**APPLICATION PROCESS**

Note: HDB has imposed a cap of about 30 premises allocated each year in the first instance, to keep the scheme sustainable, and to retain other HDB shop spaces for other businesses’ needs. Each inclusive business (IB) can get the policy benefits for only 1 HDB shop unit. The tenancy period is for 3 years.

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| **SECTION A: EMPLOYER INFORMATION** |
| **REGISTERED NAME OF EMPLOYER** |  |
| **UEN NUMBER** |  |
| **REGISTERED ADDRESS OF EMPLOYER** |  |
| **SMALL MEDIUM ENTERPRISE (SME)[[1]](#footnote-1)** | [ ]  **Yes** | [ ]  **No** |
|  |  |  |
| **SECTION B: CONTACT PERSON INFORMATION** |
| **NAME:**  | **DESIGNATION:**  |
| **EMAIL:**  | **CONTACT:** |
|  |  |  |
| **SECTION C: PROPOSAL FOR BUSINESS** |
| 1. **PLEASE PROVIDE DETAILED DESCRIPTION ABOUT THE BUSINESS ON THE PREMISE, BASED ON THE FOLLOWING ITEMS.**
 |
| **Description of Business Activities and Intended Business Plans**  |

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| **Size of Business (please indicate workforce size and annual sales turnover)**1. Size of Workforce at Premise : Click or tap here to enter text.

 1. No. of Employee/s with Disabilities at Premise: Click or tap here to enter text.
2. % of Employee/s with Disabilities at Premise : Click or tap here to enter text.
3. Total Company Workforce Size : Click or tap here to enter text.
4. Annual Sales Turnover : Click or tap here to enter text.
 |
| **Description of Manpower Allocation and Job Positions for Employee/s with Disabilities** |
| **Addresses Considered for Leasing (Please provide specific locations, indicating minimally name of the town. For example, Bedok, Jurong East, Woodlands)** |

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| 1. **EMPLOYEE(S) WITH DISABILITIES**
 |
| **NAME****(as in NRIC)** | **NRIC** | **SEX2** | **DATE OF BIRTH**(DD/MM/YY) | **CITIZENSHIP2** | **RACE2** | **DISABILITY TYPE2** | **HIGHEST QUALIFICATION2** | **DESIGNATION** | **SALARY** | **EMPLOYMENT START DATE**(DD/MM/YY) |
|  |  | Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  | Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  | Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  | Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |

2 Sex, Citizenship, Race, Disability Type and Highest Qualification are in dropdown list, please use the options.

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| **SECTION G: DECLARATION BY EMPLOYER** |
| I hereby accept the Terms & Conditions of the Inclusive Business Programme in Annex A and Qualifying Conditions in Annex B. I further declare that the particulars given in this application and the attachments are accurate. I understand that omissions, misrepresentations or any false statements made by me on this application will be sufficient cause for immediate termination of lease.Signed by: CEO/MD/Director or delegated authority for and on behalf of the  Employer:  Company Stamp  UEN of Employer:  Name:  Signature  Designation:  |

**ANNEX A**

**TERMS AND CONDITIONS OF INCLUSIVE BUSINESS PROGRAMME**

**COMMENCEMENT AND DURATION**

1. The ‘Inclusive Business Programme Application Form’ must be signed by the Managing Director/ CEO/Director/equivalent authorised person of the company, partnership, sole proprietorship, business or organisation (referred to as “Employer”) and endorsed with the company stamp.
2. Please submit the completed ‘Inclusive Business Application Form’ together with Annex A and Annex B to SG Enable Ltd (referred to as “SG Enable”) upon meeting the qualifying conditions as in Annex B. All fields are mandatory unless stated otherwise and information provided should be true and accurately reflected.

**GENERAL**

1. The Inclusive Business Programme is administered by SG Enable and Housing & Development Board (HDB). SG Enable and HDB reserve the rights to change the terms, conditions, eligibility criteria, claim requirements, funding, processes and other elements of the Inclusive Business Programme and to withdraw, suspend or terminate the Inclusive Business Programme at any time without prior notice in their sole discretion.
2. The Employer must fulfil the applicable qualifying conditions and also abide by the requirements of the programme as well as provide such required documentation as stipulated in **Annex A** and **Annex B** in order to be maintain programme eligibility.
3. The Employer shall submit to SG Enable the relevant reporting forms, required information and documents within the timeframe stipulated by SG Enable.
4. All information and documents in relation to the Inclusive Business Programme submitted by the Employer are to be complete, true and accurate.

**FALSE OR INCOMPLETE INFORMATION**

1. Reasons for claim rejection may include, but are not limited to the following:
2. False, incomplete or inaccurate claim.
3. Failure to meet the eligibility criteria, qualifying conditions, documentation requirements and submission timeframe of the claim.
4. Failure to submit claim that is signed by authorised personnel with company stamp.

