

TRAVEL SMART GRANT (DEVELOPER) REIMBURSEMENT FORM

("Reimbursement Form")

Please read the following instructions carefully before completing this form.

1. **Only developers submitting applications for provision of End-of-Trip facilities for the subjected office development can apply for the Travel Smart Grant (Developer). By submitting this form, the applicant developer ("Developer") agrees to the terms and conditions of the Land Transport Authority of Singapore ("LTA") as set out herein (which includes the Information Sheet for Travel Smart Grant (Developer) and its annexures). All Reimbursement Application must be submitted by 30 April 2020.**
2. All fields in this application are **compulsory**. Where information is not applicable, a "N.A." is necessary.
3. Upon completion of the End-of-Trip facilities, the Developer shall invite LTA for site inspection for the completed End-of-Trip facilities. The Reimbursement Approval will only be issued if the End-of-Trip facilities are implemented according to the approved Grant Application Form. A list of End-of-Trip facilities that can be considered for co-funding is set out herein at **Annex A** of the **Information Sheet for Travel Smart Grant** enclosed herewith.
4. All supporting documents listed below must be submitted together with the Reimbursement Form:
 - a. Temporary Occupation Permit (TOP) for the subjected building works (once obtained);
 - b. Travel Smart Grant (Developer) Letter of Approval and the approved Application Form;
 - c. Supporting document(s)¹ proving that each End-of-Trip facilities (as listed in section 2) were properly and satisfactorily constructed.
5. LTA reserves the right to request for additional information and/or document(s) for evaluation of the application.
6. All supporting document(s) (in hardcopy) must be submitted together with the completed Travel Smart Grant (Developer) Reimbursement Form to:

*Land Transport Authority of Singapore
1 Hampshire Road, Block 11, level 4.
Singapore 219428
Attn: Travel Smart Grant (Developer)Team, Active Mobility Unit*

Or via email to the following address: LTA_AMU_Registry@lta.gov.sg
7. The Developer should demonstrate that the End-of-Trip facilities to be reimbursed are the same as those listed in the Travel Smart Grant (Developer) Application Form that was previously approved by LTA.
8. LTA reserves the right to reject the claim at its sole discretion and for any reason, including without limitation. In addition, LTA reserves the right *not to provide unsuccessful claimants with the details and/or reasons of their rejection or entertain any appeals.*
9. The issuance of Letter of Approval for Developer's Travel Smart Grant (Developer) Application Form does not guarantee reimbursement. During the Reimbursement Application Stage, the Developer must submit supporting documents proving *inter alia* that the construction cost incurred for each End-of-Trip facilities are in accordance with the Estimated Claim

¹ Such supporting document can be in the form of photos, etc.

Amount listed in their approved Travel Smart Grant (Developer) Application Form and have been reasonably incurred.

10. *Reimbursement for approved End-of-Trip facilities will only be made to a claimant upon approval of a completed Travel Smart Grant (Developer) Reimbursement Form.*
11. LTA reserves the right to audit successful claimants at any time within 2 year after the reimbursement to ensure that the grant is used appropriately. Receipts, invoices and other supporting documents are to be retained for up to 6 months from the date the monies from the Travel Smart Grant are disbursed from LTA to the Developer.
12. LTA reserves the right to conduct survey(s) at any time with one or more of the building user(s) on their travel pattern(s) and request information and data related to the development, tenants as well as the End-of-Trip facility usage rate within 2 years after the Temporary Occupation Permit is obtained, or after the building reach 80% occupancy.
13. *If the Developer's Travel Smart Grant (Developer) Reimbursement Form is approved and monies from the Travel Smart Grant has been disbursed to the Developer, and (a) it is subsequently discovered that the Developer has caused the monies to be disbursed to it by false or misleading means; or (b) not all measures in the Developer's Travel Smart Grant (Developer) Reimbursement Form have been completely implemented, the Developer shall, within seven (7) days of LTA's written demand thereof, return ALL monies disbursed from the Travel Smart Grant to LTA as demanded.*
14. The Developer shall ensure that all necessary consents have been procured for LTA to collect, use and disclose any personal data provided to LTA for the purpose of carrying out all aspects of the Travel Smart project in relation to the Developer's participation in such project. The Developer shall promptly inform LTA of any withholding or revocation of consent by anyone for LTA to collect, use and/or disclose any personal data. The Developer recognises that such withholding/revocation of consent may hinder the performance of some or all aspects of the Travel Smart project (including the processing of any claims) and shall not hold LTA liable for any circumstances or consequences arising directly or indirectly from such withholding/revocation of consent.
15. For all queries pertaining to the Travel Smart Grant (Developer), Developers are to email:
LTA_AMU_Registry@lta.gov.sg.

