

Our Ref: LTA/AMG/1AM/C60.039.005

Date: 2 Nov 2019

CIRCULAR TO PROFESSIONAL INSTITUTES

Who should know

Developers, Building Owners, Architects and Qualified Persons.

Effective date

Immediate

ACTIVE COMMUTE GRANT FOR END-OF-TRIP FACILITIES

1. The Land Transport Authority (LTA) aims to make walking, cycling, and riding public transport a way of life and a means of enhancing liveability in Singapore. In addition to existing efforts to improve the cycling commute, adequate End-of-Trip (EOT) facilities such as showers, lockers and drying stations at destinations are also important to provide a comfortable and convenient journey to work.
2. Following the cessation of the Travel Smart Grant (Developer) (TSGD) in May 2019, LTA has launched the Active Commute Grant (ACG) with immediate effect, to continue the support and encouragement for developers and building owners who wish to provide EOT facilities in their developments. **LTA will reimburse up to 80% of the construction costs of EOT facilities in offices, business parks and light/general industrial¹ developments, up to a maximum of S\$80,000 per development.** The grant will be available until **30 June 2021**.

Eligibility Criteria

3. There are two types of applications, i.e.:-
 - a. Type A: Any new application for New developments, Redevelopments/ Reconstruction or Developments undergoing Addition & Alteration works (A&A) with affected GFA more than or equal to 1000sqm; and
 - b. Type B: Developments undergoing A&A with affected GFA less than 1000sqm or retrofitting works for EOT facilities² exempted from Planning Permission submission to URA³ in existing developments.

¹ Light/General industrial buildings under B1 landuse definition according to URA Masterplan Written Statement.

² E.g. Retrofitting of small number of bicycle parking in front of development, installing lockers at bicycle parking bay, converting of WC into shower facility, etc.

³ Information on planning permission exemption can be found here:

<https://www.ura.gov.sg/Corporate/Guidelines/Development-Control/Planning-Permission/using-CORENET-eSS/exemption>. Any GFA exemption arising from the provision of EOT facilities shall be subject to planning permission.

4. Eligibility for the grant is subject to the criteria as outlined in **Table 1**:

Table 1: Eligibility criteria for the Active Commute Grant

<p>General (applicable to both Type A and Type B)</p>	<p>(i) More than 50% of the total GFA of the development is for office, business park or light/general industrial use.</p> <p>(ii) The EOT facilities are provided in addition to the Sanitary Facility provision requirement stated in National Environment Agency's Code of Practice on Environmental Health.</p> <p>(iii) The EOT facilities, once completed, shall be accessible to all building occupants.</p>
<p>Type A</p>	<p>(i) The development shall not have obtained Temporary Occupation Permit (TOP) from Building & Construction Authority (BCA).</p> <p>(ii) The development shall provide bicycle parking in accordance to the latest prevailing statutory requirements as set out in the Parking Places Act.</p> <p>(iii) The EOT facilities are located in proximity or close to the development's bicycle parking area. If not, sufficient wayfinding signage is to be provided, subject to the Authority's evaluation.</p> <p>(iv) Proposed EOT facilities are in accordance with LTA's Code of Practice on Street Work Proposals Relating to Development Works Chapter 10.</p>
<p>Type B</p>	<p>(i) The development shall provide a net total⁴ of at least 10 bicycle parking lots, 10 lockers and 1 shower stall.</p> <p>(ii) Proposed EOT facilities have not yet been constructed.</p>

Application Process

5. A detailed application should be submitted, including the proposed EOT facilities and cost justifications of the items. Please refer to **Annex A** for items claimable under ACG, and **Annex B** for the application process. Applications are subject to LTA's evaluation and are to be submitted to LTA by 30 June 2021.
6. Please convey the contents of this circular to the relevant members of your organisation. Further enquiries on this circular and the application process can be made to LTA at the following email: LTA_AMU_Registry@lta.gov.sg.

Thank you.

KENNETH WONG
 DIRECTOR (ACTIVE MOBILITY GROUP)
 for CHIEF EXECUTIVE
 LAND TRANSPORT AUTHORITY

⁴ Existing and proposed combined. Only new items are claimable. Existing items will not be eligible for claim.

Annex A
EOT FACILITIES ELIGIBLE FOR CLAIM

1. The following EOT facilities may be considered for grant:

Type A

- a) Bicycle parking provided in addition to statutory requirements; and
- b) Other EOT facilities provided in accordance to LTA's Code of Practice Street Work Proposals Relating to Development Works Chapter 10.

Type B

- a) All proposed new bicycle parking;
 - b) Up to 10 lockers and 1 shower for every 10 bicycle parking provided within the building/development (or part thereof);
 - c) Up to 1 set of sanitary facilities⁵ per shower stall provided;
 - d) Grant eligibility for lockers and showers in excess of 1 locker per bicycle parking lot and 1 shower per 10 bicycle parking lots shall be at the Authority's discretion; and
 - e) Other EOT facilities provided in accordance to LTA's Code of Practice Street Work Proposals Relating to Development Works Chapter 10.
2. More details on items claimable under ACG are in **Table 2**. Developers and building owners are welcomed to propose additional initiatives outside of this list, which meet active commute objectives⁶, subject to LTA's further evaluation.

