

FIBRE READY SCHEME (FRS) INDUSTRY BRIEFING

UPDATE TO BUILDING OWNERS & CONTRACTORS
3 November 2017

[RESTRICTED]



AGENDA

- FIBRE READY SCHEME - OVERVIEW
- FIBRE READY SCHEME – STATUS
- PROGRAM TIMELINES & ADMIN DETAILS
- CHANGES

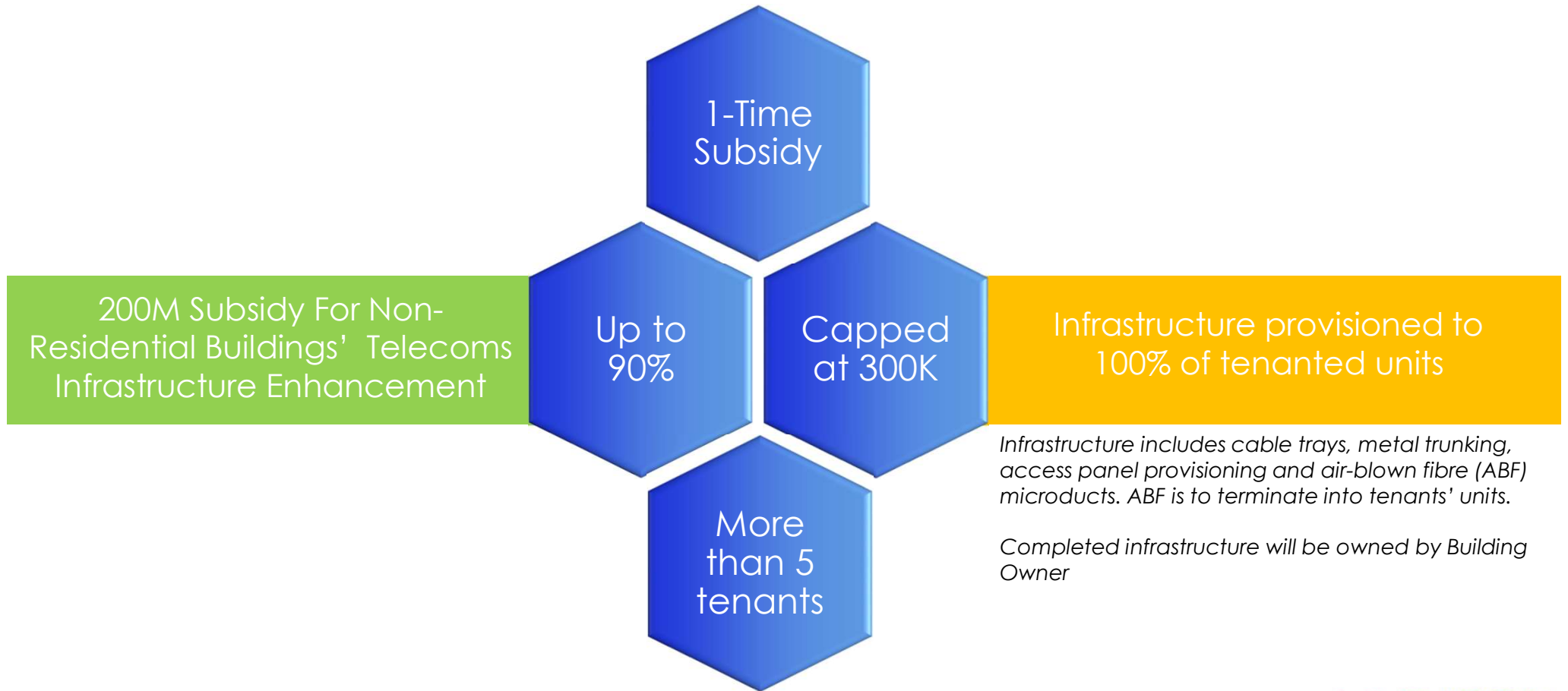


FIBRE READY SCHEME OVERVIEW





FIBRE READY SCHEME - OVERVIEW





FIBRE READY SCHEME – ELIGIBILITY & OBLIGATIONS

ELIGIBILITY

Building must be multi-tenanted, with 5 or more tenants

OBLIGATIONS

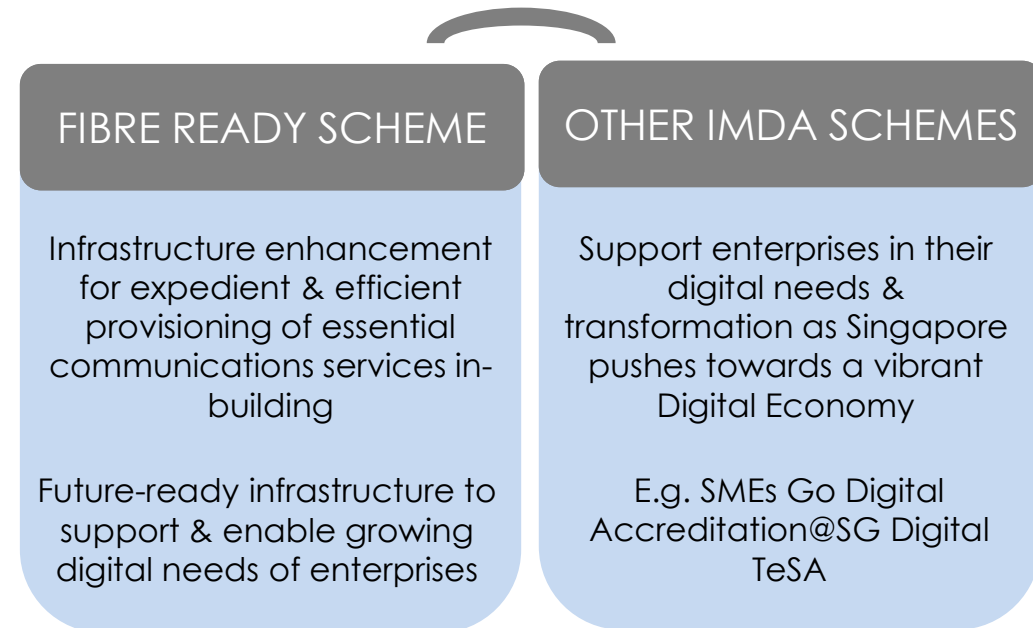
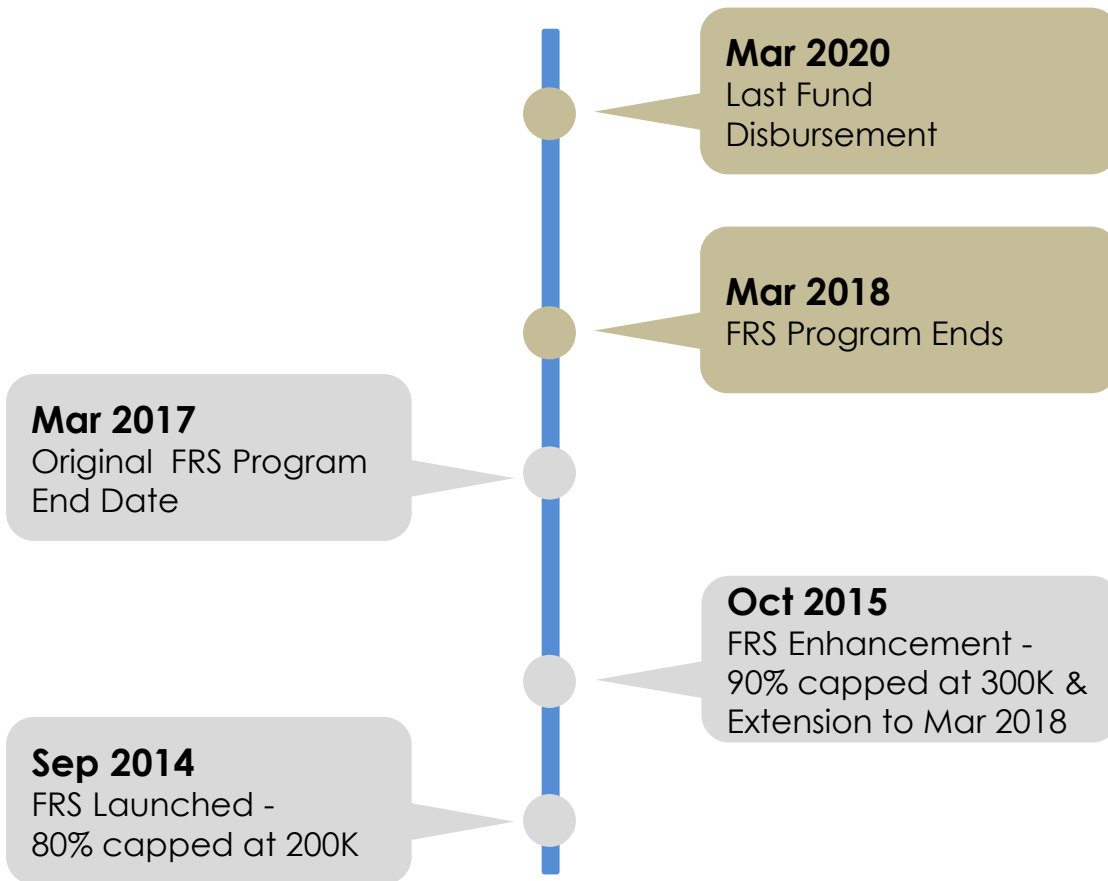
- Ensure infra can facilitate provisioning of fibre services to 100% of tenants
- No additional charges to tenants, fibre operators or consumers of fibre services when fibre services are taken up
- Where more tenanted units are added subsequently, the same infra (provisioned under FRS) are to be provided to these units, at Grantee's cost
- Support/Facilitate RSPs' marketing efforts to encourage take-up of fibre services in building
- Maintain BIM drawings & Fibre Assignment Table, and provide them at no cost to fibre operators to aid in provisioning of fibre services to tenants in the building

