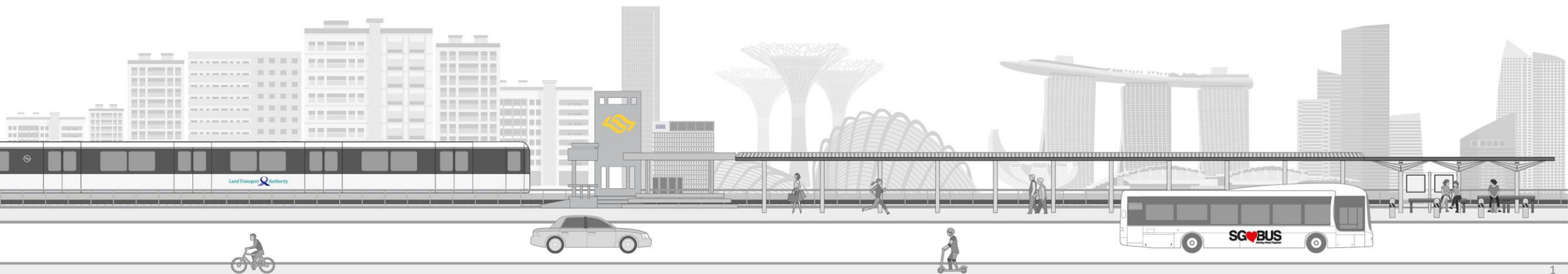


# EV Common Charger Grant (ECCG) Step-By-Step Claim Guide

*Accurate as of 18 Jan 2022*



# Summary of Claim Application Steps

Step 1 – Access Business Grants Portal

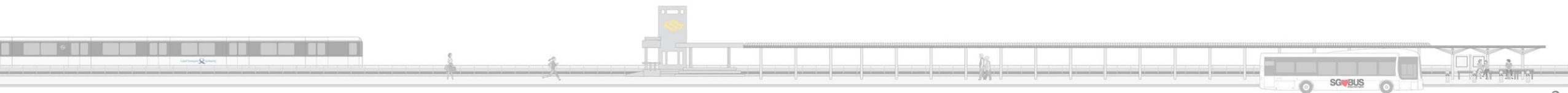
Step 2 – Select Grant to Apply for Claim

