



MARITIME CLUSTER FUND COURSE FEE SUBSIDY (CFS) QUALIFYING TERMS AND CONDITIONS

A) ELIGIBILITY CRITERIA

To be eligible for CFS,

- i. Participants must be Singaporean Citizens or Permanent Residents;
- ii. Participants must be employees of business entities / organisations registered or incorporated in Singapore;
- iii. Participants must be sponsored by the business entities / organisations to attend the course;
- iv. Participants must attain at least 75% attendance at the course;
- v. Participants must not be receiving any other forms of financial training assistance administered by other government bodies e.g. MAS or WDA etc;
- vi. Sponsoring business entities of the participants must submit the MCF CFS Application Form to the Course Provider before the commencement of the course;
- vii. Participants and business entities must **strictly adhere** to the eligibility criteria stipulate 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
- viii. The softcopy of the form can be found on the MPA website: www.mpa.gov.sg/mcf.

B) DISBURSEMENT OF CFS

CFS will only be disbursed to the eligible participants who meet the above attendance criteria upon the completion of the course. Course Provider will be required to submit the consolidated CFS Claim Form for all eligible participants on their behalf. The softcopy of the form can be found on the MPA website.

MPA also requires the Course Provider to provide us with a tax invoice for the total amount of the subsidy, inclusive of GST chargeable. MPA will verify these claims before forwarding the subsidy payable to the Course Provider, who will disburse to the sponsoring business entities of eligible participants.

C) MCF RANDOM AUDIT CHECKS

Courses given CFS will be subject to random audit checks by MPA. Course Providers will therefore be required to keep the necessary documentation i.e. participants' application forms and attendance sheets, for a period of **3 years**.

