

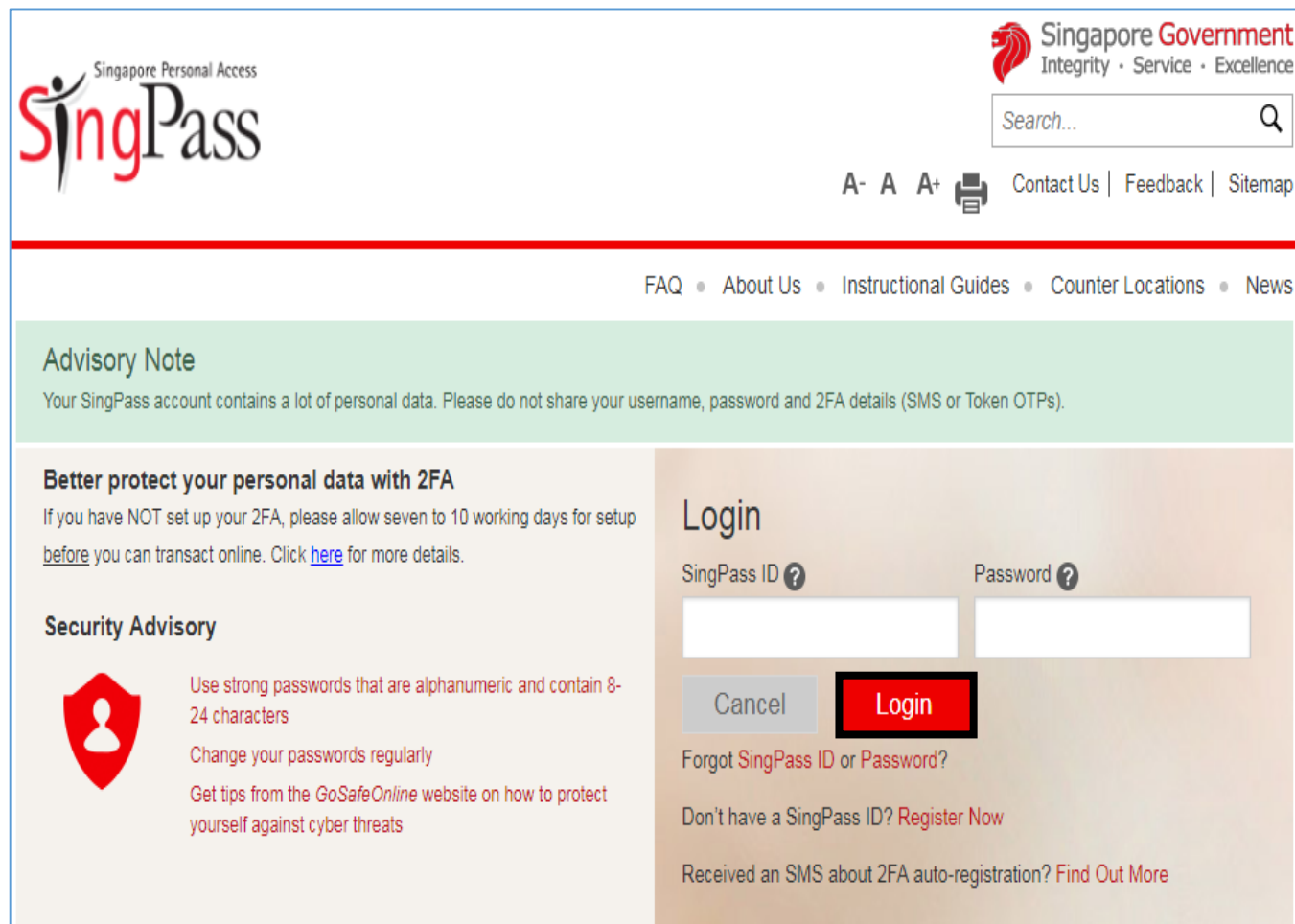
Hawkers' Productivity Grant Application User Guide

User Guide: e-Application of Hawkers' Productivity Grant



Step	Action/Note
Visit Hawkers Online website	
1	Go to URL https://e-services.nea.gov.sg/hcms/mainpage.aspx or scan QR code 
2	Click on SingPass Login

User Guide: e-Application of Hawkers' Productivity Grant




Singapore Personal Access

SingPass

Singapore Government
Integrity • Service • Excellence

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Advisory Note
Your SingPass account contains a lot of personal data. Please do not share your username, password and 2FA details (SMS or Token OTPs).

