

**COMPANY SPONSORSHIP FORM**

i@Central, Information & Service Centre Nanyang Polytechnic Level 1, Block A, 180 Ang Mo Kio Avenue 8, Singapore 569830
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**(A) COURSE DETAILS**

Course Title	Diploma in Business Practice (Hospitality & Tourism Management)		
Start Date (dd/mm/yy)	18/04/22	End Date (dd/mm/yy)	20/10/24
Course Code	BMDP07		
Course Fee (incl. GST)	Please refer to course website		

**(B) COMPANY INFORMATION (\* Mandatory)**

Company Name*												
<i>Only for companies applying for the Enhanced Training Support Scheme for sponsored Singaporean or Singapore Permanent Resident. Please select only ONE option below:</i>												
<input type="checkbox"/> <b>Small-Medium Enterprise (SME):</b> (Please complete Annex 1A and submit it together with this company sponsorship form)												
<input type="checkbox"/> <b>Sole Proprietorship (SP):</b> (Please complete Annex 1B and submit it together with this company sponsorship form)												
Name of Contact Person*	Dr/Mr/Ms											
Designation / Department												
Mailing Address												
	Country			Postal Code								
Tel No						Mobile						
E-mail Address*												
Name of Billing Person:	Dr/Mr/Ms		Department									
Billing Address:												
	Country			Postal Code								
Billing Person's Contact Tel:												

**(C) APPLICANT INFORMATION\***

No.	Salutation	Name	#NRIC/FIN	Email Address
1.	Dr/Mr/Ms			
2.	Dr/Mr/Ms			
3.	Dr/Mr/Ms			
4.	Dr/Mr/Ms			
5.	Dr/Mr/Ms			

# Please provide only the last 3 numeric digits and letter of the NRIC or FIN (Refer to [Personal Data Protection Act 2012](#)).

The company will sponsor the above applicant(s) for the course.



\_\_\_\_\_  
Name/Designation

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Company Stamp:

## Annex 1A - DECLARATION FORM FOR ENHANCED TRAINING SUPPORT SCHEME FOR SMALL & MEDIUM ENTERPRISES (SMEs)

### Important Note:

1. Please complete this form and attach it with the relevant UEN printout (refer to Annex 2 for instructions).
2. Please submit this form as part of your supporting documents during course application OR to your Course Co-ordinator/Manager if the course has already commenced.
3. NYP reserves the right to reject the application if it is incomplete.

Name of Trainee(s)		NRIC/FIN no. of Trainee(s) <i>(last 3 numeric digits and letter)</i>
Training Institution	Nanyang Polytechnic	
Course Title	Diploma in Business Practice (Hospitality & Tourism Management)	
Course Commencement Date	18 April 2022	
Module Name	Please tick below module(s). <span style="float: right;"><i>[For <b>Single Module(s)</b> application only]</i></span>	
Module Commencement Date <i>where applicable</i>	<span style="float: right;"><i>[For <b>Single Module(s)</b> application only]</i></span>	

Please select the options that the trainee is applying for [either (i) OR (ii)]:

*\*Note: Module title may be subject to changes or replaced by another module where applicable.*

(i) Applicable to trainee who is applying to study <b>Full Course</b>	(ii) Applicable to trainee who is applying to study <b>Single Module(s)</b>
<input type="checkbox"/> Modular Certificate in Business Communications & Analytics	<input type="checkbox"/> Modules title (please fill-in):
<input type="checkbox"/> Modular Certificate in Business Essentials	
<input type="checkbox"/> Modular Certificate in Hospitality Management	
<input type="checkbox"/> Modular Certificate in Tourism Management	
<input type="checkbox"/> Modular Certificate in MICE Management	

Full Entity Name (SME):	UEN Number:
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### (a) Declaration of Employer Small and Medium Enterprise (SME) Status and full sponsorship for course/module(s) applied

This form serves to declare that the named trainee is currently an employee of the above entity. And that the above entity is an organisation registered or incorporated in Singapore and satisfy the following conditions during period of application:

1. At least 30% local shareholding **AND**  
Please tick **2a. and/or 2b.**
- 2a. Group<sup>1</sup> annual sales turnover<sup>2</sup> of not more than \$100 million **OR**
- 2b. Group employment size<sup>3</sup> of  (not more than 200)

<sup>1</sup>Group tracing:

- i. All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents.
- ii. All subsidiaries of the company.

<sup>2</sup> Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.

<sup>3</sup> A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.

In the event that the above entity no longer meet the above conditions and/or sponsoring the named trainee, the entity must inform Nanyang Polytechnic immediately in writing as they will no longer enjoy the enhanced training support for SMEs.

**NOTE:** For the purpose of enhanced training support application under this scheme, SMEs include Associations, Charitable Organisations (VWOs), Societies who are registered/ incorporated in Singapore.

### (b) Check list for enclosed compulsory supporting documents

Recent printout from UEN website as evidence that the above entity is registered in Singapore with a valid UEN number (must be dated not more than 1 week after course application closing date). (See sample printout in Annex 2).

