

## Claims Checklist

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

- 1) Trainee was employed after e2i' s Letter of Offer date and before **30<sup>th</sup> June 2020** and have completed at least 3 months of work for the position approved in the Letter of Offer (LOO).
- 2) 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
- 3) Training hours needed to complete based on new hire's employment status prior to JPP:

<b>Jobseeker who is &lt; 6 months unemployed prior to JPP</b>	<b>Jobseeker who is ≥ 6 months unemployed prior to JPP</b>
- Completed at least 40 hours of OJT	- Completed at least 50 hours of OJT

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)