

CCP FOR RETAIL INDUSTRY
APPLICATION FORM

Section A: Instructions	
1) All fields are to be completed 2) The approval of this application is at the sole discretion of Workforce Singapore (WSG). WSG is not obliged to state the reasons for its decision. 3) By submitting the application to WSG, the Company declares that the information provided/attached is true and accurate. 4) WSG may audit the relevant documents submitted by the Company from time to time. The Company is expected to render full assistance upon request.	
Section B: Company's Information	
Registered Business Name	
Company's Address	
Business UEN	
Current Workforce Size	
Name of Contact Person <i>(Overseeing CCP for Retail Industry)</i>	
Designation	
Email	
Contact Number	
ACRA BizFile	<i>Please attach ACRA BizFile dated not more than 6 months from date of application</i>

Section C1: Place and Train (For New Hires) <i>(Responses to the following questions are <u>compulsory</u>)</i>		
	Previous Employment (Last-held)	Current Employment
Company Name		
Industry Sector		
Job Title / Designation		
Main Job Functions	<i>Please attach new hire's latest CV stating his/her qualifications and work experience</i>	<i>Please attach JD, Employment Contract¹ (if applicable)</i>

Please answer the following questions before submission to WSG <i>(please tick off)</i>
1. My Company is registered or incorporated in Singapore. <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>

¹ The Employment Contract shall bear the company's letterhead and stamp, and contains the employment start date, official working hours, job title, job description and fixed month salary of the new hire.

2. The offered job role(s) offer monthly gross salaries of at least at least \$2,500 (PMET) and/or \$1,850 (RnF).

Yes No

3. My Company acknowledges that the redesign job(s) on this programme are not meant to support ad-hoc staff redeployment, direct promotion or business-as-usual training related to existing job functions.

Yes No Not Applicable

4. My Company has undertaken cost cutting measures within last 6 months that resulted in more than 25% reduction in i) gross monthly salary for local employees; and/or ii) basic monthly salary for foreign employees.

Yes No

If yes, please share on the roles which underwent cost cutting:

5a. My Company has undertaken a retrenchment exercise involving at least 5 employees within the last 6 months.

Yes No

5b. If yes, are the job roles applied for the CCP for Retail Industry similar to the job roles impacted by retrenchment exercise?

Yes No

6. My Company confirms that participants of the CCP for Retail Industry are **not**:

- Shareholders of the Company or its related companies
- Immediate ex-staff of the Company or its related entities
- Related to the owners of the Company

Yes No

7. My Company confirms that it complies with the Employment Act 1968

Yes No

Section E: Acknowledgement & Declaration

I confirm that all information provided in this application form, including additional documents submitted as part of the application, is true and accurate. I acknowledge that it will be used by WSG and its appointed Programme Partners to evaluate my application for the CCP for Retail Industry funded by WSG.

I am aware that WSG and its appointed Programme Partners reserve the right to request for the return of the funds awarded if my company is found to have applied for any other similar government grants under WSG and/or falsified any information provided in this application.

Name:
Designation:
Name of Organisation:
Date:

Signature:

NOTE: Please email the completed form to SIRS CCP-RI mailbox ccp-ri@sirs.edu.sg