SECTION 1 – CLAIMANT DETAILS

To be completed by the appointed Travel Smart Leader of the participating Developer

i) Developer			
ii) Name and location of the development for provision of End-of-Trip facilities			
iii) Name & IC/Passport No. of Travel Smart Leader		iv) Designation	
v) DID & HP No.		vi) Email	
vii) Development type according to the prevailing Master Plan			
viii) Type of development application to LTA for the provision of End-of-Trip facilities	<input type="checkbox"/> New Development <input type="checkbox"/> Redevelopment Application <input type="checkbox"/> Addition & Alteration (A&A) Application		
i) Travel Smart Grant Application Number			

SECTION 2 – PURCHASING DETAILS

To list the End-of-Trip facilities that the Developer wishes to seek reimbursement for
(Please add more rows/ pages if necessary)

S/ No	Description of End-of-Trip facilities	Implementation Date(s)	Unit Cost (S\$) ²	Qty	Total Cost (S\$)	Total Claim Amount ³

² Please note that the GST component of all goods and services procured will not be reimbursed by LTA.

³ Total Claim Amount shall be maximum 80% of the Total Cost.

SECTION 3 - SITE INSPECTION FOR END-OF-TRIP FACILITIES

To be completed by the appointed Travel Smart Leader of the participating Developer

I, _____ (Travel Smart Leader) on behalf of _____ (Developer)
declare that:

- 1) the implementation of the proposed End-of-Trip facilities are in compliance to the approved Travel Smart Grant (Developer) Application Form; and
- 2) all the proposed End-of-Trip facilities listed in section 2 of the Reimbursement Form are properly constructed for usage.

To validate the above, I, _____ (Travel Smart Leader) on behalf of _____ (Developer), would like to invite LTA officers for site inspection on _____, subjected to LTA's availability.

For Official Use Only
<i>Date of the site inspection for End-of-Trip facilities:</i>

SECTION 3 – DECLARATION

To be completed by applicant Developer

	Yes / No	If No, please set out the explanation and further information
1. The Developer is solvent and no liquidation or winding-up proceedings have been commenced or are pending against it.		
2. There are no unsatisfied judgments outstanding against the Developer that will materially impact the solvency of the Developer.		
3. Neither the Developer nor its proprietor (in the case of a sole proprietorship), directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association) has/have been convicted of any offence involving fraud, misrepresentation and/or dishonesty.		
4. There have been/are no prosecutorial or civil proceedings commenced/pending against the Developer or its directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association), in the last 10 years preceding the date of this declaration for fraud, misrepresentation and/or dishonesty.		
<p>5. The Developer and/or its directors, shareholders, employees or any other person related to the aforesaid persons has/have not been given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, by consultants or vendors or their directors, shareholders, employees or any other person related to the aforesaid persons, in connection with the Travel Smart Grant (Developer) and/or this claim; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment.</p> <p>I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking LTA's approval may constitute an offence by law (including under the Penal Code and/or the Prevention of Corruption Act).</p>		

<p>6. The facts stated in this application and the accompanying information are true, complete and correct to the best of my/our knowledge and belief and that I/we have not withheld/distorted any material facts.</p> <p>I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted, and in addition, LTA may, at its discretion, withdraw or cancel the grant in full or in part and recover immediately from the Developer any amount that may have been disbursed.</p>	
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Signature & Developer Stamp	
<p><i>Note: Only the Travel Smart Leader, as nominated in the preceding Travel Smart Grant application approved by LTA, may sign this declaration.</i></p>	Name
	Designation
	Date