

GRANT APPLICATION FORM

Building Name & : _____
Address _____

Organisation Name : _____

For Fibre Ready Scheme (2014-2018)



**INFO-COMMUNICATIONS MEDIA
DEVELOPMENT AUTHORITY**

10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438
Tel : (65) 6211 1800

E-mail : BROADBAND@IMDA.GOV.SG & CARO@IMDA.GOV.SG
Website : www.imda.gov.sg/frs

For IMDA Internal Use

Date Received : _____

Officer-In-Charge : _____

**ALL INFORMATION PROVIDED WILL BE
HELD IN STRICTEST CONFIDENCE**

USEFUL NOTES

(1) **Application**

To assist us in evaluating your application speedily, please provide the requested information as completely and accurately as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.

You are advised to contact us should you have any difficulties in completing the form or if you need any further information.

Only **one (1)** duly completed soft copy of this application, together with all relevant supporting documents in PDF format, are to be submitted via **email** to the following **two (2)** addresses:

- (a) **BROADBAND@IMDA.GOV.SG**; and
- (b) **CARO@IMDA.GOV.SG**

In the email subject header, kindly include the text “[FRS Application] <Building Name> - <Address>”, e.g. “[FRS Application] This Building – 1234 This Street S(012345)”.

Where the application form and supporting documents exceeds 20MB in size aggregately, kindly send the application form and documents in parts via multiple emails to IMDA, and specifying the parts in each email’s subject, e.g. “[FRS Application] This Building – 1234 This Street S(012345) Part 2 of 3”. Note that IMDA would only deem the application as completely received only upon receiving the last email part in this instance.

(2) **Structure of the Application Form**

The application form consists of 4 parts:

- Part I** : Organisation Data
- Part II** : Details of Proposed Project
- Part III** : Project Costs
- Part IV** : Declarations

(3) IMDA reserves the right to conduct interviews and on-site visits during the evaluation of the application.

(4) The Organisation, by submitting this Application Form, undertakes not to disclose, divulge or communicate to any person or party any Confidential Information, without first having obtained the written consent of IMDA.

“Confidential Information” means information in whatever form (oral, written, electronic, etc.) and documentation pertaining to IMDA, the Government of the Republic of Singapore, any third parties or the grant applied hereunder, that is disclosed to or obtained by the Organisation in relation to or in connection with the grant applied hereunder, including this Application Form.

(5) Generally, IMDA grant received by organisations are taxable unless it is capital in nature (ie. funding for infrastructure and fixed asset). In addition, the GST is not claimable.

PART I - ORGANISATION INFORMATION

1. Organisation Data

Organisation Name:			
Mailing Address (if different from registered address):			
Telephone:		Fax:	
Country of Incorporation:		Corporate Web Site URL:	
ACRA Number / Unique Entity Number (UEN):		Date of Registration:	
Paid -up Capital (S\$):			

Organisation Registration: (please tick one)

- Sole Proprietorship
- Partnership
- Private Limited (non-exempt limited by shares)
- Public Limited (limited by shares)
- Research Institute / Institute of Higher Learning
- Others (please specify): _____

Supporting Documents To Be Submitted

- (a) **Latest** Organisation's ACRA business profile dated not more than 6 months from the date of of Fibre Ready Scheme application submission, or other forms of registration documents bearing UEN of the organisation that is dated not more than 6 months from the date of Fibre Ready Scheme application submission, if organisation is not ACRA registered.
- (b) Certified copies of 3 years of FULL set of **latest** audited financial management report (unless Organisation is exempted from audit under Companies Act).
- (c) Tenant listing - at least 5 tenants (existing building) or 5 potential tenants (new building). Note that only buildings that are multi-tenanted with at least 5 tenants are eligible to apply for the Fibre Ready Scheme.
- (d) Contractor Technical Proposal, which shall include schematic diagram(s) showing the distances, e.g. ABF microducts, summary table of current and proposed units per level, and routing plan(s).
- (e) Contractor Project Costings.