Better protect your personal data with 2FA
If you have NOT set up your 2FA, please allow seven to 10 working days for setup before you can transact online. Click [here](#) for more details.

Security Advisory

 Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the [GoSafeOnline](#) website on how to protect yourself against cyber threats

Login

SingPass ID ? Password ?

[Forgot SingPass ID or Password?](#)


Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Step	Action/Note
Login with SingPass ID	
1	Enter your SingPass ID and Password
2	Click on Login

User Guide: e-Application of Hawkers' Productivity Grant

Edit Particulars



NRIC No: S0000000Z

Name as in NRIC: Ms

Alias Name:

Date of Birth: 25-Dec-1000

Gender: Female

Marital Status: Single

Race: Armenian

Muslim: Not Declared

Citizenship: Singapore Citizen

Please provide either Telephone Number or Handphone Number

Telephone Number: 00000000

Handphone Number: 00000000

Email Address:

Residential Address

Postal Code*: 000000

Block/House No.: 00

Floor/Unit No #: -

Street Name*: TEBAN GARDENS ROAD

Building Name:

Retrieve MyInfo

Update

Step	Action/Note
"MyInfo" page is displayed.	
1	Update particulars in Hawkers Online
2	Click on Update

User Guide: e-Application of Hawkers' Productivity Grant



Step	Action/Note
Apply for Grant	
1	Mouse over eServices tab
2	Click on Grant Application

User Guide: e-Application of Hawkers' Productivity Grant

eServices » Grant Application

A+ A-

HAWKER PRODUCTIVITY GRANT

Guidelines for Application

1. Objective

The purchase of suitable automation equipment is co-funded to help stallholders achieve higher productivity through the use of technology.

2. Eligibility Criteria

To be eligible for the Hawkers' Productivity Grant (HPG), stallholders must satisfy the following conditions:

- (a) A **Registered stallholder** with a **valid hawkler stall licence** issued by NEA / SFA.
- (b) Has a **valid Tenancy Agreement** with NEA or NEA-appointed operators, with balance tenancy term of **at least one (1) year**.
- (c) Complies with any terms and conditions as imposed by NEA.

Stallholders are to refer to NEA website for the pre-approved list of equipment that qualify for the grant.

3. Application

- (a) Stallholders have to use SingPass to login and submit online via this link: <http://e-services.nea.gov.sg/hcms/mainpage.aspx>. The following documents must be scanned and uploaded with the application:
 - i) Supplier's quotation with equipment unit cost
 - ii) Brochure of equipment with technical specifications e.g. power consumption in watts/amps, phase, dimensions, capacity, etc
 - iii) Copy of bank book/bank e-statement that shows bank account number and holder's name
- (b) Applications will only be processed upon complete submission of documents and information. The date of the complete submission will be taken as the application date.
- (c) All applications submitted will be taken as final and no amendments are allowed.
- (d) Application for equipment not listed in the pre-approved list of equipment will be subjected to evaluation.
- (e) Outcome of applications will be notified via mail.
- (f) For successful applications, stallholders will receive a Letter of Offer (LOO). Stallholders will have to accept the stipulated terms and conditions in the LOO, sign the Letter of Acceptance (LOA) and return it to NEA within thirty (30) days from the date of LOO, **failing which this offer shall be deemed to have lapsed**.

