

SNEF Members' Incentive Grant Application Form

Responding to popular demand and responses from our members, the SNEF Members' Incentive Grant has been extended for another one year. In addition to support the employability of older workers, we are pleased to offer the following enhanced grant incentives:

a. Consultancy Services on Job Redesign, looking at the 6 age-friendly employment practices

Tick any one of the age-friendly practices:

- 1 Recruitment Practices
 2 Wage Structure
 3 Benefit Structure
 4 Re-employment Policy
 5 Flexi-work Availability
 6 New Job Roles

Description of Age Friendly Practices

- | | |
|--|--|
| 1 – No age or other barriers in the recruitment of mature workers.
2 – Adopt role-based or performance-based wage system.
3 – Implement portable medical benefits.
4 – Offer jobs to existing workers beyond age 62.
– Pro-active career management for mature workers.
– Re-train mature workers to prepare for new roles. | 5 – Repackage job scope to bring out the best in mature workers through shorter work hours or flexi-work arrangements.
6 – Create new value-added roles to leverage on strengths of mature workers. such as good people relations, better reliability, greater patience and more. |
|--|--|

b. Employee Handbook incorporating code for fair employment practices, fair recruitment, policy for flexible wage system and re-employment scheme

c. HR Manual, a comprehensive guide to HR policies and practices

d. Consultancy services on Collective Agreement, incorporating a.

Project Details (Brief Outline of Project to be undertaken)

Estimated Start Date: _____ Estimated Completion Date: _____

TERMS & CONDITIONS

We understand that we have to abide by the following conditions for the utilization of the grant:

1. The grant amount is awarded based on our records of your years of subscribing to SNEF as a member.
2. The grant amount is non-negotiable and non-exchangeable for cash.
3. All debts owing by member at the time of utilization have to be fully settled before grant can be used.
4. The grant cannot be used together with existing grants/subsidy/discounts.
5. Submission of this form does not constitute approval of using the grant. A faxed reply of approval (stamped "confirmed" and signed) from SNEF is required.
6. SNEF reserves the right to cancel/withdraw any program/service or change the terms and conditions governing the use of the grant at any time without any prior notice.
7. The implementation of the project must be within **six (6) months** from the date of approval of the grant. Company must retain SNEF membership throughout the project period. The grant expires on 31 Mar 2009.
8. For enquires, kindly contact **Adrian Ho** at **DID: 6827 6921** or **e-mail: adrian_ho@snef.org.sg**.

Name of Company: _____ SNEF Membership No: _____

Address: _____ Postal Code: _____

Mr/Ms: _____ Designation: _____

Tel: _____ Fax: _____ E-mail: _____

Available Grant: _____ Consultancy Fee: _____ Grant amount to offset: _____ Balance Amount Payable: _____

Name/Designation of Officer in Charge: _____

Signature of Officer in Charge: _____ Date: _____

For Official Use (SNEF)

Consultant Name: _____ Cost of Fee: _____ Signature/Date: _____	Project Executive: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature/Date: _____	Accounts Personnel: _____ Invoice No: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature/Date: _____
---	--	--