Obligations is for 3 years from end of grant Qualifying Period (QP) for existing building or from date of Temporary Occupation Permit (TOP) for new building




FIBRE READY SCHEME STATUS


FIBRE READY SCHEME - STATUS



As at Apr 2017, the fibre take-up by non-residential users have exceeded 85%

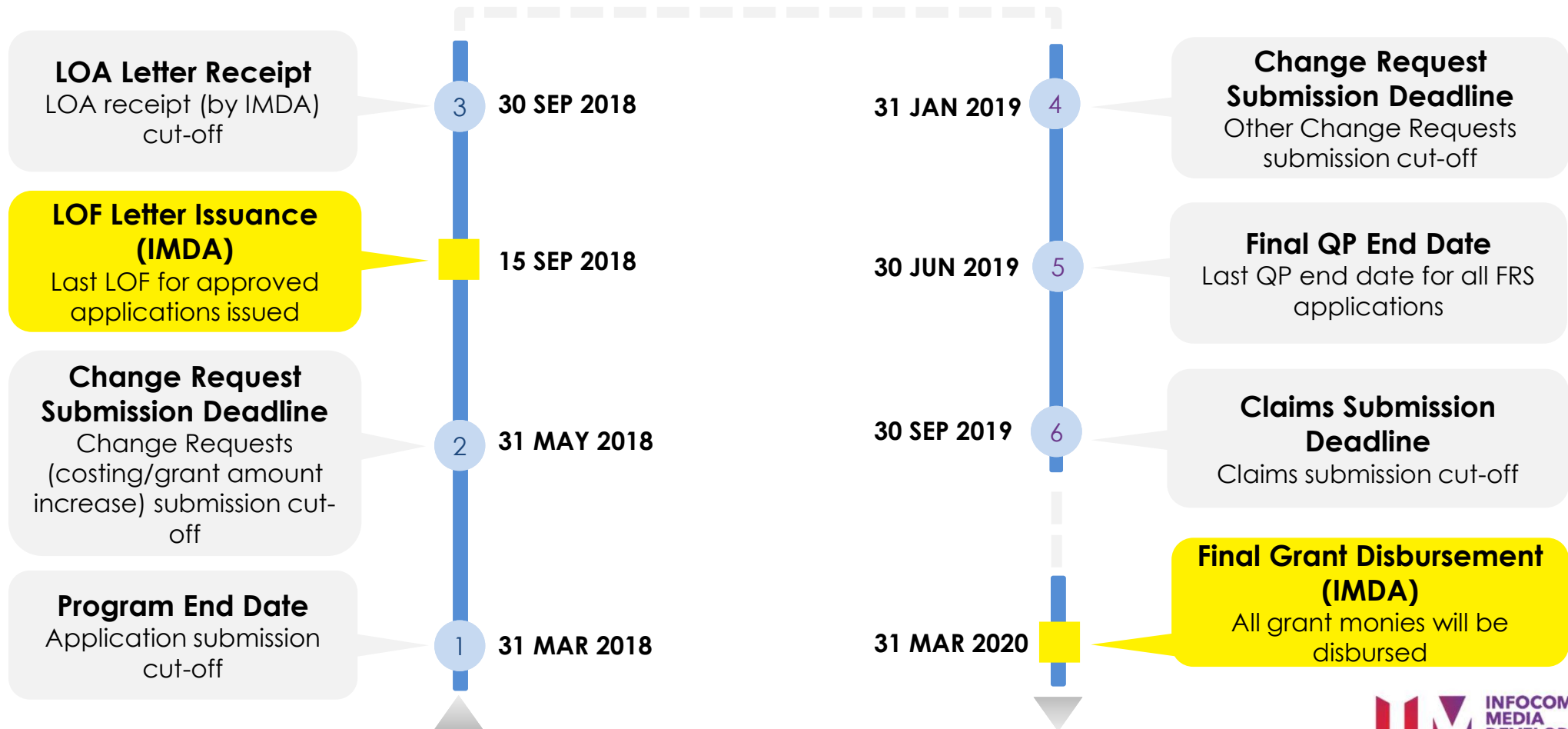


FIBRE READY SCHEME PROGRAM TIMELINES & ADMIN DETAILS





FIBRE READY SCHEME - PROGRAM TIMELINES





1 **PROGRAM END DATE (1/2)**
31 MAR 2018 – APPLICATION SUBMISSION CUT-OFF

Application Submission Cut-off

Fully COMPLETED, SIGNED & DATED applications are to be received by
IMDA by

6.00pm, 31 Mar 2018

Singapore time

Note:

1. Submission shall only be accepted via email to CARO@imda.gov.sg & BROADBAND@imda.gov.sg (effective 6 Nov 2017).
2. IMDA reserves the right to reject any late and/or incomplete submissions. All applications submitted timely will still be subject to IMDA's review and approval.



1

PROGRAM END DATE (2/2)

31 MAR 2018 – APPLICATION SUBMISSION CUT-OFF

Documents To Be Submitted

1. FRS Application Form

- Correct Building Name & Address
- Correct Applicant Name
- Authorized Signatory & Dated
- Company Stamp
- Accurate Proposed Units + Additional Infra

2. Latest 3 Years' Audited Financial Report

- Provide Reason(s) If Not Available

3. Tenant List

- At Least 5 tenants

4. ACRA Listing / SLA Certificate

- 6 Months' Validity (ACRA)

5. Schematic Diagram

- Complete & Accurate
- For All Levels & Proposed Units

6. Routing Plan

- Complete & Accurate
- For All Levels & Proposed Units

7. ABF Summary Table

8. Project Costing

- Non-GST Costing
- Full Itemized Breakdown

Note:

1. For new/to be TOP buildings, applicant shall list the prospective tenants in a company letter and duly signed by the authorized signatory.
2. Items (5) to (8) constitute parts of the Technical Proposal
