

NEU PC PLUS APPLICATION FORM (VOLUNTARY WELFARE ORGANISATIONS)



OBJECTIVE

The NEU PC Plus Programme is aligned with IMDA's social development goal of bridging the digital divide, by providing affordable PC access to students and the disabled members from low-income families. To widen its reach, the programme has been extended to Voluntary Welfare Organisations (VWOs) working with school-going children that have limited financial resources.

INSTRUCTIONS

- Duly complete this application form.
- Ensure all required supporting documents are attached.
- Submit application to the appointed Lead Agency, **SPD**, at:
2 Peng Nguan Street, SPD Ability Centre, Singapore 168955
Tel: 6579 0700, Fax: 6323 7008

SUPPORTING DOCUMENTS TO BE PHOTOCOPIED AND SUBMITTED

- The Organisation's Constitution as registered with the Commissioner of Charities;
OR
A letter from Ministry of Social and Family Development (MSF) or National Council of Social Service (NCSS) that certifies the Organisation is a VWO serving as a proxy home to youth or children of school-going age in Singapore.
- Student Care Centre (SCC) Form A or an equivalent official monthly statistics stating the type of clients, number of clients and the programmes/trainings conducted for the clients as verification of the reported client population.

TERMS & CONDITIONS

1. Eligibility	<ul style="list-style-type: none">• VWO that serves as a proxy home in Singapore to youth or children of school-going age (eg. children's homes or orphanages, student care service centers for youth) or provides customised educational programmes and training for different disability groups in Singapore.• The number of PCs requested should be within a Computer to Client ratio of 1:4, subject to a maximum of 10 computers per VWO.• VWO who has previously applied under this programme may re-apply provided that the total number of computers purchased through this programme is not more than 10 and the Computer to Client ratio does not exceed 1:4.
2. VWO's Co-Payment	<ul style="list-style-type: none">• VWO that qualifies is entitled to \$300 subsidy for <u>all types of PCs*</u> by IMDA.• Successful VWO may wish to purchase extra items (such as printer or memory upgrades) from the PC supplier, at its own cost, for same-day delivery with the PC package.• A \$20 administration fee may be charged by the Lead Agency for each successful application. <p><i>* Please visit www.imda.gov.sg/neupc for the latest PC offerings</i></p>

For Official Use Only

PCR No.: _____

3. Approval	<ul style="list-style-type: none"> ▪ Applications are processed by the Lead Agency. ▪ Applications are subject to qualifying criteria & approval of the programme. ▪ The decision made on each case is final. For the avoidance of doubt, IMDA or the Lead Agency need not provide any reason for the rejection of any application.
4. Notification	<ul style="list-style-type: none"> ▪ The Lead Agency will inform the VWO of the outcome by post. ▪ The PC provider will arrange the date of computer delivery and modem installation with the successful VWO. ▪ IMDA and the Lead Agency shall not be held responsible for any cost incurred due to the non-delivery. ▪ Any change in organisation's address and/or contact numbers should be updated with IMDA or the Lead Agency within 30 days from the date of change.
5. PC Package	<p>Each PC package includes :</p> <ul style="list-style-type: none"> ▪ Productivity tools; ▪ Anti-virus software; and ▪ Delivery and installation.
6. Others	<ul style="list-style-type: none"> ▪ The Lead Agency reserves the right to ask for additional documents to support your application. ▪ IMDA reserves the right to amend the Terms & Conditions as and when it deems necessary. ▪ The organisation must allow the PC provider to examine the approval letter from the Lead Agency upon PC delivery. The PC provider reserves the right to reject delivery of the PC if the required documents are not available. ▪ IMDA and any parties appointed by IMDA reserve the rights to visit you and verify the possession of the PC(s) obtained under this programme. ▪ The use of the software is subject to such terms and conditions as may be imposed by Microsoft.

I. ORGANISATION INFORMATION

- (a) Name of Organisation : _____
- (b) Registered Address : _____
- (c) Tel : _____ Fax : _____ Email: _____
- (d) Mailing Address (if different) : _____
- (e) Registration No. (Registry of Societies): _____
- (f) Date of Registration (DD/MM/YYYY): _____
- (g) Registered as (Please specify) : _____
- (h) Name of Contact Person: _____
Tel : _____ Email : _____
- (i) Company Executives (in order of designation from highest management)

Name	Designation	Nationality

V. DECLARATION BY VWO / SPED

- ✓ We hereby declare that the information supplied is true and correct and that we have not willfully suppressed any material fact. If we have suppressed any material facts or provided any false or inaccurate information, our application may be rejected and/or the application withdrawn from us.
- ✓ We agree to comply with all the terms and conditions of the NEU PC Plus Programme
- ✓ We understand and agree that the organiser or any appointed parties reserve the right to visit us and verify that we possess the PC(s) obtained under this programme.
- ✓ We understand and agree to pay the administration fee levied by the Lead Agency for our application and the balance price of the PC after subsidy by IMDA.
- ✓ We understand that our application may be rejected by IMDA and/or the Lead Agency without assigning any reason for doing so.
- ✓ We understand that the PC package may vary from time to time.
- ✓ We agree that our information may be released to sponsors and industry partners of this programme for audit purpose.

 Signature and Organisation Stamp
 (Signatory from the CEO, MD, GM or equivalent)

 Date

The NEU PC Plus Programme is brought to you by :



For Lead Agency Official Use		
Verified by :	Processed by :	Approved by :
Name:	Name:	Name:
Designation :	Designation :	Designation :
Signature :	Signature :	Signature :
Date :	Date :	Date :