



MARITIME CLUSTER FUND TRAINING@MARITIME SINGAPORE QUALIFYING TERMS AND CONDITIONS

A) ELIGIBILITY CRITERIA

- i. Singaporean Citizens or Singapore Permanent Residents;
- ii. Employees sponsored by business entities/organisations registered or incorporated in Singapore, or self-sponsored individuals may apply;
- iii. Participants must not be receiving any other forms of financial assistance [e.g. Skills Development Fund (SDF) or Skills Redevelopment Programme (SRP), etc.] administered by other government bodies e.g. WSG/SSG or NTUC, etc.;
- iv. Attain at least 75% attendance at the course;
- v. Sponsoring business entities of the participants and self-sponsored individuals must submit the MCF application form to the training service provider before the commencement of the course;
- vi. Participants and business entities must **strictly adhere** to the eligibility criteria stipulated above. MPA reserves the right to reject any application in the event of failure from participants/businesses to comply or observe any of the eligibility criteria; and
- vii. The softcopy of the form can be found on the MPA website: www.mpa.gov.sg/mcf.

B) DISBURSEMENT OF TRAINING GRANT

The training grant will only be disbursed to the eligible participants who meet the above criteria upon the completion of the course. The training service provider will be required to submit a consolidated MCF claim form on behalf of all sponsoring companies and self-sponsored individuals, no later than 1 month after completion of the course. The softcopy of the form can be found on the MPA website.

MPA will verify these claims before forwarding the grant payable to the training service provider, who will disburse to the sponsoring business entities of eligible participants or self-sponsored individuals.

C) MCF AUDIT CHECKS

Courses approved under this scheme will be subject to random audit checks by MPA or such external auditors as it may appoint (“agents”), to ensure that the terms of this scheme are being, or were met and that all information submitted to the MPA is accurate, correct and not misleading. Course Providers are required to keep the necessary documentation i.e. participants’ application forms and attendance sheets, for a period of **3 years** from completion of each course, and to grant MPA and its agents full access to all accounts, records, documents, assets and the premises in connection with the MCF funding, and shall provide the MPA and its agents with all reasonable cooperation and assistance in connection with the audits. In the event that you are found to have (a) breached any of the

terms of the grant, which breach MPA determines to be material (b) misused any part of the MCF funding or (c) to have suppressed any material information or made any material misrepresentation to MPA in connection with the MCF funding, MPA shall be entitled, in addition to such other rights and remedies as it may have under law, to a refund of the relevant grant amount(s), to a reimbursement of all reasonable costs and expenses incurred by it or its agents in connection with the audit, and to withhold or terminate the disbursement of any further grants under the scheme.