

MARITIME CLUSTER FUND TRAINING@MARITIME SINGAPORE

Qualifying terms and conditions, and administrative procedures for Training Service Providers (TSPs)

A) ELIGIBILITY CRITERIA

To be eligible for the Training Grant,

- i. Participants must be Singaporean Citizens or Permanent Residents;
- ii. Participants must be employees of business entities / organisations registered or incorporated in Singapore;
- iii. Participants must be sponsored by the business entities / organisations to attend the course;
- iv. Participants must attain at least 75% attendance at the course;
- v. Participants must not be receiving any other forms of financial training assistance administered by other government bodies e.g. MAS or WDA etc;
- vi. Sponsoring business entities of the participants must submit the Application Form to the Course Provider before the commencement of the course; and
- vii. Participants and business entities must **strictly adhere** to the eligibility criteria stipulate above. MPA reserves the right to reject any application in the event of failure from participants/businesses to comply or observe any of the eligibility criteria; and

B) DISBURSEMENT OF TRAINING GRANT

The training grant will only be disbursed to the eligible participants who meet the above criteria upon the completion of the course. TSPs will be required to submit a training grant claim on behalf of all sponsoring companies based on the number of eligible participants, **no later than 3 months** after completion of the approved course.

MPA will verify these claims before forwarding the grant payable to the TSPs who will disburse to the sponsoring business entities of eligible participants.

The softcopy of all the forms can be found on the MPA website: www.mpa.gov.sg/mcf

C) MCF RANDOM AUDIT CHECKS

Courses approved under this scheme will be subject to random audit checks by MPA. TSPs will therefore be required to keep the necessary documentation i.e. participants' application forms and attendance sheets, for a period of **3 years**.