

# APPLICATION FOR SME TALENT PROGRAMME FOR STARTUPS (INTERNSHIP)

FOR STARTUP USAGE ONLY

### **IMPORTANT INSTRUCTIONS**

1. All fields in this application form are compulsory. Where information is not applicable, please indicate "N.A."
2. Application must be received by Action Community for Entrepreneurship (ACE) at least one working day before the project commences. Late applications will not be supported.
3. Application form will be processed only upon receipt of all the relevant documents.
4. Please email the completed form to [stp@ace.org.sg](mailto:stp@ace.org.sg).

## I GENERAL INFORMATION

<b>Date of Application</b>	
<b>Company Details</b>	
Registered Company Name	
Company Address	
	<i>(Registered Office Address)</i>
Company Website	
Key Business Activity	
Overseas Offices	<i>(Please state country/countries, if any)</i>
Date of Incorporation	<i>(DD-MMM-YYYY)</i>
<b>Contact Details</b>	
Name of Key Contact	
Designation	
Contact Number	
Email	
Name of Secondary Contact	
Designation	
Contact Number	
Email	

## II INTERNSHIP REQUIREMENTS

<b>Type of students</b>	<input type="checkbox"/> ITE	<input type="checkbox"/> Polytechnic	<input type="checkbox"/> University
<b>Total no. of interns required</b>			
<b>Preferred fields of study</b> (eg. Engineering, Marketing, HR, Business etc)	1. _____ 2. _____ 3. _____		

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### III ELIGIBILITY CHECK

1. Does your Company have at least 30% local (Singaporean or Singapore PR) shareholding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is your Company incorporated in Singapore?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is your Company less than 5 years from date of incorporation at the time of application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your Company have less than 50% ordinary shares owned by any other corporate entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### IV COMPANY EVALUATION

*Attach additional sheets if necessary*

#### A) Unique value proposition

Please elaborate on company's core product(s) or service(s) and/or activities, highlighting clearly any differentiation, competitive advantage, IPs etc.

#### B) Company's Track Record and Projection

Is your company government-funded or supported? If so, please specify the fund/scheme/programme your company is under (eg. NRF Technology Incubation Scheme, ACE Startups, iJAM etc.)

No       Yes \_\_\_\_\_

Has your company participated in any incubator/accelerator programmes?  
If yes, please specify which programme?

No       Yes \_\_\_\_\_

	Last FY	Current Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Revenue (S\$)				
No. of Full-time staff				
No. of Part-time staff				

All Fields Mandatory

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Please provide information on notable business milestones achieved during the past years, including clients secured, funding raised, strategic partners engaged, and markets entered etc.

### **C) Management Team**

Please **elaborate** on:

- (1) Background of key management members, including experience and expertise relevant to the start-up and its business.
- (2) Company's willingness and ability to provide mentorship to interns and new hires.
- (3) Name of mentors, their areas of expertise and designations within the company.

## **V COMPULSORY SUPPORTING DOCUMENTS**

**Check that you have submitted ALL the below documents to ACE.**

1.  Latest ACRA Bizfile Business Profile (Must be within the past 6 months)
2.  Financial Report (Audited) ( If revenue stated is not empty)
3.  Resume of management team (Startups are encouraged to submit for our review)
4.  Project Confirmation by Major Clients (Option: Documentary proof of past project secured)

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### VI DECLARATION BY APPLICANT

<b>I declare that the applicant company:</b>	
<input type="checkbox"/>	has at least 30% local shareholdings as at the project commencement date;
<input type="checkbox"/>	has not made any form of payment to any supplier/service provider engaged for this project prior to this Application;
<input type="checkbox"/>	Is free from any litigation;
<input type="checkbox"/>	has not applied, obtained or will be obtaining any other tax/financial incentives for the proposed project except as disclosed below;
<hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/>	
<input type="checkbox"/>	and its related companies and their respective directors or shareholders do not have any relationship, connection, association or dealing with the supplier/service provider engaged in this project except as disclosed below;
<hr style="border: 0; border-top: 1px solid black;"/> <hr style="border: 0; border-top: 1px solid black;"/>	

The facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under the Penal Code and, in addition, the Standards, Productivity and Innovation Board or SPRING Singapore may, at its discretion, withdraw the grant and recover immediately from my company any amount of the grant that may have been disbursed.

Signature:

Date:

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

Name:

Designation:

\*Please provide full name as per ACRA registration

Company Stamp: