

REGISTRATION GUIDELINES FOR GOVERNMENT SUPPLIER REGISTRATION (GSR)

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REGISTRATION GUIDELINES FOR GOVERNMENT SUPPLIER REGISTRATION (GSR)

1. Introduction

1.1 Business entities wishing to tender for the supply of goods and/or services to the public sector (i.e. Government Ministries/Departments, institutions, Statutory Boards, and other public sector organisations) may be required to have valid Government Supplier Registration (GSR) status (formerly known as EPPU registration) as one of the evaluation criteria for the tender.

1.2 If GSR is required for a tender, it will be stated in the tender notice and documentation.

2. GSR is not a Licence

2.1 Applicants are advised that GSR is not a licence to carry out business in Singapore.

2.2 Applicants should seek the advice of their lawyers pertaining to compliance with legal requirements of conducting business in Singapore.

3. Supply Heads and Financial Grades

3.1 The categories of Supply Heads under Government are set out in Appendix A.

3.2 Registration under each Supply Head may be for one of the Financial Grades shown in Appendix B.

4. GSR Registration Criteria

4.1 Applicants will have to meet the minimum criteria as per Appendix B in order to be considered for registration.

4.2 Net Tangible Asset (NTA) must be positive at the time of application and meet the minimum value of S\$5,000.

4.3 Applications are evaluated strictly on the evaluation guidelines stated in Appendix B.

4.4 The guidelines shall be taken as defining only the minimum requirements expected of the applicant.

5. Best Sourcing of GSR Services

5.1 The government has best sourced the provision of GSR services to CrimsonLogic Pte Ltd since 28 Oct 2011.

5.2 The mode of registration is available online via GeBiZ at <https://www.gebiz.gov.sg>

5.3 The processing fee will be payable to CrimsonLogic Pte Ltd.

6. Processing Fee

6.1 Each application will be assessed by CrimsonLogic Pte Ltd.

6.2 The processing fee per application (including new, upgrading, additional registration and renewal applications) is as follows:

Service Type	Processing Fee	Processing Time	Requirements
Normal Service	S\$40.50 (inclusive of GST) per application	Within 3 working days	Applications will only be processed after full payment has been made and the required supporting documents have been received by CrimsonLogic
Express Service	S\$53.50 (inclusive of GST) per application	Within 1 working day	

6.3 All fees are to be paid in Singapore Dollars within 7 days of application.

6.4 Payment will be prompted and can be made **online** using **Mastercard or Visa credit cards** upon completion of the online GSR application submission via <https://www.gebiz.gov.sg>.

6.5 Payment can also be made by **Cheque** and **Cash** at the following location:

CrimsonLogic Pte Ltd
31 Science Park Road,
The Crimson,
Singapore 117611

[Payment at the physical counter services is suspended during the COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice.]

6.6 Cheque should be crossed “Not Negotiable and Account Payee Only” and made payable to **CrimsonLogic Pte Ltd** (Please write the name of your company /

business, the Supplier Code and Application Reference Number at the back of the cheque.)

[Acceptance of cheque services is suspended during the COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice]

6.7 Processing fees are **NON-REFUNDABLE** irrespective of whether an application is successful or not successful or subsequently revoked since the fees are for processing effort.

7. Application (online via GeBIZ)

7.1 Applicants must first be registered as GeBIZ Trading Partners (GTPs) via <https://www.gebiz.gov.sg>

7.2 To apply for GSR, the Authorised Representative of the GTP is required to login via <https://www.gebiz.gov.sg>

7.3 The types of GSR applications are as follows:

- 7.3.1 New applications;
- 7.3.2 Applications for Renewal;
- 7.3.3 Applications for Upgrading; and
- 7.3.4 Applications for Additional Supply Heads

7.4 It is implied that applicants have authorised the government (whether through its appointed service provider or otherwise) to make all enquiries relating to the application deemed necessary.

7.5 Applicants are to ensure that payment of processing fees is made and supporting financial statements are submitted for verification, within 7 days of application, **else the approval will be cancelled or rejected.**

7.6 Applicants will be informed of the result of their Government application for the approved Supply Head and Financial Categories and the validity period of the registration via email. Applicants can also visit <https://www.gebiz.gov.sg> to check on the latest status of their registration.

7.7 Status and details of **GSR** can be found online via <https://www.gebiz.gov.sg> under SUPPLIER DIRECTORY.

8. Required Documentation

8.1 Before filing applications for **GSR**, applicants are advised to read the contents of this “Guide” carefully and ensure that they fully satisfy the minimum requirements stipulated before submitting an application.

8.2 The Company / Business ACRA Registration Number is required to facilitate the GSR application.

8.3 Applicants are required to submit a copy of the financial statements as supporting documentation to substantiate the financial data entered online, through <https://www.gebiz.gov.sg>.

8.4 These documents can be attached as an electronic file (created by scanning the hardcopy of the document) to the application. Alternatively, financial statements/balance sheets can be submitted by mail or by fax to CrimsonLogic Pte Ltd. [Mail / fax services is suspended during the COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice]

The contact details can be found in Para 6.5 and 11.1

8.4.1 For Companies (e.g. Private Limited, Public Limited, Limited Liability Company), a complete set of the latest audited accounts¹ (inclusive of directors’ and auditors’ reports).

8.4.2 For Businesses (e.g. Sole Proprietorship, Partnership, Limited Liability Partnership), a copy of the latest duly certified Profit & Loss Accounts and Balance Sheet.

8.4.3 For Foreign Registered Companies / Businesses, it will be the foreign equivalent of the Company or Business listed in 8.4.1 or 8.4.2

8.4.4 Financial statements submitted must be pertaining to the applicant company / business.

8.4.5 Financial statements of Parent, Holding or Consolidated Accounts that do **not** reflect the accounts of the applicant company / business are not accepted, with the exception of parent company’s financial statements submitted for the purpose under 8.5

8.5 A Branch Office² may submit their Parent Company’s financial statements to qualify for financial grade S9 or S10 on the following conditions:

8.5.1 Submit their own financial statements (i.e. statements that reflect the branch office’s financials)

8.5.2 Be minimally qualified for a financial grade of S8 based on their own financial statements.

8.5.3 Submit a copy of the ACRA Bizfile to show Parent Company details, or

8.5.4 Submit a copy of the certificate of incorporation (or equivalent) of their Parent Company and Branch Office if the Branch Office is not registered with ACRA.

¹ Unaudited accounts accompanied by a signed/endorsed Director(s) declaration form may be accepted in lieu of audited accounts in certain cases. Please refer to Appendix B part II for details.

² Financial statements of Parent Company is allowed for Branch Office to qualify for financial grade S9 and S10 as they are the same legal entities as the Parent Company (not applicable to subsidiaries as they are separate legal entities from their parent companies).

8.6 Foreign registered companies / businesses that have yet to register with ACRA may apply for GSR but need to take note of the following:

8.6.1 Paragraph 2 of this guide.

8.6.2 In addition to documents listed in 9.4 and 9.5, the NAME / NRIC/PASSPORT NO / NATIONALITY of all directors / partners and shareholders who have 50% or more shares / ownership in the company / business will have to be provided.

8.7 Submission of Documents:

8.7.1 Attach the required supporting documents as an electronic file to the online application (created by scanning the hardcopy of the document and upload them online); or

8.7.2 By email: gsm-processing@crimsonlogic.com ; or

8.7.3 By fax: +65-6887 7676 [Fax service is suspended during the COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice] ; or

8.7.4 By mail or by hand to CrimsonLogic Pte Ltd. (Refer to 6.5 for CrimsonLogic’s address) [Mail or hand delivery service is suspended during the COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice.]

8.8 All documentation submitted for **GSR** must be in English. Documentation in other languages must be translated into English.

8.9 A functioning email account by the GSR applicants is required given that all correspondences on the GSR application will be made via email.

9. Validity of Registration & Renewal

9.1 The validity period of any approved registration is between one and a half (1.5) to three (3) years, depending on the applicant meeting the minimum criteria set out in Appendix B.

9.2 The expiry of the validity period will automatically lapse unless an application to renew is approved BEFORE the expiry date.

9.3 It is the responsibility of the company / business to renew its GSR BEFORE the expiry of its current GSR status.

9.4 Applications for “Renewal” should be filed as follows:

9.4.1 Upon receipt of renewal notification via email and;

9.4.2 Within 3 months BEFORE the expiry of the validity period of the registration.

9.5 For applications on ‘Upgrading’ existing Supply Head(s) or applications for ‘Additional Supply Head(s)’, the expiry date accorded will be the same as existing Supply Heads.