Step 3 – Fill in Claim Application Details

Step 4 – Declare and Review

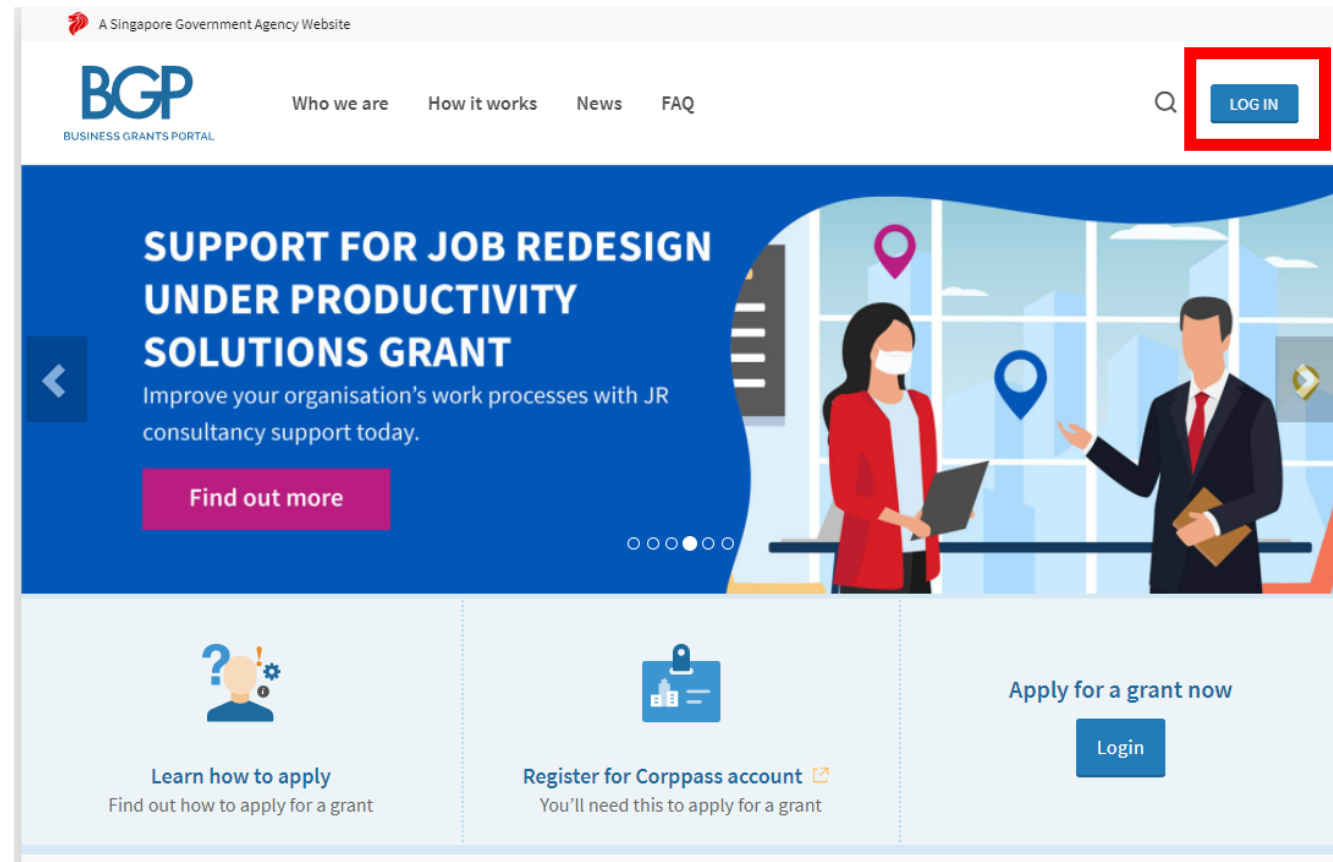
Step 5 – Submit Claim Application

Post submission



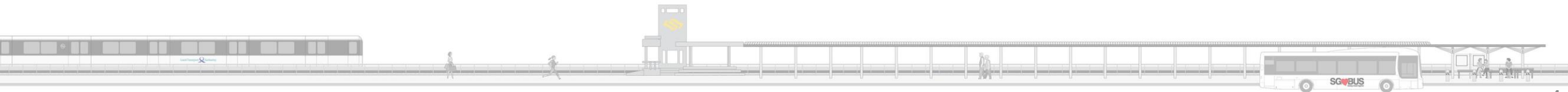
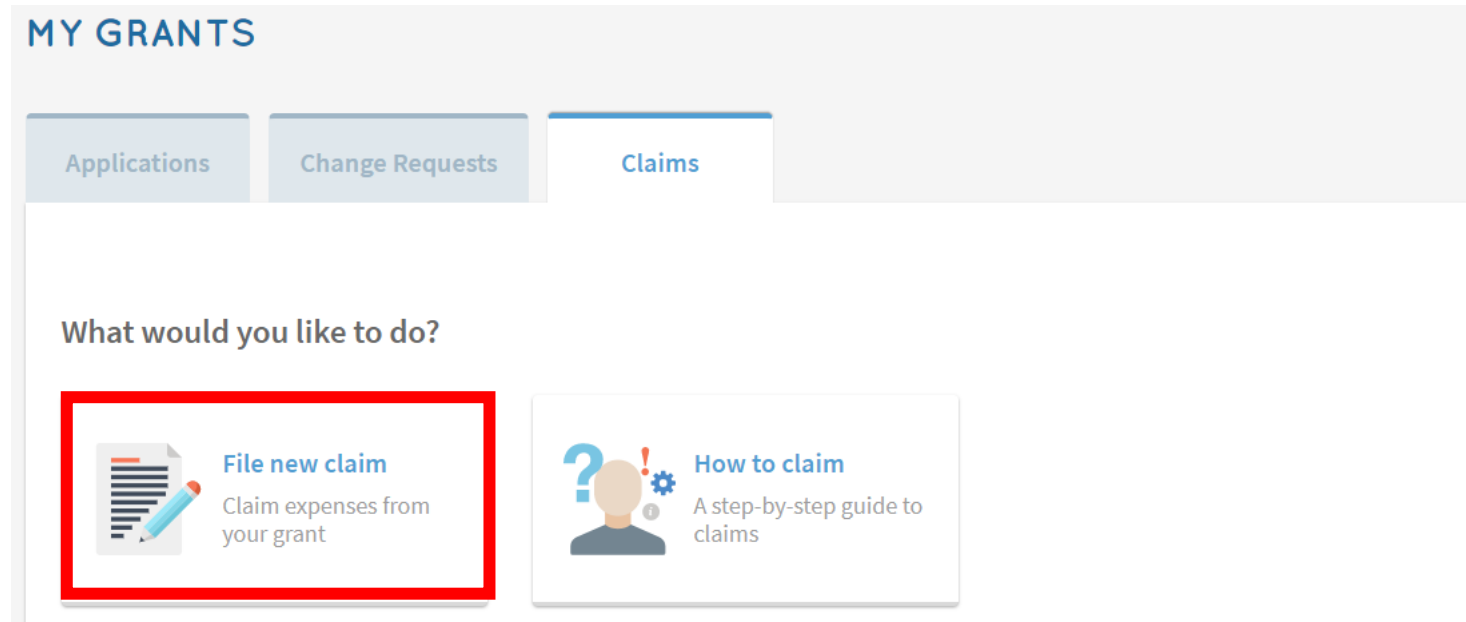
# Step 1 – Access Business Grants Portal

