

**COMPANY SPONSORSHIP FORM**

i@Central, Information & Service Centre  
 Nanyang Polytechnic  
 Level 1, Block A,  
 180 Ang Mo Kio Avenue 8, Singapore 569830

**(A) COURSE DETAILS**

Course Title			
Start Date (dd/mm/yy)		End Date (dd/mm/yy)	
Course Code			
Course Fee (incl. GST)	Please refer to course website		

**(B) COMPANY INFORMATION (\* Mandatory)**

Company Name*														
<i>Only for companies applying for the Enhanced Training Support Scheme for sponsored Singaporean or Singapore Permanent Resident. Please select only ONE option below:</i>														
<input type="checkbox"/> <b>Small-Medium Enterprise (SME):</b> (Please complete Annex 1A and submit it together with this company sponsorship form)														
<input type="checkbox"/> <b>Sole Proprietorship (SP):</b> (Please complete Annex 1B and submit it together with this company sponsorship form)														
Name of Contact Person*	Dr/Mr/Ms													
Designation / Department														
Mailing Address														
	Country					Postal Code								
Tel No								Mobile						
E-mail Address*														
Name of Billing Person:	Dr/Mr/Ms							Department						
Billing Address:														
	Country					Postal Code								
Billing Person's Contact Tel:														

**(C) APPLICANT INFORMATION\***

No.	Salutation	Name	#NRIC/FIN	Email Address
1.	Dr/Mr/Ms			
2.	Dr/Mr/Ms			
3.	Dr/Mr/Ms			
4.	Dr/Mr/Ms			
5.	Dr/Mr/Ms			

# Please provide only the last 3 numeric digits and letter of the NRIC or FIN (Refer to [Personal Data Protection Act 2012](#)).

The company will sponsor the above applicant(s) for the course.



\_\_\_\_\_  
 Name/Designation

\_\_\_\_\_  
 Signature/Date

\_\_\_\_\_  
 Company Stamp:

## Annex 1A - DECLARATION FORM FOR ENHANCED TRAINING SUPPORT SCHEME FOR SMALL & MEDIUM ENTERPRISES (SMEs)

### Important Note:

1. Please complete this form and attach it with the relevant UEN printout (refer to Annex 2 for instructions).
2. Please submit this form as part of your supporting documents during course application OR to your Course Co-ordinator/Manager if the course has already commenced.
3. NYP reserves the right to reject the application if it is incomplete.

Name of Trainee(s)		NRIC/FIN no. of Trainee(s) <i>(last 3 numeric digits and letter)</i>	
Training Institution	Nanyang Polytechnic		
Course Title			
Course Commencement Date			
Module Name	Please tick below module(s).		<i>[For <b>Single Module(s)</b> application only]</i>
Module Commencement Date <i>where applicable</i>	<i>[For <b>Single Module(s)</b> application only]</i>		
<b>Please select the options that the trainee is applying for [either (i) OR (ii)]:</b> <i>*Note: Module title may be subject to changes or replaced by another module where applicable.</i>			
(i) <b>Applicable to trainee who is applying to study Full Course</b>		(ii) <b>Applicable to trainee who is applying to study Single Module(s)</b>	
Not applicable		Not applicable	
Not applicable			
Full Entity Name (SME):		UEN Number:	
<b>(a) Declaration of Employer Small and Medium Enterprise (SME) Status and full sponsorship for course/module(s) applied</b>			
This form serves to declare that the named trainee is currently an employee of the above entity. And that the above entity is an organisation registered or incorporated in Singapore and satisfy the following conditions during period of application:			
<input checked="" type="checkbox"/>	1. At least 30% local shareholding <b>AND</b> <b>Please tick 2a. and/or 2b.</b>		
<input type="checkbox"/>	2a. Group <sup>1</sup> annual sales turnover <sup>2</sup> of not more than \$100 million <b>OR</b>		
<input type="checkbox"/>	2b. Group employment size <sup>3</sup> of	Please fill up	(not more than 200)
<sup>1</sup> Group tracing: i. All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents. ii. All subsidiaries of the company.			
<sup>2</sup> Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.			
<sup>3</sup> A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.			
In the event that the above entity no longer meet the above conditions <u>and/or</u> sponsoring the named trainee, the entity must inform Nanyang Polytechnic immediately in writing as they will no longer enjoy the enhanced training support for SMEs.			
<i><b>NOTE:</b> For the purpose of enhanced training support application under this scheme, SMEs include Associations, Charitable Organisations (VWOs), Societies who are registered/ incorporated in Singapore.</i>			
<b>(b) Check list for enclosed compulsory supporting documents</b>			
Recent printout from UEN website as evidence that the above entity is registered in Singapore with a valid UEN number (must be dated not more than 1 week after course application closing date). (See sample printout in Annex 2).			
<b>(c) Sponsoring company details and endorsement</b>			
Email address of HR Office (or equivalent)			
Contact no. of HR Office (or equivalent)			
Name & Designation of signatory:	Signature:	Date:	Company Stamp:

## Annex 1B - DECLARATION FORM FOR ENHANCED TRAINING SUPPORT SCHEME FOR SOLE PROPRIETORSHIP (SP)

### Important Note:

1. Please complete this form and attach it with the relevant UEN printout (refer to Annex 2 for instructions).
2. Please submit this form as part of your supporting documents during course application OR to your Course Co-ordinator/Manager if the course has already commenced.
3. NYP reserves the right to reject the application if it is incomplete.