9.6 Applicants should note that their GSR status will automatically be struck off before their expiry date and its subsequent application for GSR would not be approved until debarment is lifted where:

9.6.1 Debarment is imposed upon a Government registered company / business and its directors / partners; or

9.6.2 Applicants whose GTP status has been terminated by GeBIZ.

10. Authority of the Government

10.1 GSR (i.e. Supply Head and Financial Category) is processed and approved based on the applicant’s particulars at the time of application.

10.2 The Government (whether through its appointed service provider or otherwise) reserves the right to revoke or modify the registration in the event of any change in the applicant’s particulars which in the opinion of the Government renders the applicant unsuitable to be accorded the existing registration status.

10.3 Companies / Businesses debarred from tendering for all lines of government tender will be struck off the Government register immediately.

10.4 The following courses of action may, inter alia, be taken at its sole discretion:

10.4.1 Downgrading of financial categories

10.4.2 Reducing the validity period;

10.4.3 Cancelling the company / business’s registration and deleting it from the Government’s Register.

11. Enquiries

11.1. **On Government Supplier Registration (GSR)** matters, please contact CrimsonLogic Pte Ltd:

Email: gsr-processing@crimsonlogic.com;

Tel: +65-6887 7777

Fax: +65-6887 7676

[Tel / Fax services is suspended during COVID-19 “circuit breaker” period and this suspension is extended and currently in effect until further notice]

- 11.2. **On GeBIZ Trading Partner (GTP)** registration matters, please contact GeBIZ Service Centre:
 Tel: +65-6482 7121
 Email: support@gebiz.gov.sg

APPENDIX A – TYPES OF GOVERNMENT SUPPLY HEADS

Applicants should ensure that the products / services they are supplying fall within the relevant Supply Head(s) which they wish to register, if GSR is required in the tender notice and documentation.

1. Supply Heads For Goods / Services (excluding Medical Supplies / Equipment and Services)

S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
1.	EPU/AVP/10	Audio Visual, Photographic & Optical Products and Audio Visual Production Services	Audio and audio-visual equipment, accessories and supplies, white boards (excludes CATV systems). Photographic equipment and supplies, including processing services. Optical equipment and supplies, eg films etc. Photography, video CD production services
2.	EPU/CAA/10	Textiles, Clothing and Accoutrements	Textiles, Uniforms (including those for Armed Forces), pyjamas, boots and shoes, belts, socks, gloves, headwear and tailoring services.
3.	EPU/CMP/10	Computer Hardware and software Products, Software Development and Maintenance of System, Equipment & Computers	Readily available hardware and software products, modems, accessories and computer cabling excluding computer suppliers eg diskettes, computer ribbons. Software development on tailor-made basis, projects on turnkey basis and Internet Service Provider for all Internet related services and any other types of IT services. Maintenance of System, Equipment including domestic equipment
4.	EPU/CNE/10	Communication and Navigation Systems	All communication equipment such as VHF sets and radar system. This Head also covers equipment eg PABX systems and encoder.

5.	EPU/ECS/10	Electrical & Electronic Components	Connectors, passive components printed circuit boards, relays, solenoids, semiconductors, switches and other related items
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S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
6.	EPU/FBV/10	Food & Beverages	Food & beverages, wet & dry rations, canned food stuff, cooked food, catering services and pet food.
7.	* EPU/FFG/10	Fire Fighting, Safety & Rescue Equipment	Fire extinguishers, fire hoses, fire fighting foam and chemicals, special fire fighting tools (which do not fall under hardware & tools), fire blankets, beaters for dousing fires, fire fighting apparel (excludes fire fighting systems). Rescue and life support systems, ear plugs.
8.	EPU/FUR/10	Furniture, Racking, Upholstery, Painting	Manufacturing, repair and supply of wooden and metal furniture, racks and storage systems and non-mechanical office equipment, ie filing cabinets, card index cabinets, compactus, storage boxes, key cabinets including services for upholstery and spray painting.
9.	EPU/HEQ/10	Domestic Equipment & Supplies	Refrigerators, washing machines, cookers, kettles, irons, fans, televisions, vacuum cleaners, sewing machines, weighing scales, air-conditioners, dehumidifiers, detergents, disinfectants, soaps, toiletries, mattresses, pillows, blankets, toilet paper, towers, crockery, tarpaulin, canvas and PVC sheeting, flags, banners, curtains, polythene bags, fertilizers.
10.	EPU/HWT/10	Hardware & Tools	Workshop machinery (woodworking & metalworking), general hardware and tools, including fastening and anchoring systems, wire-grip hoist, material handling equipment, eg trolleys.