3. IMDA reserves the right to reject applications that are incomplete, e.g. missing documents and/or documents contain inaccurate or inconsistent information essential to the processing of the applications.



2

CHANGE REQUEST SUBMISSION DEADLINE (1/2)

31 MAY 2018 – CHANGE REQUEST (COSTING INCREASE) SUBMISSION CUT-OFF

Change Request Submission Cut-off (Applicable to Costing/Grant Amount Increase)

Fully COMPLETED, SIGNED and DATED Change Requests with valid justification(s) and supporting documents are to be received by IMDA by
6.00pm, 31 MAY 2018
Singapore time

Note:

1. Submission shall only be accepted via email to CARO@imda.gov.sg & BROADBAND@imda.gov.sg (effective 6 Nov 2017).
2. IMDA reserves the right to reject any late and/or incomplete submissions. All change requests submitted timely will still be subject to IMDA's review and approval.
3. Other Change Requests, including reduction in costing/grant amount are not subject to this deadline.



2

CHANGE REQUEST SUBMISSION DEADLINE (2/2)

31 MAY 2018 – CHANGE REQUEST (COSTING INCREASE) SUBMISSION CUT-OFF

Documents To Be Submitted

1. Change Request Letter

- Company Letter Head
- Authorized Signatory & Dated
- Valid Change Justification(s)

2. Supporting Documents

- Revised Schematic Diagrams
- Revised Routing Plans
- Revised Project Costing
- Other Applicable Documents

Grantee shall ensure correctness and consistency of data in the submitted documents, which would otherwise result in processing/approval delays and/or rejection to the Change Request(s)



3

LOA LETTER RECEIPT (1/2)

30 SEP 2018

LETTER OF ACCEPTANCE (LOA) RECEIPT BY IMDA

Fully COMPLETED, SIGNED and DATED LOAs are to be received by IMDA by
6.00pm, 30 Sep 2018
Singapore time

Note:

1. Submission shall only be accepted via email to CARO@imda.gov.sg & BROADBAND@imda.gov.sg (effective 6 Nov 2017).
2. IMDA reserves the right to reject any late and/or incomplete returns.