Name of Trainee(s)		NRIC/FIN no. of Trainee(s) <i>(last 3 numeric digits and letter)</i>	
Training Institution	Nanyang Polytechnic		
Course Title			
Course Commencement Date			
Module Name	Please tick below module(s).		<i>[For <b>Single Module(s)</b> application only]</i>
Module Commencement Date <i>where applicable</i>	<i>[For <b>Single Module(s)</b> application only]</i>		
<p><b>Please select the options that the trainee is applying for [either (i) OR (ii)]:</b></p> <p><i>*Note: Module title may be subject to changes or replaced by another module where applicable.</i></p>			
(i) Applicable to trainee who is applying to study <b>Full Course</b>		(ii) Applicable to trainee who is applying to study <b>Single Module(s)</b>	
<input type="checkbox"/> Not applicable		<input type="checkbox"/> FEATURE WRITING AND DIGITAL NEWSLETTER DESIGN	
<input type="checkbox"/> Not applicable			
Full Entity Name (SME):		UEN Number:	
<b>(a) Declaration of Employer Sole-Proprietorship Status and full sponsorship for course/module(s) applied</b>			
<p>This form serves to declare that the named trainee is currently an employee of the above entity. And that the above entity is an organisation registered or incorporated in Singapore as a sole-proprietorship</p> <p><b>with employee size of</b> <input style="width: 100px;" type="text" value="Please fill up"/> <b>(not more than 200)</b> and is active during period of course application.</p> <p>In the event that the above entity no longer meet the above conditions <u>and/or</u> sponsoring the named trainee, the entity must inform Nanyang Polytechnic immediately in writing as they will no longer enjoy the enhanced training support for SMEs.</p> <p><i>NOTE: For the purpose of enhanced training support application under this scheme, SMEs include Associations, Charitable Organisations (VWOs), Societies who are registered/ incorporated in Singapore.</i></p>			
<b>(b) Check list for enclosed compulsory supporting documents</b>			
Recent printout from UEN website as evidence that the above entity is registered in Singapore with a valid UEN number (must be dated not more than 1 week after course application closing date). (See sample printout in Annex 2)			
<b>(c) Sponsoring company details and endorsement</b>			
Email address of Sole-proprietor			
Contact no. of Sole-proprietor			
Name & Designation of signatory:	Signature:	Date:	Company Stamp:

**(A) Steps to find and print UEN printout**

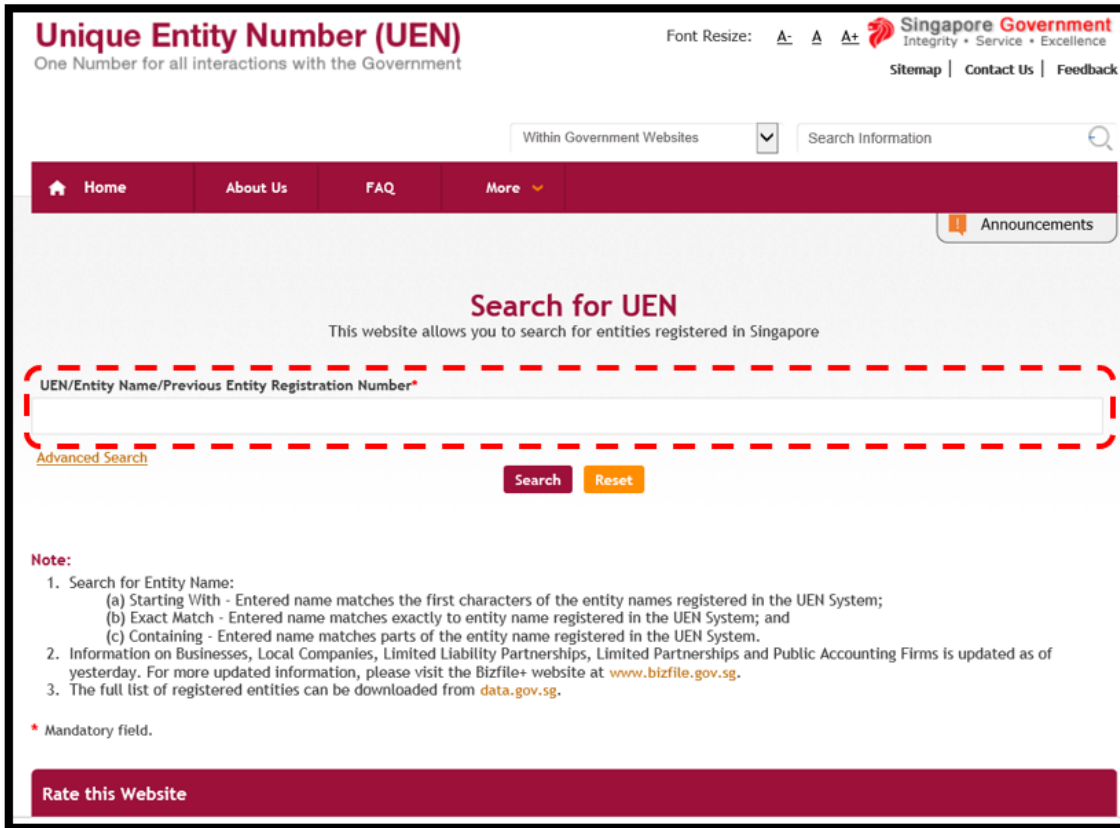
Step 1: Go to website: [www.uen.gov.sg](http://www.uen.gov.sg)

Step 2: Enter your company Entity Name or UEN Number in the box (highlighted in red below)

Step 3: Click on the “Search” button to get the search results

Step 4: Print the search results and attach printout to declaration

**Unique Entity Number (UEN) website**



**(B) Sample of required UEN printout**