11.	EPU/LTE/10	Laboratory Testing And Survey Equipment and Laboratory Testing Services	Laboratory testing, measuring, calibrating, scientific and survey equipment. (Excludes medical laboratory equipment.) Testing, monitoring services
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S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
12.	EPU/MAR/10	Shipbuilding, Repair and Marine Supplies and Marine Services	Shipbuilding, repairs, refurbishing marine and related supplies, echo sounders, diving equipment. For seaport, underwater services including hydrographic survey
13.	EPU/OFE/10	Office Equipment and Supplies, Computer Supplies	Typewriters (both manual and electronic), shredding machines, safes, photocopiers, duplicators, scanners, offset machines, word processors, calculators, dictating machines and microfilming equipment, facsimile machine (but excluding stationery items and printing). ATM tellers, queue posts. Computer diskettes, ribbons and other related items.
14.	EPU/SCD/10	Scrap Dealers	Sales of scrap materials, etc.
15.	EPU/SPE/10	Sports, Recreational Equipment and Supplies	Sports, recreational equipment, trophies, flowers, gifts, souvenirs, plaques and musical instruments, tents, toys, playthings, children's instructional manuals, camping equipment.
16.	EPU/STA/10	Stationery and Printing and Photocopying Services	Stationery products such as paper, writing instruments etc and printing of forms and other materials, sign-crafts, books, teaching aids. Photocopying services.
17.	EPU/SER/11	Transportation, Towing Services	Land, sea and air transport (inclusive of package tours), rental of vehicles / cranes, vehicle appraisal services and claims adjuster services (i.e process claims for accident which involves government vehicles / property).

18.	EPU/SER/12	Laundry Services	
19.	EPU/SER/15	Microfilming Services	
20.	EPU/SER/16	Publishing and Bookbinding Services	Mass production and distribution capability, editorial service / graphic artists support, filming / plating and electronic publishing. Book binding services.

S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
21.	EPU/SER/17	Exhibition / Event Management Services	Event management, booths, stage, backdrop & lighting etc
22.	EPU/SER/18	Advertising, Graphics Services	Graphics Design
23.	EPU/SER/19	Data Entry, Supply of Manpower Services	Supply of skilled and unskilled manpower
24.	EPU/SER/28	Courier, Distribution of Publications Services	Addressing, mailing, postal services.
25.	EPU/SER/29	Maintenance of Musical Instruments	Maintenance, tuning & repair of musical instruments
26.	EPU/SER/30	Management Services	Management of car-parks, food-courts, kiosks, real estate management and sourcing of information etc. This excludes facilities management services which comes under BCA's Contractors Registration System.
27.	EPU/SER/32	Public Relations, Counselling Services	Promotional work
28.	EPU/SER/33	Survey Services	
29.	EPU/SER/34	Consultancy Services	Professional services eg accounting, auditing, architectural, legal, insurance, engineering, veterinary services etc.
30.	EPU/SER/35	Training of Personnel Services	Including recruitment & providing of manpower as trainers.

31.	EPU/SER/36	Disposal & Treatment of Waste Chemicals, etc Services	
32.	EPU/SER/37	Undertaker Services	Exhumation services
33.	EPU/SER/38	Rental of Premises and Hiring of Miscellaneous items	Rental of premises for warehousing, training, recreation, hotels, housing, and lodging services etc. Hiring of office equipment, vending machine, furniture, temporary shelter including tables and chairs, etc

S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
34.	EPU/SER/41	Childcare / Social Services	Includes crèche, old folks home services. Staff must be trained and possess the Childcare Certificate
35.	EPU/SER/42	Storage Services	For storage of computer media, documents
36.	* EPU/SER/43	Security Services	Supply of manpower, equipment and guard dogs, includes security escort service
37.	EPU/SER/44	Grooming Services	Hairdressing, manicure etc
38.	EPU/SER/46	Cleaning Services	All forms of cleaning eg toilet cleaning and maintenance of Aquariums and fish pond etc. This however excludes laundry service, cleaning and maintenance of building which comes under BCA.

