

Claims Checklist

To claim, please ensure that the following conditions have been met:

- 1) Trainees on the Programme are hired before the last hire date stated on the Letter of Offer (LOO) in Paragraph 4b) (viii).
- 2) Trainees have completed the minimum training requirements (refer to point 4) for the position approved in the LOO.
- 3) Company has sent the trainee to attend either SFDW or 1 module from Worker 4.0/BBIP/PIDA/Skillsfuture series for Employability Skills during the first 3 months of employment
- 4) Training hours needed to complete based on new hire's employment status prior to JPP:

Jobseeker who is < 6 months unemployed prior to JPP	Jobseeker who is ≥ 6 months unemployed prior to JPP
- Complete at least 40 hours of On-the-Job Training (OJT) within 3 months of employment	- Complete at least 50 hours of On-the-Job Training (OJT) within 4 months of employment

Documents to be submitted

- 1) NRIC (front and back) as proof of citizenship
- 2) Training attendance sheet/logbook as proof of training hours conducted
- 3) Monthly Payslip since date of hire (for computation of salary support)
- 4) Employment Contract
- 5) Outcome form & Cover letter
- 6) Certificate of Completion for SFDW or 1 module from Worker 4.0/BBIP/PIDA/Skillsfuture Series for Employability Skills
- 7) **Declaration Form** (only for candidates who are unemployed ≥ 6 months prior to JPP)