- Visit: <https://www.businessgrants.gov.sg/>
- Click 'Login' to login using your Corppass account



# Step 1 – Access Business Grants Portal

- Click 'File new claim' to proceed with claim application

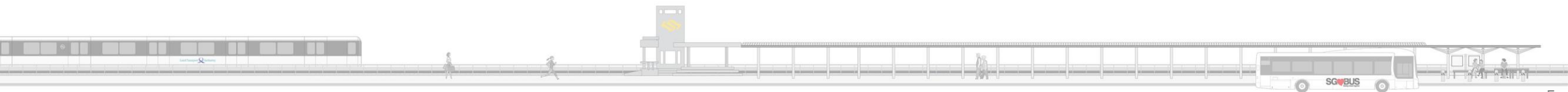


# Step 2 – Select Grant to Apply for Claim

- Select the grant reference ID that you will be submitting claim application for.

**FILE NEW CLAIM**

Ref ID	Grant Type	Project Title	Claim Due Date
2112JJZ7	Electric Vehicle Charging System	test ECCG claim	03 Jun 2022

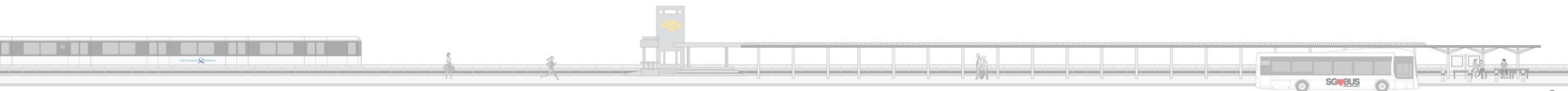


# Step 2 – Select Grant to Apply for Claim

- Click 'Proceed' to continue with claim application

The screenshot displays a user interface with four main sections, each with an icon, a title, a description, and a button:

- CLAIMS**: Review or edit your claims form. The 'Proceed' button is highlighted with a red border. Below it is a red link labeled 'Delete Claim'.
- GRANT APPLICATION**: View your grant application form. A 'View' button is located to the right.
- HISTORY**: View the history of this application. A 'View' button is located to the right.
- LETTERS AND DOCUMENTS**: A 'View' button is located to the right.



# Step 3 – Fill in Claim Application Details

- Fill in contact details, click 'Next'

Contact Person and Mailing Address should be the same as approved grant application, unless there are valid reasons for change

« Back to Claim Actions

Contact Details

Claim Information

Declare & Review

### Main Contact Person

Notifications about the claim will be sent to the main contact person. Update this, if needed.

Name \*

Job Title \*

Contact No. \*

Email \*

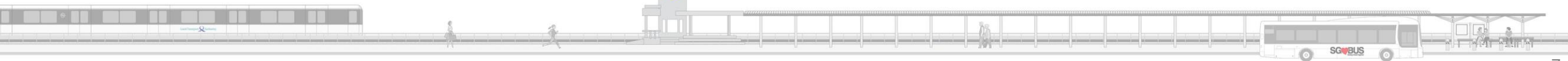
Alternate Contact Person's Email

Mailing Address

Postal Code \*

Block/House No. Street

Level Unit Building Name



# Step 3 – Fill in Claim Application Details

- Fill in proposal details, click 'Next'

The screenshot shows a web form with two main sections: 'Project Details' and 'Supporting documents'. The 'Project Details' section includes fields for 'Project Title', 'Name of Property', 'No. of Chargers to be installed', 'UEN of EV Charger Operator', and 'Qualifying Period'. The 'Supporting documents' section has a heading 'Upload documents \*' and a list of required documents: 'Project Claim Form \*', 'Photos and Documents \*', and 'Documents for Claims \*'. Below the list is a dashed box for file upload with the text 'Drag and drop files here or' and a 'Select Files' button. A blue callout box points to the 'Project Title' field with the text 'Project details are prefilled from approved grant application'. Another blue callout box points to the 'Supporting documents' section with a list of documents to upload.

