

**WSG EMPLOYER APPLICATION KIT  
FOR SENIOR WORKER EARLY ADOPTER GRANT AND PART TIME RE-EMPLOYMENT  
GRANT**

This Employer Application Kit comprises of 3 sections

1. Declaration on Eligibility
2. Application
3. Acknowledgment

Employers are reminded to read through the document carefully. You should ensure accurate declaration and be agreeable to the requirements and furnish all the information and supporting documents needed. Incomplete submission will be rejected.

**SECTION 1 OF 3 – DECLARATION ON ELIGIBILITY**

Employers are to assess and declare they meet all of the criteria before applying for the Senior Worker Early Adopter Grant (“SWEAG”) and/or Part Time Re-employment Grant (“PTRG”).

Eligibility criteria of Employers			
<input type="checkbox"/>	Employer is an entity that is legally registered or incorporated in Singapore. This includes societies and non-profit organisations such as charities and voluntary welfare organisations. For the avoidance of doubt, public organisations such as Government, Organs of State, Ministries and Statutory Boards are not eligible.		
<input type="checkbox"/>	Employer must not have received funding for SWEAG and/or PTRG previously (i.e. each employer may only receive SWEAG and/or PTRG funding once).		
<input type="checkbox"/>	Employer must have at least one senior worker aged 60 and above (based on birth year), either Singapore citizen or permanent resident employed on a permanent basis or on employment contract(s) that are at least twelve (12) months in duration.		
<input type="checkbox"/>	Employer is aware of the programme requirements and deliverables under: (a) SWEAG (link to PP website); (b) PTRG (link to PP website);		
<input type="checkbox"/>	Employer will need to submit all of the following documents.		
<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>At application stage:</b>   <input type="checkbox"/> Employer Application Kit   <input type="checkbox"/> CPF Form 90 for all Senior Workers <sup>1</sup> </td> <td style="width: 50%; vertical-align: top;"> <b>At claims stage:</b>   <input type="checkbox"/> Employer Claim Form   <input type="checkbox"/> Addendums to employment contracts citing the specific clauses from MOM for all employees </td> </tr> </table>	<b>At application stage:</b>  <input type="checkbox"/> Employer Application Kit  <input type="checkbox"/> CPF Form 90 for all Senior Workers <sup>1</sup>	<b>At claims stage:</b>  <input type="checkbox"/> Employer Claim Form  <input type="checkbox"/> Addendums to employment contracts citing the specific clauses from MOM for all employees
<b>At application stage:</b>  <input type="checkbox"/> Employer Application Kit  <input type="checkbox"/> CPF Form 90 for all Senior Workers <sup>1</sup>	<b>At claims stage:</b>  <input type="checkbox"/> Employer Claim Form  <input type="checkbox"/> Addendums to employment contracts citing the specific clauses from MOM for all employees		

<sup>1</sup> Senior Workers refers to Singaporean citizens or permanent residents aged 60 and above, employed on a permanent basis or on employment contract(s) that are at least twelve (12) months in duration.

	<input type="checkbox"/> Allow PPs to sight NRICs for all Senior Workers  <input type="checkbox"/> ACRA business profile dated within 6 months from the application date	<ul style="list-style-type: none"> <li>• For SWs, they have to be individually addressed</li> </ul> <input type="checkbox"/> Documentary proof on issuance of the standardised addendum to all employees (e.g email with attachment)  <input type="checkbox"/> Documentary proof that updated HR policy has been communicated to all employees (employer’s staff website, circular/ memo, employee handbook)  <input type="checkbox"/> Documentary proof on adoption of Tripartite Standard on Age-friendly Workplace Practices (TS-AWP) (e.g. screenshot of company’s name on TAFEP website, email confirmation from TAFEP on successful adoption)  <input type="checkbox"/> Any additional documents requested by PP, where necessary  <u>If there is a replacement in senior worker:</u>  <input type="checkbox"/> CPF Form 90 for replaced workers  <input type="checkbox"/> Allow PPs to sight NRICs for replaced senior workers
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**Please do not proceed with application if section 1 is not completed, and if documentation is not provided.**

## SECTION 2 OF 3: APPLICATION

### APPLICATION FORM FOR SENIOR WORKER EARLY ADOPTER GRANT AND/OR PART-TIME RE-EMPLOYMENT GRANT

To apply, employers must comply with the following:

1. All fields are mandatory unless stated otherwise.
2. Application must be submitted directly by the employer to **only one** of the appointed programme partners. Please do not submit multiple applications as they will be voided.

