

**Declaration Form for Career Conversion Programme**

I have understood and hereby agree with the Terms and Conditions as stipulated in the declaration form to take part in the Career Conversion Programme (CCP).

1. Singapore Business Federation (SBF) would liaise with the company's contact person on all matters related to the application.
2. Applicant company to provide additional information should any matter arise to assist SBF / WSG in review.
3. Applicant company to comply to Employment Act 1968
4. The trainee and the company have thoroughly checked and hereby declares that:
  - a. Company and trainee are not receiving any other grant of a similar nature from other government bodies;
  - b. Company and trainee are not involved in any on-going fraud investigation and/or blacklisted from any Government Agency Grants;
  - c. Company is a locally registered company carrying out a bona fide business that is not facing foreseeable risk of insolvency;
  - d. Trainee is not a shareholder of the company, or its related entities;
  - e. Trainee is not related to the owner(s) of the company and not immediate ex-staff of the company or its related companies.
  - f. Trainee has at least 2 years of full-time work experience / actively looking for employment for 2 years since ORD or last full time continuous education and not a fresh graduate;
  - g. Job role offered is a PMET (i.e Professionals, managers, executives, technicians) job role; and
  - h. Trainee did not held a similar job role in the same industry and/or markets prior to joining the CCP
  - i. Company and Trainee do not have any private/personal dealings in relation to the CCP application/employment contract.
  - j. Company and Trainee have declared any conflict of interest which may influence the eligibility and eventual approval of the CCP application.

We hereby declare that the information provide above is true and accurate. We also declare the consent to share personal data and relevant information with SBF and relevant government agencies for the purpose of participation in CCP and grant administration.

In the event that any declaration / information provided by participating company and/or trainee are found to be inaccurate and render company / trainee to be ineligible for the CCP or enhanced funding rates, SBF and/or WSG reserves all rights to withhold all grants and/or impose a clawback on previously disbursed grants from the participating company. Where required, SBF and/or WSG may take necessary legal action against the participating company and/or trainee and any relevant party involved.

\_\_\_\_\_  
(Signature of Company Representative)

\_\_\_\_\_  
(Signature of Trainee)

Name of Company Representative & Designation:

Name of Trainee:

Date

Date