New Row

Back

Next

Cancel



## Step 5:

To upload additional mandatory claim documents, click “**Drag Files or Click to Browse**” to select documents. Fill in the “**File Description**” field if necessary and click “**Upload**” to complete the upload.

✓ Company Bank & Student Details

✓ Upload Pay Slips

3 Upload Mandatory Claim Documents

4 Review Claims Application

Please upload the mandatory claim documents

**IMPORTANT NOTES**

**File Requirements:**

- To safeguard your privacy, please mask all NRIC data and ensure that only the **first letter and last 4 digits** are reflected when submitting documents.
- The sum of all file sizes uploaded should not exceed **15MB**.
- We accept PDF, DOC, DOCX, XLS, XLSX formats.
- File name must not contain special characters (e.g. %, \$, @).

1. Please upload your bank statements here \*

Drag Files or Click to Browse

File Description

Upload

2. Please upload your company feedback form here \*

[Company Feedback Form Template.pdf](#)

Drag Files or Click to Browse

File Description

Upload

3. Please upload other relevant documents here

Drag Files or Click to Browse

File Description

Upload

Review or delete uploaded documents which are populated in the table below.

To review an uploaded file, click the hyperlink in the “**View**” column.

To delete an uploaded file, select the file in the first column of the table and click “**Delete**”.

Click “**Next**” to proceed to the next step: Review Claims Application.

Click “**Back**” to go to the **Upload Pay Slips** section.

Click “**Cancel**” to discard changes.

If you want to remove a file, select it from the table below and click on "Delete"

|                       | Document Type    | File Name                     | File Description         | View                 |
|-----------------------|------------------|-------------------------------|--------------------------|----------------------|
| <input type="radio"/> | Bank Statement   | Bank Statement Company A.docx | Bank Statement Company A | <a href="#">View</a> |
| <input type="radio"/> | Company Feedback | Company Feedback A.pdf        | Company Feedback A       | <a href="#">View</a> |
| <input type="radio"/> | Others           | Document.pdf                  | Company Document         | <a href="#">View</a> |

10 ▾

Showing rows 1 to 3 of 3

1

Delete

Back

Next

Cancel

### Step 6:

Click **"Edit"** to make further changes to the claim details of a particular student.

Fill in the **"Company Reply"** field.

Click **"Submit"** to submit the revised claim application.

Claim Submission Review

| NRIC      | Full Name | Internship Start Date | Internship End Date | Stipend  | Amount Paid | Select               |
|-----------|-----------|-----------------------|---------------------|----------|-------------|----------------------|
| XXXXX821C | Student A | 01 Sep 2022           | 31 Oct 2022         | \$800.00 | \$1,500.00  | <a href="#">Edit</a> |

10 Showing rows 1 to 1 of 1

Company Reply \*

[Submit](#) [Cancel](#)

Upon clicking **"Submit"**, a confirmation message will pop up. Click **"Confirm"** to proceed to submit the claim, or click **"Cancel"** to go back.

Are you sure you want to submit this form?

[Cancel](#) [Confirm](#)

Once successfully submitted, the following message will be displayed.

Your claim application has been successfully submitted.

## Section 26 – View Submitted Claim

### Step 1:

From the navigation menu, go to “**Dashboard**” and refer to the “**Claims**” tab.

Click on the “**Claim ID**” hyperlink in the “Submitted” table.

The screenshot shows the 'Claims' tab in the Company Portal. The navigation menu on the left includes 'Dashboard', 'Company Profile', 'Apply for Grant', 'View Internship List...', 'Internship Placeme...', and 'Claims'. The 'Claims' tab is selected. The main content area displays four sections: 'My Claims', 'Action Items For Claims', 'Draft', and 'Submitted'. The 'Submitted' section is highlighted with a red box. It contains a table with the following data:

| Claim ID                         | Submission Date         | Approved Grant Amount per LOF | Approved Disburse Amount | Disbursement Date | Status                 |
|----------------------------------|-------------------------|-------------------------------|--------------------------|-------------------|------------------------|
| <a href="#">GRT-H-221014-C01</a> | 31-Aug-2022 02:29:05 AM | \$787.50                      |                          |                   | Pending Company Rework |

### Step 2:

Click the “**View**” hyperlink under the “**Action**” column to view the claim details for a particular student.