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**AUDIT AND CHECKS**

1. SG Enable and HDB reserve the right to conduct such reviews, inspections or audits on any Employer who participates in the Inclusive Business Programme. The Employer shall allow the appointed auditor or nominated representatives to assess the Employer’s premises, inspect and make copies of financial accounts, CPF records, and any other documents in relation to Inclusive Business Programme. The Employer shall also inform the employed persons with disabilities, and any other employee, that SG Enable, HDB, or its appointed auditor or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the purposes of conducting effectiveness surveys or audits in relation to the Inclusive Business Programme.
2. The Employer shall retain records and documents in relation to the Inclusive Business Programme for seven years and shall also comply with prevailing law and regulations on documents retention. These records may include but not limited to the following:
	1. Employment contract; and /or
	2. Employee Information; and /or
	3. Salary slips and records, including Central Provident Fund (CPF) contribution records; and /or
	4. Payment receipts and invoices.
3. These records and documents retained shall be made available for inspection and reviews during audits. The Employer shall provide any additional information and documentations in relation to Inclusive Business Programme when requested by SG Enable.

**RELATIONSHIP OF PARTIES**

1. Nothing in this document shall be construed as creating a partnership, joint venture or agency. Both parties agree that they shall not be authorised to represent, make any commitment or bind the other to third parties.

**ASSIGNMENT AND TRANSFER**

1. The Employer shall not assign or transfer its rights, benefits or obligation arising from the Inclusive Business Programme without the prior written consent of SG Enable.

**CONFIDENTIALITY**

1. For the purpose of confidentiality, the following shall apply:
	1. Any information of a non-public, confidential or proprietary nature; whether commercial, financial, technical nature; customer, client, supplier, product, funding, training or training-related; or otherwise all information exchanged between SG Enable and the Employer shall be deemed to be ‘confidential’.

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* 1. Except with the other Party’s prior written consent, neither Party shall disclose to any third party any confidential information from the other Party in any document, correspondence, or obtained in confidence from the other Party in relation to the Inclusive Business Programme.

**DISCLAIMER OF LIABILITY**

1. SG Enable and HDB shall not in any circumstances be liable to the Employer for any losses or damage sustained by the Employer and/or its employees, agents or associates arising from or in connection with the Employer’s participation in the Inclusive Business Programme.

**INDEMNITY**

1. The Employer shall indemnify and keep SG Enable and HDB indemnified against any claims, proceedings, notices, summons, actions from any party for any injury to any person or loss or damage to any property or from any governmental or statutory authorities arising from or in connection with the Employer’s participation in the Inclusive Business Programme.

**PERSONAL DATA PROTECTION**

1. The Employer shall:
	1. Comply with all relevant laws and regulations of Singapore including but not limited to the Singapore Personal Data Protection Act 2012 which may apply.
	2. Obtain the necessary consent from all relevant parties to disclose their personal data to SG Enable who may share these data with government ministries and agencies for the administration of the Inclusive Business Programme.

Please refer to <https://www.sgenable.sg/our-policies> for the latest Privacy Policy.

**SEVERABILITY**

1. In the event any provision of this agreement shall be determined to be illegal, invalid or unenforceable, all other remaining provisions of the agreement shall continue in full force and effect.

**NO WAIVER**

1. The failure or neglect by SG Enable to enforce any of the rights under this agreement will not be deemed to be a waiver of SG Enable's rights. Any waiver of SG Enable’s rights shall be effective only if given in writing to the Employer.

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**BREACH OF ANY TERM**

1. In the event that the Employer breaches any of the above-mentioned terms and conditions, SG Enable reserves the right to withdraw, suspend, terminate the Inclusive Business Programme to the Employer.

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**ANNEX B**

**qualifying conditions**

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| **Inclusive Business Programme** |
| **Qualifying Conditions** | * The Employer must be registered as an Open Door Programme employer.
* The Employer must tap on SG Enable’s Job Placement and Job Support programme.
* The person(s) with disabilities hired must be a Singapore Citizen or Permanent Resident. He/she must be certified to have any one of the following permanent disability: autism spectrum disorder, intellectual disability, physical impairment, hearing impairment and visual impairment.
* The person(s) with disabilities must have started work at or within 3 months from the start of the lease.
* The employment contract between the Employer and the person(s) with disabilities must indicate a contractual period of at least 1 year.
* The number of person(s) with disabilities hired constitute at least 20% of the total employee headcount on the premise.
* Each Employer is entitled allocation of one shop space.
* Employer must not have benefitted from Inclusive Business Programme before.
 |
| **Documents to submit:** | 1. Original completed application form with authorised signature and corporate/business stamp.
2. Copy of the employment letter(s)/contract(s).
3. Copy of NRIC of employed person(s) with disabilities.
4. Proof of permanent disability of employed person(s) with disabilities, e.g. latest doctor’s memorandum and/or membership card of Social Service Agency Organisation (SSA) providing disability services recognised by SG Enable.
5. Proof of SME status (if employer claims SME status)
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1. Defined as companies with at least 30% local shareholding; AND group annual sales turnover of not more than $100M (inclusive of their parent company) OR group employment size of not more than 200 workers. [↑](#footnote-ref-1)