3

LOA LETTER RECEIPT (2/2)

30 SEP 2018

Documents To Be Submitted

1. LOA LETTER

- Company Letter Head
- Authorized Signatory Only
- Dated
- Company Stamp

Grantee shall not make any changes to any terms in the LOA unless prior explicit approval has been given by IMDA for such changes. Otherwise, this will render the LOA invalid.



4

CHANGE REQUEST SUBMISSION DEADLINE (1/2)

31 JAN 2019 – OTHER CHANGE REQUEST SUBMISSION CUT-OFF

Change Request Submission Cut-off (Other Changes Not Related to Cost/Grant Amount Increase)

Fully COMPLETED, SIGNED and DATED Change Requests with valid justification(s) and supporting documents are to be received by IMDA by
6.00pm, 31 Jan 2019
Singapore time

Note:

1. Submission shall only be accepted via email to CARO@imda.gov.sg & BROADBAND@imda.gov.sg (effective 6 Nov 2017).
2. IMDA reserves the right to reject any late and/or incomplete submissions. All change requests submitted timely will still be subject to IMDA's review and approval.



4

CHANGE REQUEST SUBMISSION DEADLINE (2/2)

31 JAN 2019 – OTHER CHANGE REQUEST SUBMISSION CUT-OFF

Documents To Be Submitted

1. Change Request Letter

- Company Letter Head
- Authorized Signatory & Dated
- Valid Change Justification(s)

2. Supporting Documents

- Revised Schematic Diagrams
- Revised Routing Plans
- Revised Project Costing
- Other Applicable Documents

Grantee shall ensure correctness and consistency of data in the submitted documents, which would otherwise result in processing/approval delays and/or rejection to the Change Request(s)



5

FINAL QP END DATE (1/3)

30 JUN 2019

Final QP End Date

All projects' deliverables must be met, and final Technical Audit successfully COMPLETED by
30 Jun 2019
Singapore time

Note:

- 1. A FRS project is deemed to be successfully concluded when all telecommunication infrastructure enhancement works have completed, other deliverables (as part of the approved grant) met, and have successfully passed the Technical Audit by IMDA.*
- 2. There shall not be any extension of the QP end date beyond 30 Jun 2019.*



5

FINAL QP END DATE (2/3)

30 JUN 2019

Documents To Be Submitted

1. **Site Inspection Report**
 - a) As-built Photos
 - b) As-built Routing
 - c) As-built Schematic Diagram
2. **Fibre Assignment Table**
3. **ABF Microducts Test Report**
4. **Site Completion Report**
5. **BIM Drawings**

Grantee shall ensure that all the applicable documents submitted are correct, with data consistency and integrity across the documents. Otherwise, this will severely delay the project completion, and affect the claims and funds disbursement to the Grantee.

Note:

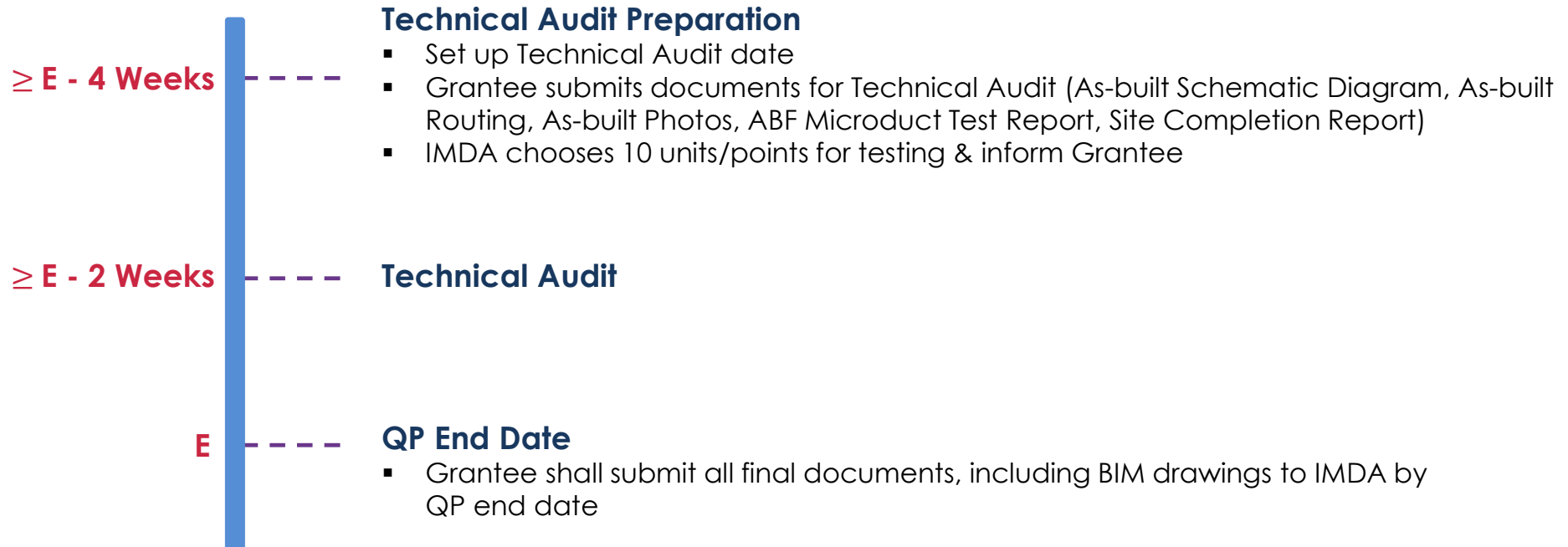
1. *Items (1) to (5) shall be submitted at least 1 month for review prior to Technical Audit (by IMDA). These documents shall be submitted via email to the respective IMDA Project Managers handling the projects.*
2. *Revised/Finalized items (1) to (5) post Technical Audit shall be submitted to IMDA before the end of QP.*



5

FINAL QP END DATE (3/3)

TECHNICAL AUDIT



Note:

1. This timeline is assuming that all the submitted documents are correct and accurate. Where practically feasible, Grantee should initiate the Technical Audit Preparation more than 4 weeks from the end of QP.
2. Any applicable Change Request related to the project must be completed, and approved by IMDA before Technical Audit can commence.
3. IMDA shall conduct a Technical Audit only after all the requisite documents have been verified to be correct and accurate.
4. For projects with more than 300 units, the Technical Audit Preparation shall commence 8 weeks before the end of QP.



6 CLAIMS SUBMISSION DEADLINE (1/2)

30 SEP 2019

Claims Submission Deadline

All projects' claims, including supporting documents and applicable audit reports are to received by IMDA by
6.00pm 30 Sep 2019
Singapore time

Note:

1. *Grantee is to submit their claims via email to IMD_CLAIMS@imda.gov.sg, and also mail a physical copy of the claims to IMDA.*
2. *IMDA reserves the right to reject any late and/or incomplete returns.*
3. *Claims submission shall be processed on a first-come-first-serve basis.*



6 CLAIMS SUBMISSION DEADLINE (2/2)

30 SEP 2019

Documents To Be Submitted

1. Annex 4A
2. Annex 4B
3. Annex 4C (For Grant Amount >100K)
 - Part 1 - Audit Report
 - Part 2 – Basis Of Preparation Of The Claim Form
4. Invoices
 - Dated & Valid
 - Fully Itemized/Breakdown
 - Grantee As Addressee

Grantee shall ensure that all the applicable documents submitted are correct, with data consistency and integrity across the documents. Otherwise, this will delay the claims review, and funds disbursement to the grantee.

Common Errors

- Wrong audit report format used (Annex 4C)
- Wrong claims date indicated in claims form

Note:

1. For grant amount exceeding 100K, Grantee is to engage a certified public accountant to certify the claims, and provide an audit report.
2. All cost related to each grant project has to be incurred within the QP.
3. FRS is a one-time grant disbursement scheme. IMDA will reimburse the Grantee up to 90% of cost incurred. At the point of claims submission, IMDA reserves the right to require the Grantee to provide proof of 100% payment for cost incurred.