2. Other Grants Awarded To / Application In Process By The Organisation**

Awarding Organisation	Description of Grants / Awards	Period (MM/YY to MM/YY)	S(\$)

**Please indicate incentives, grants and/or loans awarded to you by Infocomm Media Development Authority (IMDA), and/or other government agencies and other financial institutions.

PART II - DETAILS OF PROPOSED PROJECT

1. PROJECT DESCRIPTION (Please use the following sections as a guide)

1.1 In-building Deployment Overview

Describe the scope of the infrastructure enhancement, including:

- *In-building cable trays, metal trunking, etc*
- *Ceiling openings to allow fibre access*
- *Other works required to allow fibre service providers to bring fibre services to the tenants*

1.2 Building Background, Tenant Make Up & Additional Infrastructure

Background information on the building

a) *Building Type (e.g. office, industrial, mall):* _____

b) *Building planned for demolition:* Yes / No*

If the above is yes, please provide estimated date of demolition: _____ (mm/yyyy)

Tenant Make Up

c) *Number of current units:* _____

d) *Number of proposed units¹:* _____

Additional Infrastructure Required (if necessary):

Yes

No

Please indicate the number of additional locations (non-tenant units) required for the building.

e) *Quantities:* _____

f) *Locations (e.g. management office, FCC):* _____

Building Owner's (BO) Declaration (Justification for Proposed Units) ¹

Note:

- a) For existing building, please submit the tenant list (at least 5) to IMDA.
- b) For building under construction, please submit the list of potential tenants (at least 5) that have expressed interest in leasing the units in the building.

¹ Where number of proposed units differs from number of current units, BO must provide justification for the additional units under the 'Building Owner's (BO) Declaration' section.

1.3 **Project Scope**

Describe the scope of the project in accordance to the following sections or attach technical proposal (including project cost):

Technical proposal attached (including project cost):

Yes

No

Date of site survey conducted by the contractor: _____ *(dd/mm/yyyy)*

Deployment Methods (where ABF tubes are provided)

Describe the methods, i.e. direct and break-point methods, that have been proposed by the contractors, and the Organisation has made its decision to adopt.

Deployment method adopted:

Direct

Break-point

Horizontal Infrastructure Enhancements (if required)

Describe the horizontal infrastructure added to improve deployments of fibre cables to the tenant unit. Examples are:

- *Additional trays laid from riser to individual tenant premise*
- *Air-blown fibre (ABF) tubes (define capacity of ABF) laid to tenant premise (define quantity of tubes to each tenant premise, if spares are catered at individual floor, etc.)*
- *Fibre Tube Distribution System (define capacity) installed in riser at every floor*
- *Ceiling openings at 6m intervals and at every turning point*
- *Drilling into every individual tenant premises.*

Vertical Infrastructure Enhancements (if required)

Describe the vertical infrastructure added to ease fibre operators' ability to bring fibre to each floor of the building, serving non-residential tenants. Examples are:

- *Additional vertical cable tray (include size of tray) from MDF to every floor through the riser*
- *Coring through every floor and closing with fire stop*
- *Laying of ducts/pipes through every floor, with sub-ducts and draw strings*
- *Provisioning of ABF tubes*

MDF to Riser Enhancements (if required)

Describe the infrastructure added to ease pulling of fibre from the MDF(s) to the riser(s). Examples are:

- *Additional trays to increase capacity for fibre cables*
- *Alternate route from MDF to risers to bypass congested route*

Support and Facilitation of Fibre Service Operators' Marketing Efforts

Describe, in detail, the support or facilitation provided to the Fibre Service Operators in their marketing efforts to the tenants. Examples are:

- *Space of []m² reserved at lobby for fibre service providers to conduct roadshows over a period of 3 years at no cost*
- *Listing of Fibre Service Providers contact on building's website*

2. PROJECT TEAM

Outline the composition of the project team including Organisation and contractor's staff managing this project. At least one of the persons listed must be the project manager.