The screenshot shows the 'Claim for Internship Grant Under GRT' page. It displays 'Company Details' for 'Internship' with ID 'GRT-H-221014'. A question 'Have you submitted GIRO form previously?' is asked with 'Yes' selected. Below is a table with student details:

| Nric      | Full Name | Email       | Contact  | IHL   | Action               |
|-----------|-----------|-------------|----------|-------|----------------------|
| XXXXX174H | Student A | xxx@xxx.com | XXXXXXXX | IHL A | <a href="#">View</a> |

### Step 3:

View the student's claim details.

Click “**Hide Student Details**” to collapse the student's claim details.

Claim for Internship Grant Under GRT

Company Details

Internship

GRT-H-221014

Have you submitted GIRO form previously?

☒ Yes ☐ No

| Nric      | Full Name | Email       | Contact  | IHL   | Action               |
|-----------|-----------|-------------|----------|-------|----------------------|
| XXXXX174H | Student A | xxx@xxx.com | XXXXXXXX | IHL A | <a href="#">View</a> |

10 ▾

Showing rows 1 to 1 of 1

1

Claim Details

Intern Name

Student A

Internship was delivered in accordance to the school internship scope and was conducted from the period of

01 Sep 2022 To 30 Sep 2022

| Date From   | Date To     | Working Days per Week | Total No of Working Days | No of Unpaid Leave Days | Deduction | Actual Expenses | Remarks        | Uploaded Payslip               |
|-------------|-------------|-----------------------|--------------------------|-------------------------|-----------|-----------------|----------------|--------------------------------|
| 01 Sep 2022 | 30 Sep 2022 | 5                     | 22                       | 0.0                     | 0.00      | 1500.00         | Sep 1 - Sep 30 | <a href="#">Payslip A.docx</a> |

10 ▾

Showing rows 1 to 1 of 1

1

Total Actual Expenses

\$1,500.00

Uploaded Documents

Hide Student Detail

## Section 27 – Apply for Claim Extension

### Step 1:

From the navigation menu, select “**Extend Claim Submission**” under Claims.

The screenshot shows the 'Request To Extend Claim Submission Deadline' page. On the left is a dark sidebar with a 'COMPANY PORTAL' header and a 'MENU' section. Under 'Claims', the 'Extend Claim Submission' option is highlighted with a red box. The main content area has a red header with the title 'Request To Extend Claim Submission Deadline'. Below this is a light blue box with instructions: 'You may submit a one-time request for an extension of the deadline for your claim submission. Please select from the drop-down list of claim applications below that you would like to apply for an extension. Please note that claim applications that are not found in the drop-down list are not eligible for extension. Enterprise Singapore reserves the right to approve, withdraw or reject any request for an extension of the claim deadline.' The form fields include: 'Date Requested' (31/08/2022), 'LOF Reference Number \*' (a dropdown menu), 'Expiry Date' (a date field), and 'Reason for Extension Request \*' (a text area). At the bottom are 'Submit' and 'Cancel' buttons. The footer contains links for 'Privacy Statement', 'Report Vulnerability', and 'Terms of Use', along with copyright information for Enterprise Singapore and version 2.9.1.

### Step 2:

Select the "LOF Reference Number" of the claim to be extended from the dropdown list.

Fill in the “Reason for Extension Request”.

Click “**Submit**” to submit the extension request.

Click “**Cancel**” to exit the **Request to Extend Claim Submission Deadline** page.

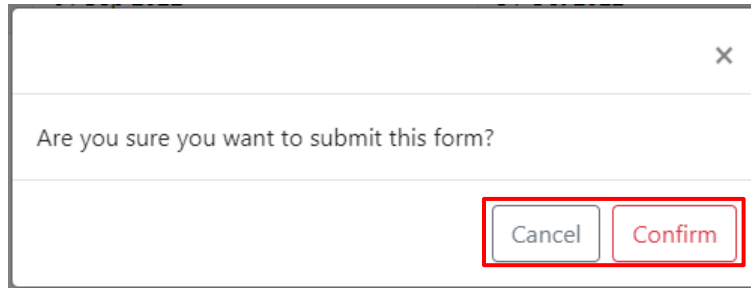
### Note:

An extension for the submission of a particular claim can only be requested once.