Cancel

Proceed to Application

Step	Action/Note
Guidelines for Application	
1	Read and understand the Guidelines
2	Click on Proceed to Application

User Guide: e-Application of Hawkers' Productivity Grant

Hawkers' Productivity Grant in Hawker Online

- 1 Select stall for the grant application ▶ 2 Enter grant application details ▶ 3 Upload supporting documents ▶ 4 Confirm and Submit ▶ 5 Complete

Basic Details

Application Date: 24-Sep-2017

Please select one stall for this application* 2 item(s) total

Search

Show All

Centre Name	Centre Address	Stall No.	Article of Sales	Select
TELOK BLANGAH CRESCENT BLK 000	BLK 00 TELOK BLANGAH CRESCENT #00-000 S(000300)	00-000	COOKED FOOD(NON-MUSLIM)	<input checked="" type="checkbox"/>
JALAN BUKIT MERAH BLK 000	BLK 0 JALAN BUKIT MERAH #00-000 S(000300)	00-000	COOKED FOOD(NON-MUSLIM)	<input checked="" type="checkbox"/>
1				

Tenancy Details

00-000

Tenancy No: TE/TB1/00-000/000/00

Commencement Date: 01-Jul-2016

Expiry Date: 30-Jun-2019

Trade Type: COOKED FOOD > COOKED FOOD(NON-MUSLIM)

Stall Details

Centre: TELOK BLANGAH CRESCENT BLK 00

Stall Address: BLK 00 TELOK BLANGAH CRESCENT #00-000 S(000300)

Stall No: 00-000

Save As Draft

Next

Step	Action/Note
Step 1: Select Stall for the Grant Application	
1	Select the stall that equipment will be used at
2	Check that all the details are correct
3	Click on Next to proceed
Option	Click on Save as Draft (if required) before clicking on Next to proceed

User Guide: e-Application of Hawkers’ Productivity Grant

1

Select stall
for the grant
application

▶

2

Enter grant
application
details

▶

3

Upload
supporting
documents

▶

4

Confirm and
Submit

▶

5

Complete


Bank Details

Bank Name*: ABC BANKING CORPORATION LTD

Bank Account Name*: ABC Name

Bank Account Number*: 00000000


Please omit dashes






Step	Action/Note
Step 2: Enter Bank Account Details (Part 1)	
1	Complete the Bank Name , Bank Account Name and Bank Account Number or Bank details will be reflected for Stallholder that maintained a valid bank account with NEA. Stallholder to <u>verify</u> and <u>update</u> the Bank Details
2	Scroll down after completing

User Guide: e-Application of Hawkers' Productivity Grant

Equipment to Purchase

 Delete

		Name of Equipment	Model No. of Equipment	Function of Equipment	Power Consumption	Current hour(s) without use of Equipment	Estimated hour(s) with use of Equipment	No. of Registered Hawker Assistants	No. of Hawker Assistants needed with use of Equipment	Estimated Cost (Exclude GST)
		Meat Peeler Machine	MPH123	Meat Peeler	23 Amp	12 hrs 10 mins	09 hrs 08 mins	2	1	\$3,300.00
										\$3,300.00

 Add/Update

Name of Equipment*:

Model No. of Equipment*:

Function of Equipment*:

Power Consumption*: Watt

Current hour(s) without use of Equipment: Hours*: Minutes*:

Estimated hour(s) with use of Equipment: Hours*: Minutes*:

No. of registered Hawker Assistants*:

No. of Hawker Assistants needed with use of Equipment*:

Equipment in Pre-Approved List*: ☒ Yes ☐ No

How does the Equipment improve productivity?*:

Please provide information on how the equipment will help you to improve productivity in your food preparation

Estimated Cost (Exclude GST)*:

Step	Action/Note
Step 2: Enter Equipment Details (Part 2)	
1	Complete all the required fields
2	Click on Add/Update
3	Click on Next to proceed
Option	Click on Save as Draft before clicking on Next to proceed

User Guide: e-Application of Hawkers' Productivity Grant

1 Select stall for the grant application

2 Enter grant application details

3 Upload supporting documents

4 Confirm and Submit

5 Complete

Upload Document

Info:
Maximum size: 700 kB
Accepted File format: JPG, GIF, PNG, TIFF, PDF.

