

SBF Rising in Support of Enterprises (RISE) Programme Declaration of Attendance



This form is to be completed when an SBF member has attended a qualifying activity(ies) organised by one of SBF's Trade Association or Chamber (TAC) partners and wishes to apply for support from the SBF RISE Programme. SBF members need not use this form when attending activities organised by SBF or SBF's programme partners.

SECTION I - To be completed by SBF Member

Important Notes:

1. The SBF member may include up to 3 activities in each Declaration of Attendance if the activities are organised by the same TAC partner.
2. Each activity may have more than 1 participant from the same company.
3. Where the SBF member attends activities organised by more than 1 TAC partner, a separate Declaration of Attendance form must be completed for each TAC partner.
4. The SBF member must ensure that the details provided in this form correspond with the information given in its RISE e-Application Form.
5. The form must be completed by the company's Chief Financial Officer, Financial Controller, Finance Manager or company representative in a similar or more senior role.
6. The SBF member should print a copy of this form and complete Section I before routing the form to the organiser of the activity(ies) to complete Section II. Upon completion of both Sections I and II, the SBF member should submit this Declaration of Attendance form and other supporting documents with its RISE e-Application Form.

Name of Participant(s)	Name of Activity	Total Cost of Activity (must match proof of payment)	Start Date of Activity	End Date of Activity	Organiser of Activity(ies) (Please state the Trade Association or Chamber)
	(Activity 1)	Including GST of \$ _____ / GST not applicable*			
	(Activity 2, if applicable)	Including GST of \$ _____ / GST not applicable*			
	(Activity 3, if applicable)	Including GST of \$ _____ / GST not applicable*			

** please delete as appropriate*



a. I hereby confirm that:

- My company is/is not* a member of the Trade Association or Chamber organising the activity(ies).
- The activity(ies) submitted for reimbursement in this form has not been previously submitted for claims under any SG Together Enhancing Enterprise Resilience (STEER) programme of the organiser (if applicable).
- The participant(s) listed on the previous page has(have) participated in the stated activity(ies).
- All information provided in this form is true and accurate.

** please delete as appropriate*

b. I consent to the collection, use and disclosure of any personal data provided for the purpose of the processing and administration by SBF relating to my company's application for support under the SBF RISE Programme, in accordance with SBF's [Privacy Policy](#).

Signature of SBF Member: _____ Name of Organisation: _____

Name: _____ Title/Position: _____ Date: _____

SECTION II - To be completed by TAC Partner

I hereby certify that:

- The above participant(s) has(have) participated in the stated activity(ies).
- The SBF member or participant(s) has(have) paid for stated activity(ies).
- The SBF member is/is not* a member of our organisation.
- If the SBF member is a member of our organisation, the company has not previously submitted the activity(ies) stated in Section I for claims under our organisation's STEER programme, if applicable.

** please delete as appropriate*

Signature of Processing Officer: _____ Name of Organisation: _____

Name: _____ Title/Position: _____ Date: _____