

New Industrialisation Acceleration Scheme (NIAS)

Checklist of Documents Required for Submission of Applications

Copies of the following documents shall be submitted electronically through the Innovation and Technology Commission Funding Administrative System (ITCFAS) together with the application form:

The Applicant

- (a) Certificate of Incorporation
- (b) Business Registration Certificate
- (c) Latest Annual Return of the Companies Registry (Form NAR1) for companies established for over one year (or the Incorporation Form (Form NNC1) for a newly established company)
- (d) Promotional pamphlets/publications introducing the applicant's business and product(s) (if available)

Financial Proof

- (e) Documentary proof of the annual turnover of the applicant (e.g. audited financial statements including balance sheet and profit-and-loss statement in the previous year) or documentary proof to show the financial capability of the applicant (for applicants established for less than one year)
- (f) Documentary proof(s) to substantiate the source(s) of fund (e.g. bank statement, bank facility letter, letter of undertaking/minutes of board meetings to support injection of capital, written confirmation from directors confirming commitment to provide financial support, etc.)

Project Overview and Project Team

- (g) PowerPoint introduction (no more than 10 slides) of the project in PDF format, which shall include (i) the purpose of the project; (ii) a description of the production facility(ies) with highlight on the key smart manufacturing technologies and components to be adopted; (iii) products to be produced; (iv) business viability (including factors such as market opportunity, competitive analysis and strategies for sustainable profitability); and (v) anticipated benefits

- (h) A schematic diagram of the production facility(ies) under application
- (i) A chart showing the composition of the project team overseeing the execution of the project

Technical Consultant

- (j) Job reference and qualifications proof of the technical consultant engaged/proposed to be engaged (if applicable)
- (k) Written quotations/tender bids as well as signed probity and non-collusive quotation/tendering certificates of technical consultancy service (applicable if a technical consultant is engaged for the preparation of an NIAS application before it is submitted)

Procurement

- (l) Reference written quotations/tender bids for proposed expenditure item estimated with cost of \$0.5 million or above¹ (if applicable)

Rental/Land Lease

- (m) Rental/land lease document (if available)²

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¹ For equipment, goods or services which are to be procured after the project approval and with an estimated cost below \$ 0.5 million, unless upon ITC's request, it is not compulsory for the applicant to submit reference quotations at the time of application submission. However, the applicant shall provide reference quotation(s) concerning every procurement of equipment, goods or service for the project after the New Industrialisation Vetting Committee (NIVC) has supported the application and before ITC's approval.

² The applicant shall submit a copy of the rental/land lease document at the time of application submission if available; otherwise, the applicant shall submit it after the NIVC has supported the application and before ITC's approval.