**Project Details**

Project Title

Name of Property

No. of Chargers to be installed

UEN of EV Charger Operator

Qualifying Period

**Supporting documents**

**Upload documents \***

Only jpg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.  
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.

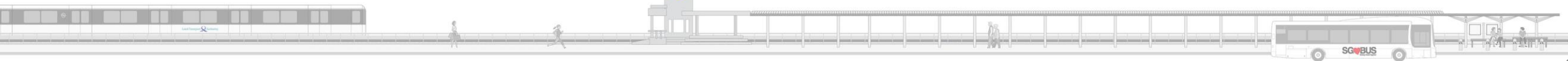
- Project Claim Form \*
  - Project Claim Form
- Photos and Documents \*
  - Photos and Documents of Completed Project
- Documents for Claims \*

Drag and drop files here  
or  
Select Files

Project details are prefilled from approved grant application

Upload the following supporting documents

- Project Claim Form: Form B (from ECCG website)
- Photos of installed chargers and its surroundings as per submitted during grant application stage, photos of chargers in operation, photos of sub-DB, cabling and electrical components, and any other components funded (e.g. routers)
- Documents for claims: Invoices and receipts of expenditure, clearly indicating that **full payment has been made**. The grant can only be awarded on a reimbursement basis.
- Other supporting documents if necessary (e.g. email exchanges between EVCO and vendors)





# Step 3 – Fill in Claim Application Details

Only 1 claim is allowed, so this should be your final claim

Actual expenditure should not be higher than what was approved in the grant application. Amount stated should correspond to invoices/receipts uploaded above

Other Supporting Documents

- Other Supporting Documents

**Expenditure Period \***

Start Date \*

End Date \*

**Payment**

Will this be your final claim? \*  Yes  No

Please note that Actual Expenses must be filled for at least one cost category.

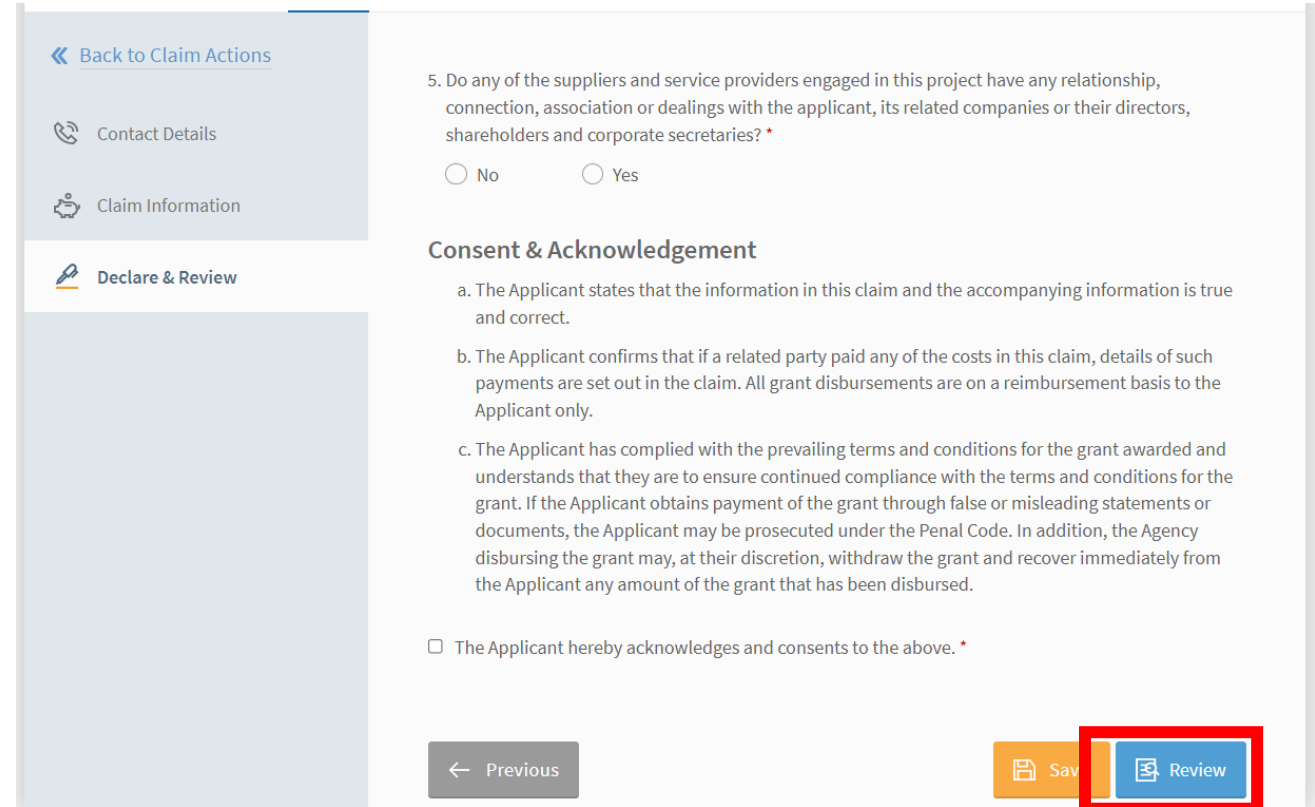
Cost Category	Approved Grant (SGD)	Grant Balance (SGD)	Actual Expenses (SGD)	Support Level (%)	Estimated Claim (SGD)
Professional Services	20,000.00	20,000.00	<input type="text" value="0.00"/>	80	0.00