Your documents will not be saved until the application is submitted.

List of required documents:

- Brochure of equipment with technical specifications (Detailed with power consumption in watt/amp, dimensions, PH) (Compulsory)
- Copy of Bank Book or Bank Statement (Compulsory)
- Supplier quotation with equipment unit cost (Compulsory)
- Other Documents (Optional)

Please take note that the application will not be processed until all documents have been furnished to NEA.

Please ensure submitted document is in English.

Step	Action/Note
Step 3: Upload Supporting Documents (Part 1)	
1	Read through the List of required documents
2	Upload all three (3) Compulsory Documents

User Guide: e-Application of Hawkers' Productivity Grant

Document: Supplier quotation with equipment unit cost (Compulsory) Browse...

Remarks:

Upload Document

File Uploaded 1 item(s) total

Delete

<input type="checkbox"/>	Type	File Name	File Size (Bytes)	Remarks
<input type="checkbox"/>	✖ Brochure of equipment with technical specifications (Detailed with power consumption in watt/amp, dimensions, PH)	brochure.pdf	145430	

1

Save As Draft
Previous
Next

Step	Action/Note
Step 3: Upload Supporting Documents (Part 2)	
1	Select the type of Document to upload
2	Click on Browse to attach the document selected in step 1
3	Click on Upload Document
4	Repeat Step 1 to Step 3 to complete the upload of all 3 compulsory documents
5	Click on Next
Option	Click on Save as Draft before clicking on Next to proceed

User Guide: e-Application of Hawkers' Productivity Grant

1 Select stall for the grant application
2 Enter grant application details
3 Upload supporting documents
4 Confirm and Submit
5 Complete

Basic Details

Application Date: 24-Sep-2017

Tenancy Details

Tenancy No: TE/TB1/00-000/0000/00

Commencement Date: 01-Jul-2016

Expiry Date: 30-Jun-2019

Trade Type: COOKED FOOD > COOKED FOOD(NON-MUSLIM)

Stall Details

Centre: TELOK BLANGAH CRESCENT BLK 11

Stall Address: BLK 00 TELOK BLANGAH CRESCENT #00-000 S(000000)

Stall No: 00-000

Bank Details

Bank Name: ABC BANKING CORPORATION LTD

Bank Account Name: ABC Name

Bank Account Number: 0000000000

Equipment to Purchase

Name of Equipment	Model No. of Equipment	Function of Equipment	Power Consumption	Current hour(s) without use of Equipment	Estimated hour(s) with use of Equipment	No. of Registered Hawker Assistants	No. of Hawker Assistants needed with use of Equipment	Estimated Cost (Exclude GST)	Equipment in Pre-Approved List
Meat Peeler Machine	MPH123	Meat Peeler	23 Amp	12 hrs 10 mins	09 hrs 08 mins	2	1	\$3,300.00	Yes
Fruit Peeler	MGG302	Fruit Machine	2400 Watt	16 hrs 12 mins	10 hrs 10 mins	3	2	\$2,300.00	Yes
								\$5,600.00	

File Uploaded 3 item(s) total

✖ Delete

Type	File Name	File Size (Bytes)
✖ Brochure of equipment with technical specifications (Detailed with power consumption in watt/amp, dimensions, PH)	BTS.pdf	81915
✖ Copy of Bank Book or Bank Statement	BankBook.pdf	81933
✖ Supplier quotation with equipment unit cost	UnitCost.pdf	81933

1

Step	Action/Note
Step 4: Confirm and Submit (Part 1)	
1	Verify that all information are correct

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Terms and Conditions

1. I have read and understood the Hawkers' Productivity Grant Guidelines.
2. I confirm that all the information contained herein and submitted with this application is correct and final.
3. I confirm that the equipment is to be used exclusively in my stall.
4. I confirm the equipment has not been funded by other grant schemes.
5. I hereby declare that all equipment installed and used in my stall do not exceed the allocated power capacity for my stall.