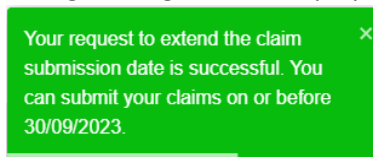
This is a detailed view of the 'Request To Extend Claim Submission Deadline' form. The 'LOF Reference Number \*' dropdown menu is open, showing a list of claim applications. The first item, 'IN-TAC-2200058', is highlighted. The 'Submit' button is also highlighted with a red box. The rest of the form, including the instructions, other fields, and the 'Cancel' button, remains the same as in the previous screenshot.

### Step 3:

Upon clicking “Submit”, a confirmation message will pop up. Click “Confirm” to proceed to submit the claim, or click “Cancel” to go back.

A confirmation dialog box with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to submit this form?". At the bottom right, there are two buttons: "Cancel" and "Confirm". Both buttons are highlighted with a red rectangular border.

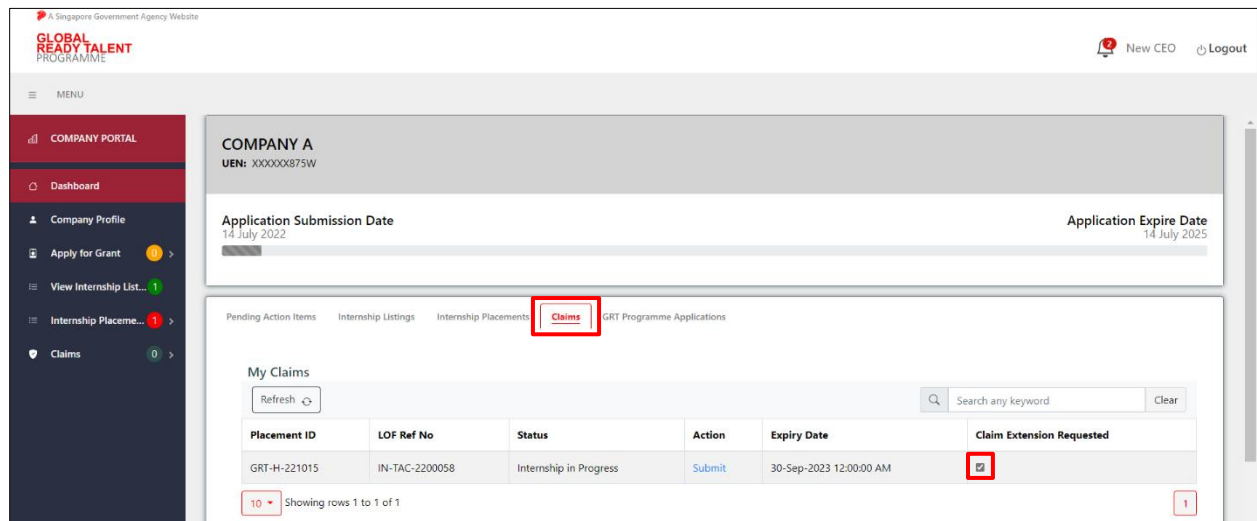
Once successfully submitted, the following message will be displayed.

A green rectangular message box with a close button (X) in the top right corner. The text inside reads: "Your request to extend the claim submission date is successful. You can submit your claims on or before 30/09/2023."

### Step 4:

From the navigation menu, go to “Dashboard” and refer to the “Claims” tab.

If the extension request was successfully submitted, the checkbox under the “Claim Extension Requested” column will be ticked for that particular claim.

A screenshot of the Global Ready Talent Programme dashboard. The top header shows the logo and navigation links like "New CEO" and "Logout". A left sidebar contains a "MENU" with options: "COMPANY PORTAL", "Dashboard", "Company Profile", "Apply for Grant", "View Internship List...", "Internship Placeme...", and "Claims". The main content area shows "COMPANY A" with UEN: XXXXXX875W. Below this, there's a section for "Application Submission Date" (14 July 2022) and "Application Expire Date" (14 July 2025). A tabbed interface shows "Claims" as the active tab. Under "My Claims", there's a table with columns: "Placement ID", "LOF Ref No", "Status", "Action", "Expiry Date", and "Claim Extension Requested". The table has one row with data: Placement ID GRT-H-221015, LOF Ref No IN-TAC-2200058, Status Internship in Progress, Action Submit, Expiry Date 30-Sep-2023 12:00:00 AM, and Claim Extension Requested (checkbox checked). The "Claims" tab and the checked checkbox are highlighted with red rectangular borders.