*** It is the responsibility of the company/business to obtain the relevant valid license to carry out jobs/supplies for Supply Head EPU/FFG/10 and Supply Head EPU/SER/43.**

2. Supply Heads For Medical Supplies / Equipment

S/No	Supply Head	Brief Description	Examples of Goods / Services Covered
1.	EPU/SGI/27	Surgical Consumables and Instruments	Sutures, surgical dressing, catheters and cannulas, hospital consumables, condoms etc
2.	EPU/MLS/28	Medical Laboratory Services	Outpatient Laboratory Testing, Microbiological Testing Services etc
3.	**EPU/LAB/30	Laboratory Equipment and accessories	Liquid Chromatograph, Gas Chromatograph etc
4.	**EPU/DAP/32	Drugs and Pharmaceuticals	Paracetamol, Aspirin and Atenolol etc
5.	**EPU/LCR/34	Laboratory Chemicals and Reagents	Screening test kits, blood grouping reagents etc
6.	EPU/MTM /36	Medical Training Materials	Instructional aids / computer programmes, charts, CD-Rom on health matters etc
7.	EPU/HNS /37	Health Supplements / Nonscheduled Poisons	Health food, drug & pharmaceuticals not containing Poisons

**** It is the responsibility of the company/business to:**

- (a) obtain the relevant professional certificate of technicians to service the equipment supplied for Supply Head EPU/LAB/30
- (b) obtain the relevant valid license to carry out jobs/supplies for Supply Head EPU/DAP/32 (Poison Licence) and EPU/LCR/34 (Hazardous Substance Licence)

APPENDIX B – FINANCIAL GRADES AND EVALUATION CRITERIA

Part I - Financial Grades

The various financial grades are as indicated in the table below.

The two evaluation criteria are **Net Tangible Asset AND Turnover/Sales/Revenue**.

The minimum requirements for each financial grade are indicated in Table 1 below.

Table 1

Financial Grade	Tendering Capacity (\$)	Net Tangible Asset (NTA) (\$)	Turnover / Sales / Revenue (\$)
S2	Up to 100,000	5,000	100,000
S3	Up to 250,000	12,500	250,000
S4	Up to 500,000	25,000	500,000
S5	Up to 1,000,000	50,000	1,000,000
S6	Up to 3,000,000	150,000	3,000,000
S7	Up to 5,000,000	250,000	5,000,000
S8	Up to 10,000,000	500,000	10,000,000
S9#	Up to 30,000,000	1,500,000 #Paid Up Capital must be at least \$1.5m	>10,000,000
S10##	>30,000,000	4,500,000 ## Paid Up Capital must be at least S\$2m	>15,000,000

Notes

□ Net Tangible Asset (NTA)

- For Companies, NTA shall be taken to mean the sum of paid up capital, revenue reserves, preference / premium shares plus accumulated profit or less accumulated losses.
- For Businesses, NTA shall be taken to mean the sum of cash in the working capital / partners account that are currently allocated for the applicant's business under reference plus profit or less total liabilities (ie accumulated losses or withdrawals).

□ Turnover / Sales / Revenue

- Turnover / Sales / Revenue shall be taken to mean the total amount of sales generated from the applicant in a year.

If applicants do not meet the Turnover / Sales / Revenue criteria of a desired financial grade, they will still be eligible for the desired grade if they could meet the NTA criteria and paid up capital criteria (for S9 & S10) of the next financial grade.

For example, applicant who has a NTA of \$150,000 (S6's NTA requirement) will qualify for S5 even if it does not meet the \$1,000,000 Turnover / Sales / Revenue criteria of S5.

Please refer to Part II (3) for more information.