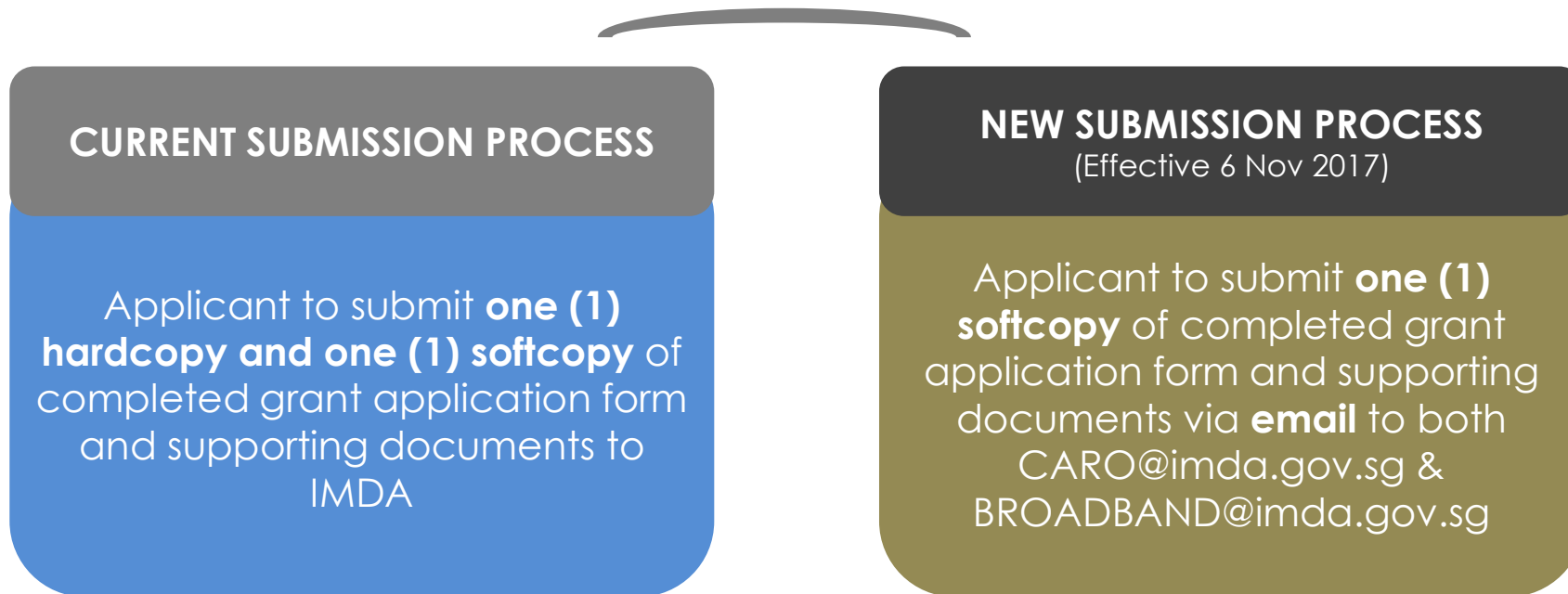


CHANGES



1 CHANGES (EFFECTIVE 6 NOV 2017)

SUBMISSION PROCESS



Note:

1. For applicants that have already couriered hard copies of their applications, i.e. in transit to IMDA, IMDA will still accept these applications based on the current submission process.
2. The submitted softcopy of the completed application form and supporting documents are to be in PDF format.
3. Where the application documents exceeds 20MB aggregately, please submit the application in parts. Date/Time of application receipt by IMDA shall be based on the last email part received.



2 CHANGES (EFFECTIVE 6 NOV 2017) APPLICATION FORM

CURRENT APPLICATION FORM		NEW APPLICATION FORM (Effective 6 Nov 2017)
Within 6 months of date of FRS application (signatory date in application form)	ACRA Validity	Within 6 months of date of FRS application submission
-	PROJECT DELIVERABLES	New deliverable to explicitly indicate number of units & additional infrastructure to be provisioned
No explicit acknowledgement of declaration/undertaking	DECLARATIONS / UNDERTAKINGS	Explicit acknowledgement of declaration/undertaking required and additional clauses
Two (2) signatories	AUTHORIZED SIGNATORY	One (1) signatory

Note: An one month grace period is given for new applications to use the new application form, i.e. by 6 Dec 2017, all new applications are to use the new application form.



IMDA CONTACT DETAILS





FRS PROJECT MANAGERS CONTACT DETAILS



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THANK YOU