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Any resemblance to real companies, persons (living or dead) or products is purely coincidental

Note: Instructions on how to complete each section are given in the boxes attached to various sections. Please do not include the boxes when submitting the proposal.

SAMPLE

WOW! FUND CLAIM FORM: Common Tranche

Company Name	:	Company XYZZ Pte Ltd			
Consultant (if any)	:	Ms Sharon Tan, ABCC Consultancy Pte Ltd			
Items		Projected cost (\$)		Amount Spent to date(\$) (Claimable cost after cap) (\$)	
a) Server & laptops		8,000		9,000	
b) Biometric System		6,000		6,000	
c) Work-Life training course (2 pax)		1,000		1,000	
d) Consultancy		6,000		3,000	
e) Family Room		5,000		0	
Expenditure to date (\$)		:	19,000		
Grant Amount to claim for (\$)¹		:	10,000 (cap)		
Employees Details: Please provide at least 5 employees who are offered FWA by the company.					
NRIC	Name	Designation	Tel	Email	Involvement
S7900216Z	Andrew Lim	HR Manager	45482231	Andrew.Lim@xyzz.com.sg	Project Leader
S8034458Z	Carl Tay	Sales Manager	45482231	Carl.Tay@xyzz.com.sg	Staggered Hours, Telecommuting
S0069684J	Siow Li Seng	Technical Head	45482231	ls.siow@xyzz.com.sg	Staggered Hours
S8246910G	Audrey Chua	Admin	45482231	Audrey.Chua@xyzz.com.sg	Staggered Hours, Telecommuting
S7440585D	Stephen Teo	Engineer	45482231	Stephen.Teo@xyzz.com.sg	Telecommuting
S7639971A	Nathan P. Suresh	Marketing Manger	45482231	Nathan.Suresh@xyzz.com.sg	Telecommuting
Declaration					
I certify that the information stated in this claim and the accompanying information are true and correct and the expenses claimed have been paid by us for the implementation of the above project.					
Signature			Signature		
Name			Name		
Designation Managing Director/General Manager *			Designation Accountant/Auditor *		
Company Stamp			Company Stamp		
Date			Date		

* Please delete where applicable

¹ Amount is 80% of "Expenditure to date", or \$10,000, whichever is lower. Minimum of \$12,500 has to be spent before full \$10,000 can be claimed under the Common Tranche..

Attachments

Please provide brief information to describe what has been done below Annex 1 to 3.

- i. Annex 1 – Andrew Lim and Carl Tay attended the Work-Life Training from Sharon Tan from ABCC Consultancy for 2 days from 16 to 17 March 2009. Certificates of attendance for Work-Life training course
- ii. Annex 2 – Staggered hours between 7am-530pm and 9am-730pm are provided from Monday to Friday. Management and sales staff are allowed to telecommute 1 day per week. The workweek was compressed to 5-day. Details are provided in excerpts of HR handbook attached.
- iii. Annex 3 – The FWA programmes was launched by Managing Director at weekly staff meeting on 20 March 2009 with a short Questions & Answers session with the staff. Employees are given the new HR handbook, with email sent on 19 March 2009 to inform them of the changes. Details are provided in email dated 19 March 2009 attached
- iv. Annex 4 – Receipts showing the expenditure of \$19,000 are attached.

ANNEX 1

**ABCC CONSULTANCY
PTE LTD**

CERTIFICATE OF ATTENDANCE

is awarded to

Andrew Lim

for successfully completing

“Introducing Work-Life Strategy”

Sharon Tan, Trainer

**ABCC CONSULTANCY
PTE LTD**

CERTIFICATE OF ATTENDANCE

is awarded to

Carl Tay

for successfully completing

“Introducing Work-Life Strategy”

Sharon Tan, Trainer

ANNEX 2

Part 1: Working Hours

a) Staggered Hours

All employees are allowed to report for work between

7.00am to 5.30pm Weekdays

or

9.00am to 7.30pm Weekdays

Five day week are extended to all staff. Employees have to work an additional hour from Mondays to Fridays to make up for the work that used to be conducted on Saturdays.

b) Telecommuting

Employees are allowed to work remotely (e.g. from home) without being physically present in the office. Management and Sales employees are allowed to go on telecommuting for **one day per week**.

Other employees can be considered for telecommuting on a case-by-case basis, depending on the nature of their work, i.e. whether work can be effectively conducted away from office, as well as business exigencies

Laptops and Virtual Private Network (VPN) access will be made available to the involved employees.

c) Urgent Arrangements

Supervisors have the flexibility to allow staff (with or without laptops) to work from home or revise staff's working hours at an ad-hoc basis if staff encounters personal emergencies.