Total Estimated Claim Amount **SGD 0.00**



# Step 4 – Declare and Review

- Answer declaration questions and acknowledge consents to the application
- Click 'Review' to do a final check on application details



[← Back to Claim Actions](#)

Contact Details

Claim Information

**Declare & Review**

5. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the applicant, its related companies or their directors, shareholders and corporate secretaries? \*

No  Yes

**Consent & Acknowledgement**

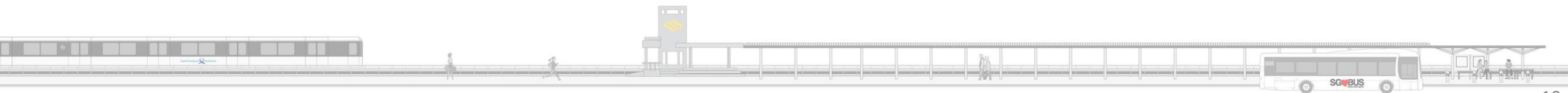
a. The Applicant states that the information in this claim and the accompanying information is true and correct.

b. The Applicant confirms that if a related party paid any of the costs in this claim, details of such payments are set out in the claim. All grant disbursements are on a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

The Applicant hereby acknowledges and consents to the above. \*

[← Previous](#) [Save](#) [Review](#)



# Step 5 – Submit Claim Application

- Click 'Submit' to complete application

The screenshot shows a web interface for the 'Declare & Review' step. On the left is a sidebar with navigation options: 'Back to Claim Actions', 'Company Profile', 'Contact Details', 'Claim Information', and 'Declare & Review' (which is highlighted). The main content area contains a paragraph about reimbursement, a bulleted declaration statement, and a 'Submit' button highlighted with a red box.

Back to Claim Actions

Company Profile

Contact Details

Claim Information

Declare & Review

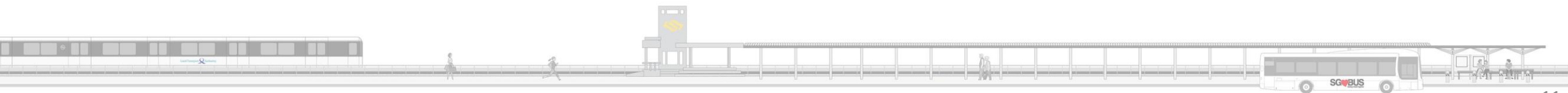
a reimbursement basis to the Applicant only.

c. The Applicant has complied with the prevailing terms and conditions for the grant awarded and understands that they are to ensure continued compliance with the terms and conditions for the grant. If the Applicant obtains payment of the grant through false or misleading statements or documents, the Applicant may be prosecuted under the Penal Code. In addition, the Agency disbursing the grant may, at their discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that has been disbursed.