☒ I have read and agreed to the Terms and Conditions

Save As Draft

Previous

Submit

Step	Action/Note
Step 4: Confirm and Submit (Part 2)	
1	Read through the Terms and Conditions
2	Click on the Checkbox to acknowledge you have read and agree to the Terms and Conditions
3	Click on Submit

User Guide: e-Application of Hawkers' Productivity Grant

1 Select stall for the grant application ▶ 2 Enter grant application details ▶ 3 Upload supporting documents ▶ 4 Confirm and Submit ▶ 5 Complete

Your application/request has been successfully submitted.

Transaction Reference Number: GS/1709/0002

Application Mode: e-Services

Application Date: 24-Sep-2017

Tenancy Details

Tenancy No: TE/TB1/00-000/0000/00

Commencement Date: 01-Jul-2016

Expiry Date: 30-Jun-2019

Trade Type: COOKED FOOD > COOKED FOOD(NON-MUSLIM)

Stall Details

Centre: TELOK BLANGAH CRESCENT BLK 11

Stall Address: BLK 00 TELOK BLANGAH CRESCENT #00-000 S(000000)

Stall No: 00-000

Bank Details

Bank Name: ABC BANKING CORPORATION LTD

Bank Account Name: ABC Name

Bank Account Number: 0000000000

Equipment to Purchase

Name of Equipment	Model No. of Equipment	Function of Equipment	Power Consumption	Current hour(s) without use of Equipment	Estimated hour(s) with use of Equipment	No. of Registered Hawker Assistants	No. of Hawker Assistants needed with use of Equipment	Estimated Cost (Exclude GST)	Equipment in Pre-Approved List
Meat Peeler Machine	MPH123	Meat Peeler	23 Amp	12 hrs 10 mins	09 hrs 08 mins	2	1	\$3,300.00	Yes
Fruit Peeler	MGG302	Fruit Machine	2400 Watt	16 hrs 12 mins	10 hrs 10 mins	3	2	\$2,300.00	Yes
\$5,600.00									

File Uploaded 3 item(s) total

Delete


Type	File Name	File Size (Bytes)
Brochure of equipment with technical specifications (Detailed with power consumption in watt/amp, dimensions, PH)	BTS.pdf	81915
Copy of Bank Book or Bank Statement	BankBook.pdf	81933
Supplier quotation with equipment unit cost	UnitCost.pdf	81933

1 Print

Step	Action/Note
Step 5: Acknowledgement	
1	After successful e-submission, the Acknowledgement Page will be displayed.
2	To print this page, click on Print .

User Guide: To check for Grant Application status



Step	Action/Note
To check for the Grant Application status (Part I)	
1	Login via Hawkers Online
2	Go to URL https://e-services.nea.gov.sg/hcms/mainpage.aspx
or scan QR code 	
3	Click SingPass Login and Login
4	Mouse over My Account tab
5	Click on My Account Summary

User Guide: To check for Grant Application status

Welcome ADE,
Last login on 25 Sept

Logout
Notify Me

Quick Access
Tenancy Assignment
Change Trade Application

My Application(s)

You have 1 application pending

Application Ref	Description	Status
GS/1709/0002	Application for Hawker Productivity Grant - 00 MARINE PARADE CENTRAL #000 S(0000000)	New

1

Draft applications will be automatically removed in 2 days.

Step	Action/Note
To check for the Grant Application status (Part II)	
Under My Application(s) , to refer to Status 3 type of Status "New" or "Processed" or "Draft"	
New	Application has been submitted successfully
Processed	Application has been processed . To expect to receive the Letter of Offer/Rejection in the mail.
Draft	Still saved as draft, not submitted Please note that draft application will be automatically removed after 2 days.