Employees must get written approval from their immediate supervisor before embarking on their flexible work arrangements. For those telecommuting, a telecommuting schedule must be submitted every 6 months to HR. Supervisors will assess if you are suitable for telecommuting, and explain the reasons for not allowing telecommuting, or provide follow-up criteria you would need to fulfill before your application can be assessed further.

ANNEX 3

To: Employees-ALL<employees.all@xyzz.com.sg>
Cc: Thomas.Sng@xyzz.com.sg; Andrew.Lim@xyzz.com.sg
Subject: Launch of Flexible Working Arrangements
Date: 19/03/2009 09:32 AM

Dear colleagues,

With effect from 20 March 2009, we will be introducing new Flexible Working Arrangements to help you manage your work and personal commitments better.

Staggered Hours

All employees are allowed to report for work between

7.00am to 5.30pm Weekdays

or

9.00am to 7.30pm Weekdays

Five day week are extended to all staff. Employees have to work an additional hour from Mondays to Fridays to make up for the work that used to be conducted on Saturdays.

Telecommuting

Employees from Management and Sales have been selected to embark on telecommuting in view of their job nature which make such arrangements effective. Affected employees will be issued with laptops. Employees can arrange for 1 day per week to perform telecommuting on a regular basis.

Other employees can be considered for telecommuting on a case-by-case basis, depending on the nature of their work, i.e. whether work can be effectively conducted away from office, as well as business exigencies

c) **Urgent Arrangements**

Supervisors have the flexibility to allow staff (with or without laptops) to work from home or revise staff's working hours at an ad-hoc basis if staff encounters personal emergencies.

Employees must get written approval from their immediate supervisor before embarking on their flexible work arrangements.

More Information

More information will be covered in the weekly meeting tomorrow (20/03/2009). Our Managing Director, Thomas (who is also the Work-Life Champion for the Company) will be present to address your queries.

For any enquires, please approach the HR team at 45482231 ext. 143.

Regards,
Andrew Lim (Mr)
HR Manager

ANNEX 4

Techwirezz Pte Ltd

INVOICE

"We've got what you are looking for."

59 Mokary Ave 6
Singapore 543059
Phone 48304399 Fax 48304388

INVOICE # 311-09I
DATE: February 26, 2009

Bill To:
Andrew Lim
Company XZZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Phone 45482231

For:
Installation of IT Infrastructure and
Biometric Systems.

DESCRIPTION	UNIT	AMOUNT (\$)
a) MM DL380 G4 PACKAGED CLUSTER (Server)	1	6,000
b) ZZ D420 LATITUDE (Laptop)	2	2,000
c) Biometric System	2	6,000
- Software Installation & Testing		
- Hardware Installation & Testing		
TOTAL		\$ 14,000

Make all checks payable to **TECHWIREZZ PTE LTD**
If you have any questions concerning this invoice, contact
Benjamin Tey at 48304399 or email BenTey@techwire.com

*This is a computer generated Invoice. No Signature required.

THANK YOU!

Techwirezz Pte Ltd

"We've got what you are looking for."

59 Mokary Ave 6
Singapore 543059
Phone 48304399 Fax 48304388

RECEIPT

RECEIPT # 311-09R
DATE: March 10, 2009
Cheque: XBank 004931
PAID

Bill To:
Andrew Lim
Company XYZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Phone 45482231

For:
Installation of IT Infrastructure and Biometric
Systems.

DESCRIPTION	UNIT	AMOUNT (\$)
a) MM DL380 G4 PACKAGED CLUSTER (Server)	1	6,000
b) ZZ THINKPAD T60 (Laptop)	2	3,000
c) Biometric System	2	6,000
- Software Installation & Testing		
- Hardware Installation & Testing		
TOTAL		\$ 15,000

*This is a computer generated copy. No signature required.

THANK YOU!

ABCC CONSULTANCY PTE LTD

Receipt Date: 10 March 2009
Receipt No.: 20090310CR
Cheque: XBank 004929

Client:
Company XYZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Attention: Mr Andrew Lim

Description	Quantity	Unit Price (\$)	Total (\$)
Fees Payable for 2 days Work-Life Training Course on the 16 & 17 of March 2009 <u>Course Title:</u> "Introducing Work-Life Strategy" Participant: Mr Andrew Lim, Mr Carl Tay	2	500	1,000
Total:			\$ 1,000

Sharon Tan, Project Consultant

ABCC CONSULTANCY PTE LTD

Receipt Date: 16 March 2009
Receipt No.: 20090316CR
Cheque: XBank 005367

Client:
Company XYZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Attention: Mr Andrew Lim

Description	Quantity	Unit Price (\$)	Total (\$)
1 st payment for Work-Life consultation. Total Payment for Work-Life consultation: \$6,000 <ul style="list-style-type: none">▪ 1st payment (50%): \$3,000▪ 2nd payment (50%): \$3,000	1	3,000	3,000
Total:			\$ 3,000

Sharon Tan, Project Consultant