- We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Submit



# Step 5 – Submit Grant Application

- You will see the following when your application has been submitted successfully

The screenshot displays a web interface for a grant application. On the left is a navigation sidebar with the following items: 'Back to Claim Actions' (with a back arrow icon), 'Company Profile' (with a building icon), 'Contact Details' (with a phone icon), 'Claim Information' (with a document icon), and 'Declare & Review' (with a pencil icon). The main content area is titled 'Electric Vehicle Charging System (Electric Vehicle Common Charger Grant)'. In the top right corner of this area is a green 'Print' button with a printer icon. Below the title, a white box with a green border contains the message: 'Your claim has been submitted.' Below this message, the submission details are listed in two columns. The left column contains: 'Ref ID: 2112JJZ7-CL01', 'Status: Submitted', and 'Submitted on: 29 Dec 2021, 03:13 pm'. The right column, under the heading 'Agency Details:', contains: 'Land Transport Authority', '6225 5582', and 'LTA\_Electromobility@lta.gov.sg'.

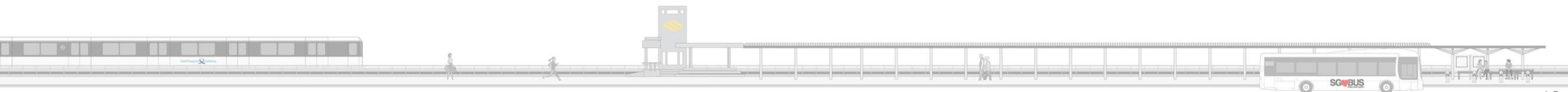
← [Back to Claim Actions](#)

Electric Vehicle Charging System (Electric Vehicle Common Charger Grant)

Print

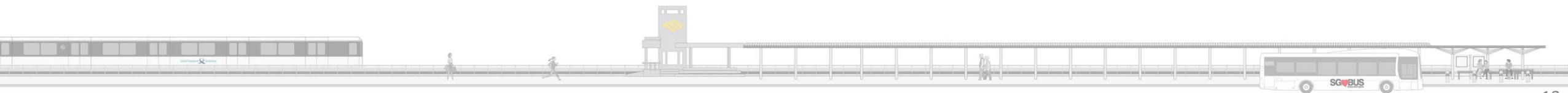
**Your claim has been submitted.**

Ref ID:	2112JJZ7-CL01	Agency Details:	Land Transport Authority
Status:	Submitted		6225 5582
Submitted on:	29 Dec 2021, 03:13 pm		LTA_Electromobility@lta.gov.sg



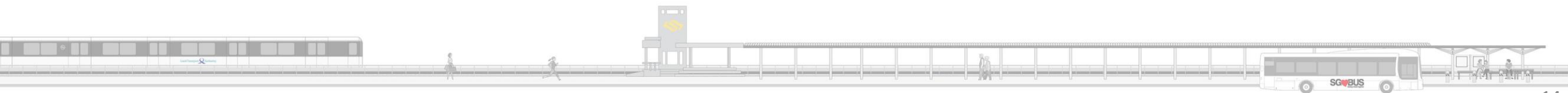
# Post Submission

- LTA will review your claim application after you have submitted it.
- If LTA requires more documents or information on your claim application, the application will be routed back to you. The main contact person indicated in the application will receive a notification. You can resubmit the application after addressing the outstanding comments.
- Please do not email LTA separately with additional documents. Keep all correspondence and clarifications on your application within BGP.
- If the application is in order, you will be notified of your approval on BGP.
- Upon approval of your claim, you will need to submit an e-invoice with the approved claim amount to LTA via vendors@gov at <https://www.vendors.gov.sg>
- You may refer to the following user manuals on the vendors@gov website (<https://www.vendors.gov.sg/Common/UserManual.aspx>) to help you with the e-invoice submission:
  - ‘Login and Registration’
  - ‘Create and Update Vendor Record’
  - ‘E-invoice and E-credit note Submission’



# Post Submission – Tips for Submission on vendors@gov

- (A) Client Agency
  - Ministry/Statutory Board: Land Transport Authority
  - Department: LTA01 - LTA HQ
  - Sub-Business Unit: LTA01 - LTA HQ
  - Attention: Ong Lai Seng / Catherine Teo
- (B) E-Invoice Details
  - Invoicing Instruction/Purchase Order ID: No invoicing instruction/ Direct Invoice
  - Payment Terms: 30 Days
- (C) E-Invoice Line Details
  - Only 1 item should be submitted, unit price of the item should be the approved claim amount on BGP
  - GST: 0



End of Guide