Name	Organisation	Job title	Role in Project

3. PROJECT DELIVERABLES

Date of Commencement##: _____ (dd/mm/yyyy)

Date of Completion##: _____ (dd/mm/yyyy)

- Please check with IMDA project manager on proposed start date.

Please provide a schedule of key dates for major project deliverables.

Deliverables	Due Date (dd/mm/yyyy) ##
i) Ensure that the Building is provided with in-building infrastructure, e.g. ABF microducts, access panels openings, etc. under this Project. ii) Ensure provisioning of in-building infrastructure to _____ Units + _____ (<state all Additional Infrastructure locations>) with 2 microducts per unit. iii) Ensure that all information of the infrastructure provided under this Project are recorded in the form of BIM drawings. iv) Ensure that submitted reports include site inspection report, fibre assignment table, ABF microducts test report, site completion report which comprises as-built schematic diagram, as-built photos, and as-built routing.	As per Date of Completion

4. IMPACT OF PROJECT IMPLEMENTATION

4.1 Quantitative & Qualitative Impact

Performance Indicators (In Relation to that Project)	Upon Completion of the Project	1 st Year After End of Project [#]
Reduction of fibre deployment duration and timing of installation	*E.g. Moderate time & cost savings	*E.g. Significant time & cost savings
Eliminate the need to incur additional cost by Tenant	*E.g. \$500 - \$1000 deposit due to ceiling works might cause damage	*E.g. \$0 - \$100 due to no ceiling works

Figures indicated (if applicable) are Non-Cumulative

* Delete/Revise where appropriate

PART III - PROJECT COSTS

Please attach information on separate worksheets for the following:

Part III (a) – Project Cost Summary

Part III (b) – Project Cost Breakdown

Note that this project subsidises up to 90% of the cost of new in-building infrastructure capped at \$300,000 per building.

PART IV – DECLARATIONS / UNDERTAKINGS

<p>1. Has the applicant been or is currently —</p> <ul style="list-style-type: none"> ▪ being investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or ▪ subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years? 	<p><input type="checkbox"/> Yes, please specify:</p> <p><input type="checkbox"/> No</p>
<p>2. Has the applicant been or is currently engaged in any civil suit or proceedings in any jurisdiction in the last 5 years?</p>	<p><input type="checkbox"/> Yes, please specify:</p> <p><input type="checkbox"/> No</p>
<p>3. Has the applicant been or is currently —</p> <ul style="list-style-type: none"> ▪ bankrupt, wound-up or under judicial management; ▪ subject to any bankruptcy or winding up or judicial management proceedings; or ▪ has a receiver or manager appointed for the applicant? 	<p><input type="checkbox"/> Yes, please specify:</p> <p><input type="checkbox"/> No</p>
<p>4. Has the applicant applied for or obtained any other grants or tax or financial incentives for this project?</p>	<p><input type="checkbox"/> Yes, please specify:</p> <p><input type="checkbox"/> No</p>
<p>5. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the Applicant or its related companies or their directors and shareholders?</p>	<p><input type="checkbox"/> Yes, please specify:</p> <p><input type="checkbox"/> No</p>
<ul style="list-style-type: none"> ▪ The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant's suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors. ▪ The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable. ▪ The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application. ▪ The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application. <p><input type="checkbox"/> Yes, we / I agree</p>	

▪ We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.

▪ We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Yes, we / I agree

Signature of CEO/MD/Chairman
(or equivalent) #

Name (in BLOCK LETTERS)

Designation

Organisation Stamp

Date

Please delete and indicate accordingly. Letter of authorization must be obtained for signing on behalf of respective highest ranking officer.

Contact Person for Future Correspondence

Name:	
Designation:	
DID:	
Mobile Number:	
Email Address:	

Name:	
Designation:	
DID:	
Mobile Number:	
Email Address:	