APPLICANT-EMPLOYER INFORMATION			
Programme Partner ("PP")	Please select the PP you are applying the grant(s) with:  <input type="checkbox"/> Employment and Employability Institute Pte. Ltd. (e2i)  <input type="checkbox"/> Singapore National Employers Federation (SNEF)  If you are applying both grants, please ensure that you apply with the same PP.		
Grant(s) to apply for:	You may choose to apply for one or both grants:  <input type="checkbox"/> Yes, I would like to apply for <b>Senior Worker Early Adopter Grant (SWEAG)</b> , to raise employer's internal Retirement Age and Re-employment Age by 3 years <sup>2</sup> or more  <input type="checkbox"/> Yes, I would like to apply for <b>Part-time Re-employment Grant (PTRG)</b>		
Unique Entity Number (UEN):			
Full name of Business Entity:			
Small Medium Enterprise (SME) <sup>3</sup> :	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employees' Profile	<b>Total number of employees (including foreigners):</b>	<b>Number of Singapore Citizens ("SCs") / Permanent Residents ("SPRs") employees:</b>	<b>Number of <u>current</u> employees (SCs/SPRs) aged 60 years and above:</b>

<sup>2</sup> If the application of the grant is on 5 July 2021 or after, companies would have to raise their internal RA and REA to at least 66 and 71 respectively, i.e. a minimum of 3 years from the new RA and REA of 63 and 68 respectively that would take effect on 1 July 2022. This allows senior workers in these firms to benefit fully from three years of higher internal RA and REA, which is what the SW EAG is designed to promote.

<b>APPLICANT'S PARTICULARS</b>	
Name of Contact Person:	Designation:
Contact Number:	Email Address:
Date of Application:	

<b>SECTION 3 OF 3: ACKNOWLEDGEMENT AND CONSENT BY EMPLOYER</b>	
1. The applicant-employer has not suppressed any material information or provided false information, and all information provided or to be provided will be true, complete and correct.	<input type="checkbox"/>
2. The applicant-employer understands that its SWEAG and PTRG application will be rejected if it fails to: (a) furnish all documents required in this application; and (b) <u>fully</u> reply and/or furnish additional documents as may be requested by WSG's PP (e2i or SNEF) ("WSG's PP") within one (1) month from each request.	<input type="checkbox"/>
3. The applicant-employer shall obtain all of its Senior Workers' written consent to disclose their information including, without limitation, personal data such as photocopy of NRIC, employment contract and CPF Form 90) to WSG and WSG's PP, for the purposes of: (a) processing, evaluating, verifying, auditing, disbursing and investigating this application or the grants disbursed or to be disbursed; and (ii) researching all matters relating to this application.	<input type="checkbox"/>
4. The applicant-employer agrees, and procures for its employees benefited to agree, to be profiled by the media as beneficiaries of SWEAG and PTRG.	<input type="checkbox"/>
5. The applicant-employer agrees that only applications submitted by the applicant-employer to WSG's PP will be considered for funding.	<input type="checkbox"/>
6. WSG and/or WSG's PP shall be entitled to approve or reject this application at its absolute discretion, without giving any reasons whatsoever.	<input type="checkbox"/>



<p>(b) there is no actual or potential conflict of interest between the applicant-employer and the SWEAG and PTRG Programme Partner assisting with this application, and their respective officers or employees.</p>	<input type="checkbox"/>
<p>13. The applicant-employer accepts and agrees to abide by the above terms by submitting this application. Otherwise, this application may be rejected and rendered void. Any false information provided may constitute an offence under the Penal Code (Chapter 224).</p>	<input type="checkbox"/>
<p><b>SIGNATURE BY ACRA- LISTED PERSONNEL</b></p>	<p>Salutation &amp; Name:</p>
	<p>Designation:</p>
	<p>Full Name of Applicant-Employer:</p>
	<p>Date:</p>

*Note: Only ACRA-listed personnel, duly authorized by the applicant-employer to sign for and on its behalf, may sign this declaration.*

<p><b>CONFIRMATION BY SWEAG AND PTRG PROGRAMME PARTNER</b></p>	
<p>SWEAG and PTRG's Programme Partner confirms that:</p>	
<p>(a) it is not a "related corporation" (as defined in the Companies Act (Chapter 50)) and it is not in any way related (whether due to a connection by shares, management, control, joint venture contract, the provision of financial support or bank guarantees) to the applicant-employer; and            (b) there is no actual or potential conflict of interest between the SWEAG and PTRG Programme Partner and the applicant-employer, and their respective officers or employees.</p>	
<p>For and on behalf of SNEF/NTUC's e2i* (* please delete accordingly),</p>	
<p>_____</p> <p>Name: Designation:</p>	<p>_____</p> <p>Date</p>