



**MARITIME CLUSTER FUND  
TRAINING@MARITIME SINGAPORE - SHORT COURSES  
APPLICATION FORM**

• This form may take you 5 minutes to complete.

Course Title: \_\_\_\_\_

Course Provider: \_\_\_\_\_

Course Dates: \_\_\_\_\_

**Applicant Details**

Name of Employee/Applicant (as per NRIC): \_\_\_\_\_

NRIC: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Nationality: ☐ Singaporean ☐ Permanent Resident

Course Fee Before MCF Grant (Excludes GST): \_\_\_\_\_

Sponsorship: ☐ Company ☐ Self-Sponsored

**Employer Details**

*(This section is required for both company and self sponsored applicants)*

Business Entity Name: \_\_\_\_\_

Business Registration (ACRA No.)<sup>1</sup>: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

**Declaration**

1. **I, the course participant /we, the employer of the course participant DECLARE** that all statements made by me on this form are correct. I/we acknowledge that it is an offence to furnish false or misleading information to MPA.
2. **I/we DECLARE** that I/we have not applied for or received any other forms of financial assistance administered by any government bodies for this course, with the exception of SkillsFuture Credit or SkillsFuture Enterprise Credit (SFEC).
3. **I/we consent** to MPA disbursing the Training Grant to the Training Service Provider, which shall be applied by the Training Service Provider towards subsidising the course fee payable by me/us to the Training Service Provider.
4. **I/we** give consent for MPA to obtain and verify information from or with any source, as MPA deems appropriate for the assessment of this application.
5. **I/we** consent and agree that MPA may disclose information pertaining to this application to other MPA departments, other government agencies and our Board for the performance of MPA's official duties.
6. **I/we** will be responsible to pay the Training Service Provider, the full course fees if I do not attain at least 75% attendance for the course, or in the case of an E-learning course, complete all modules.

<sup>1</sup> The ACRA no. should be of the sponsoring employer. This is also the entity which pays the salary of the trainee and other statutory benefits (including CPF contributions) to the trainee. The employer details will be validated against the CPF contribution records of the course participant. Please ensure that the ACRA no. is correctly stated to minimise delays in disbursement due to failed validation checks. If the CPF is not contributed by the employer, please inform us.

7. With the exception of conferences and seminars, for the courses conducted on or after 1 Jan 2025, I/We will be responsible to pay the Training Service Provider, the full course fees if I do not pass the course assessment.
8. In the event that I/we are found to have furnished any inaccurate or false information or submitted any false declaration or willfully suppressed any material fact, MPA will withdraw its training grant for the course, and I/we will be responsible to pay the Training Service Provider, the full course fees.

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Signature<sup>2</sup>  
Date:

Name :  
Designation:

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### **Eligibility Criteria:**

#### **Important notes on eligibility and funding criteria:**

1. Approvals of training grants are granted at MPA's sole discretion.
2. The Training Grant shall be disbursed to the Training Service Provider only if the course attendee has met the following eligibility criteria:
  - i. The training grant is to be used only towards payment of course fees for MCF-approved courses and for no other purposes (including but not limited to payment for any event management, advertising, or sponsorship fees). Please see <https://www.mpa.gov.sg/maritime-singapore/what-maritime-singapore-offers/developing-manpower/training@maritimesingapore> for more information on MCF-approved courses.
  - ii. This form, duly completed and signed, must be submitted to the Training Service Provider of the MCF-approved course ("**Training Service Provider**") **BEFORE** the commencement of the course.
  - iii. Course attendees must be Singaporean Citizens or Singapore Permanent Residents;
  - iv. Course attendees may be self-sponsored ("**Self-Sponsors**") or employees of sponsoring business entities registered or incorporated in Singapore ("**Corporate Sponsors**");
  - v. Course attendees who are Public Officers must be self-sponsored;
  - vi. Course attendees must not be receiving any other forms of financial assistance administered by other government bodies (in the case of self-sponsored Public Officers, this includes all types of staff benefits received) for the course, with the exception of SkillsFuture Credit or SkillsFuture Enterprise Credit (SFEC)<sup>3</sup>;
  - vii. Course attendees must not have previously applied for funding for the same course.
  - viii. Course attendees must attain at least 75% attendance for the course, or in the case of an E-learning course, complete all modules.
  - ix. With effect from **1 January 2025**, with the exception of conferences and seminars, course attendees must pass the course assessment.

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<sup>2</sup> For company-sponsored employees, this application form must be signed by an authorized representative of the management (other than the course attendee) in the business entity/organisation.

<sup>3</sup> Course attendees may apply for SkillsFuture Credit (for self-sponsored individuals) or SkillsFuture Enterprise Credit (SFEC) (for eligible businesses) on the nett amount after applying the MCF subsidy.