Part II - Guidelines for Evaluation (applicable to ALL applicants)

(1) Financial Statements		
Documents Submitted	Brief Description	Eligibility
Financial Statements (for Companies)	a) Audited financial statements of the last closed accounting year of 12 months	^a) Eligible for 3-year registration
	b) Audited financial statements of the preceding accounting year of 12 months	^ b) Eligible for 1.5-year registration
	c) Audited financial statements more than 2 years from the current accounting year of 12 months will be rejected.	c) Application will be rejected
	d) Unaudited financial statements of the last closed accounting year of 12 months and a signed/endorsed Director(s) declaration form. Please refer to Appendix B - Part III.	^ d) Eligible for 1.5-year registration. <ul style="list-style-type: none"> • Accepted for first time applicants for ALL financial categories • Can be accepted for renewals for financial categories S2-S7. Please refer to Appendix B - Part III ^ subject to conditions listed in (3) below
(2) Profit & Loss Statement and Balance Sheet		
Documents Submitted	Brief Description	Eligibility
Profit & Loss Statement and Balance Sheet (for businesses e.g. sole proprietors, partnerships, etc)	a) Profit & Loss Statement and Balance Sheet for the last closed accounting year of 12 months or the preceding accounting year of 12 months	^ a) Eligible for 1.5-year registration
	b) Profit & Loss Statement and Balance Sheet more than 2 years from the current accounting year of 12 months	b) Application will be rejected ^ subject to conditions listed in (3) below

(3) Evaluation criteria for New / Renewal / Additional / Upgrade applications (for registered companies & businesses)

Criteria	Brief Description	Eligibility
Net Tangible Assets (NTA) and Turnover / Sales / Revenue	a) NTA is positive and NTA and Turnover / Sales / Revenue meets the minimum value of the desired financial grade	a) Financial grade eligibility according to Table 1.
	b) NTA is positive and meets minimum value in Table 1 but Turnover/ Sales/ Revenue does not meet the minimum value of the desired financial grade	b) Financial grade eligibility will be based on the NTA but downgraded by 1 financial grade (as Turnover/ Sales/ Revenue does not meet the minimum value for that financial grade).
	c) NTA is negative	c) Application will be rejected regardless of Turnover / Sales/ Revenue.

(4) Newly Set Up Companies / Businesses

Criteria	Brief Description	Eligibility
Newly Set Up Companies or Businesses	<p>a) With accounting year of less than 12 months; or</p> <p>b) With only Paid Up Capital available for Companies; or</p> <p>c) With only Working Capital / Partner Account for Businesses</p>	<p>Minimum Paid Up Capital or Working Capital / Partner Account of S\$5,000.</p> <p>NTA is derived based on the Paid Up Capital or Working Capital / Partner Account.</p> <p>Financial grade eligibility will be based on the NTA but downgraded by 1 financial grade, subject to a minimum of S2 financial grade and for 1.5 years validity.</p>

(5) Other Criteria (for all GSR applications/existing GSR holders)

Criteria	Brief Description	Eligibility
GeBIZ Trading Partners	<p>Applicable to all GSR applications/existing GSR holders</p> <p>Applicable only to GeBIZ Trading Partners who are ACRA-registered</p>	<p>Must be registered as GeBIZ Trading Partners with GeBIZ</p> <p>ACRA status must be "live".</p>

Part III - Director(s)' Declaration on un-audited Financial Statements

[This declaration must be printed on the letterhead of the Applicant Company. Please also refer to the instructions in the footnotes]

Date:

To: Ministry of Finance

Director(s)' Declaration

I/We*, _____¹ being the Director(s) of _____² ("Company") with Company Registration No. _____³ make this Declaration on behalf of the Company and the Directors of the Company.

This Declaration is with regard to the un-audited financial statements of the Company for the year ended on _____ (DD-MM-YYYY) ("Company's Un-audited Financial Statements") which we submit herewith or have submitted to Ministry of Finance.

I/We* hereby confirm that the Company's Un-audited Financial Statements give a true and fair view of the state of affairs of the business of the Company as at the year ending _____ (DD-MM-YYYY).

_____ Signature of Director Name:	_____ Signature of Director ⁴ Name:	_____ Signature of Director ⁵ Name:
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**Delete accordingly.*

Instruction note to Applicant: This declaration is to be submitted only if the Applicant is submitting un-audited financial statements. The un-audited financial statements submitted must be based on the previous Financial Year's un-audited Financial Statement (FS) as of the date of application.

¹ Name of Director of the Applicant company. If 2 or more Directors are making this Declaration as per the Applicant company's directions, please list each Director's name.

² Name of Applicant company.

³ Co. Reg. No. of Applicant company.

⁴ Please strike through this section if not applicable.

⁵ Please strike through this section if not applicable.