

Schedule 3C
GUIDELINES ON PROGRESS/FINAL REPORTS

Recipient Name	:
Project Title	:
Date of Progress Report :	
Please note that: <ul style="list-style-type: none"> Progress Reports/ Final Report must be dated and signed off by a Director named in the ACRA business profile or a member of the senior management who may or may not be named in the ACRA business profile The completeness of the reports submitted will help to ensure the efficient processing of claims 	

1 Description of progress of the Project

Please describe, with details, current status of the Project and milestones and/or deliverables achieved to date. Any delay or deviation from the Agreement (in particular **Annex 3**), as well as remedial actions and next-step actions should be fully explained and details given. In addition, a summary of the progress of the Project should be presented in the following tabular format:

S/N	Disbursement Milestones/KPIs (Per Annex 3)	Status Update
1		Example: (a) Completed as at DD/MM/YY. Pls indicate date of completion. (b) In Progress (c) Incomplete (Pls elaborate)
2		
3		

For Final Report, please attach product/process/service/applications specifications, brochures and photographs if available.

2 Capability Development

Please provide details of capability developed to date as a result of the Project. This must be in terms of new technology adopted by the Recipient, expertise acquired (e.g. managerial, technical, innovative etc.) and manpower training undergone by the development team (i.e. number of people trained, type of training, skills learnt etc.).

For Final Report, please provide summary of the overall capability developed in the course of the Project.

3 Quantitative Impact (Final Report only)

Please provide an estimate of the quantitative impact as mentioned in the Application. Example of quantitative impact include revenue increase, increase in total business spending, increase in number of subscribers / users, growth in infocomm manpower, productivity increase, wherever applicable, as a result of the Project.

S/No	Quantitative Impact	Result Upon Completion of the Project
1		
2		
3		
4		

4 Other benefits of Project (Final Report only)

Please describe other benefits to the Recipient as a result of the Project, e.g. quality improvement, new services introduced etc, as well as any contribution made to the relevant industry.

5 Future plans for Project (Final Report only)

Please describe any future plans the Recipient may have to develop or follow up on the results of the Project, e.g. the additional investments to be carried out, further enhancements intended or any changes to be made to the Recipient's current operations.

6 Longer-term plans for Innovative Activities in the Recipient (Final Report only)

Please describe briefly any longer-term plans for innovative activities in or by the Recipient.

7 Problems encountered (Final Report only)

If the Project took longer than planned, please give reasons for the delay. Highlight any technical, operational or administrative problems encountered during the course of the Project.

Declaration

I declare that the information of the Project as described in the above report is true and accurate to the best of my knowledge.

Signature
(Director named in ACRA Biz Profile /
a member of the Senior Management #)

Date

Full Name (in BLOCK Letters)

Designation

Please delete accordingly

CONFIDENTIAL