### (c) Sponsoring company details and endorsement

Email address of HR Office (or equivalent)			
Contact no. of HR Office (or equivalent)			
Name & Designation of signatory:	Signature:	Date:	Company Stamp:

## Annex 1B - DECLARATION FORM FOR ENHANCED TRAINING SUPPORT SCHEME FOR SOLE PROPRIETORSHIP (SP)

### Important Note:

1. Please complete this form and attach it with the relevant UEN printout (refer to Annex 2 for instructions).
2. Please submit this form as part of your supporting documents during course application OR to your Course Co-ordinator/Manager if the course has already commenced.
3. NYP reserves the right to reject the application if it is incomplete.

Name of Trainee(s)		NRIC/FIN no. of Trainee(s) <i>(last 3 numeric digits and letter)</i>	
Training Institution	Nanyang Polytechnic		
Course Title	Diploma in Business Practice (Hospitality & Tourism Management)		
Course Commencement Date	18 April 2022		
Module Name	Please tick below module(s).		<i>[For <b>Single Module(s)</b> application only]</i>
Module Commencement Date where applicable	<i>[For <b>Single Module(s)</b> application only]</i>		

Please select the options that the trainee is applying for [either (i) **OR** (ii)]:

*\*Note: Module title may be subject to changes or replaced by another module where applicable.*

(i) Applicable to trainee who is applying to study <b>Full Course</b>	(ii) Applicable to trainee who is applying to study <b>Single Module(s)</b>
<input type="checkbox"/> Modular Certificate in Business Communications & Analytics	<input type="checkbox"/> Modules title (please fill-in):
<input type="checkbox"/> Modular Certificate in Business Essentials	
<input type="checkbox"/> Modular Certificate in Hospitality Management	
<input type="checkbox"/> Modular Certificate in Tourism Management	
<input type="checkbox"/> Modular Certificate in MICE Management	
Full Entity Name (Sole-proprietorship):	UEN Number:

### (a) Declaration of Employer Sole-Proprietorship Status and full sponsorship for course/module(s) applied

This form serves to declare that the named trainee is currently an employee of the above entity. And that the above entity is an organisation registered or incorporated in Singapore as a sole-proprietorship

with employee size of  (not more than 200) and is active during period of course application.

In the event that the above entity no longer meet the above conditions and/or sponsoring the named trainee, the entity must inform Nanyang Polytechnic immediately in writing as they will no longer enjoy the enhanced training support for SMEs.

*NOTE: For the purpose of enhanced training support application under this scheme, SMEs include Associations, Charitable Organisations (VWOs), Societies who are registered/ incorporated in Singapore.*

### (b) Check list for enclosed compulsory supporting documents

Recent printout from UEN website as evidence that the above entity is registered in Singapore with a valid UEN number (must be dated not more than 1 week after course application closing date). (See sample printout in Annex 2)

### (c) Sponsoring company details and endorsement

Email address of Sole-proprietor			
Contact no. of Sole-proprietor			
Name & Designation of signatory:	Signature:	Date:	Company Stamp:

## Annex 2

### (A) Steps to find and print UEN printout

Step 1: Go to website: [www.uen.gov.sg](http://www.uen.gov.sg)

Step 2: Enter your company Entity Name or UEN Number in the box (highlighted in red below)

Step 3: Click on the “Search” button to get the search results

Step 4: Print the search results and attach printout to declaration

#### Unique Entity Number (UEN) website

**Unique Entity Number (UEN)**  
One Number for all interactions with the Government

Font Resize: [A-](#) [A](#) [A+](#) Singapore Government  
Integrity • Service • Excellence  
[Sitemap](#) | [Contact Us](#) | [Feedback](#)

Within Government Websites  Search Information

[Home](#) [About Us](#) [FAQ](#) [More](#) [Announcements](#)

### Search for UEN

This website allows you to search for entities registered in Singapore

UEN/Entity Name/Previous Entity Registration Number\*

[Advanced Search](#)

**Note:**

- Search for Entity Name:
  - Starting With - Entered name matches the first characters of the entity names registered in the UEN System;
  - Exact Match - Entered name matches exactly to entity name registered in the UEN System; and
  - Containing - Entered name matches parts of the entity name registered in the UEN System.
- Information on Businesses, Local Companies, Limited Liability Partnerships, Limited Partnerships and Public Accounting Firms is updated as of yesterday. For more updated information, please visit the Bizfile+ website at [www.bizfile.gov.sg](http://www.bizfile.gov.sg).
- The full list of registered entities can be downloaded from [data.gov.sg](http://data.gov.sg).

\* Mandatory field.

[Rate this Website](#)

### (B) Sample of required UEN printout

**UEN:**

T08GB0032G

**Entity Type:**

STATUTORY BOARDS

**UEN Issuance Agency:**

SMART NATION AND DIGITAL

GOVERNMENT OFFICE

**Address:**

180, Ang Mo Kio Ave 8, SINGAPORE

569830

**Entity Name:**

Nanyang Polytechnic

**UEN Status:**

REGISTERED

**Previous Entity Registration No.:**

52000460000D(CRN), GB0032(MOF)

[More Info](#)**Note:**

## 1. Search for Entity Name:

(a) Starting With - Entered name matches the first characters of the entity names registered in the UEN System;

(b) Exact Match - Entered name matches exactly to entity name registered in the UEN System; and

**Must be recently dated**

[https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx?\\_afLoop=91824518808...](https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx?_afLoop=91824518808...) 15/1/2019