⁵ Water Closet/Urinal/Wash Hand Basin

⁶ Justifications should be provided to demonstrate that those facilities are provided to encourage building user to use active mobility to work

Table 2: Items claimable under ACG

Description of Initiatives	Inclusions and Exclusions
Construction of Shower/sanitary facilities	<p><u>Shower facilities</u></p> <ul style="list-style-type: none"> • Costs incurred for the installation of shower facilities. • Costs incurred for the construction of associated facilities such as partition walls/card access doors, etc. <p><u>Sanitary facilities</u></p> <ul style="list-style-type: none"> • Costs incurred for the installation of sanitary facilities including water closet, urinal, wash hand basin, hand dryer, etc • Janitor closet/room and related facilities shall not be eligible for claim.
Lockers (for storage of personal items)	<ul style="list-style-type: none"> • Costs incurred for the installation of personal storage lockers/PMD storage lockers. • Developer/Building owners are encouraged to provide basic lockers (i.e. mechanical lock).
Supporting building works	<ul style="list-style-type: none"> • Costs incurred for the supporting building works required for EOT facilities such as: <ol style="list-style-type: none"> 1) M&E Works 2) Builders' Works 3) Finishings
Other supporting facilities	<ul style="list-style-type: none"> • Costs incurred for the installation of other supporting facilities such as: <ol style="list-style-type: none"> 1) Bicycle repair station 2) Iron station 3) Drying station 4) Changing room 5) Associated facilities such as CCTVs, card access doors 6) Wayfinding signs to bicycle parking and EOT facilities (Type B applications only)

3. Total claimable cost shall be subject to further evaluation and at the discretion of LTA.

Annex C APPLICATION PROCESS

1. The developer or building owner of the development shall work together with the Qualified Person (QP) (If required) and appoint a key point of contact with LTA for all ACG matters during the entire application process.
2. The application consists of three stages: **(i) Pre-consultation; (ii) Grant Application; and (iii) Reimbursement Application**. LTA reserves the right to follow up with an **Audit and Post-Implementation Surveys** for each successful application. Please refer to **Figure 1** for the flowchart that summarizes the application process for the ACG.

Pre-consultation (Optional)

3. The developer may initiate pre-consultation with LTA via email at [LTA AMU Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg) prior to application submission, during development's Development Control (DC) stage for Type A Applications and prior to commencement of construction work for Type B Applications.
4. Supporting documents, such as plan submissions, Walking & Cycling Plan, details of the End-of-Trip facility proposals, shall be attached in the email for LTA's evaluation. LTA will share preliminary comments to the End-of-Trip facilities proposal, e.g. number, size and location of the facilities.

Grant Application (by 30 June 2021)

5. Upon submission to LTA for DC clearance for the building works (Type A) or prior to the construction of EOT facilities (Type B), the developer/building owner may proceed to submit **Forms A1 and A2**. This form shall be duly endorsed by the developer/building owner's senior management.
6. The application form shall include the following details:
 - a. Declaration on whether the End-of-Trip facilities are provided in addition to NEA's minimum sanitary facility requirement and LTA's Code of Practice on Street Work Proposals Relating to Development Works;
 - b. Details of the End-of-Trip facilities to be provided (e.g. description, cost, quantity.) in relation to the building works layout; and
 - c. Justification for the estimated cost of each item (substantiated with quotations where possible).
7. The applicant shall ensure that all information regarding construction of the EOT facilities has been properly submitted to constitute a complete application for LTA's further evaluation. The applicant shall also ensure that all necessary approvals from various agencies has been sought prior to application for ACG.

8. The applicant will be notified in writing if revisions to the End-of-Trip facilities proposal and/or Application Form are required. If the ACG application is approved, LTA will issue the Letter of Approval.
9. The developer/building owner is strongly advised to construct the proposed EOT facilities only after Letter of Approval is issued by LTA. Any appeals due to EOT facilities constructed prior to issuance of the Letter of Approval will not be accepted.
10. Any application for the ACG after 30 June 2021 or after the issuance of TOP by BCA for building works will not be accepted.

Reimbursement Application (by 31 October 2021)

11. Upon obtaining TOP from BCA (Type A) or after the End-of-Trip facilities are successfully constructed (Type B), the developer/building owner is then required to submit the **Forms R1 and R2** together with the necessary supporting documents⁷ to LTA at LTA_AMU_Registry@lta.gov.sg. The developer/building owner shall arrange with LTA for site inspection(s) to validate that the facilities are constructed according to the approved Application Form and Reimbursement Form.
12. A reimbursement in-principle approval will be issued to the developer/building owner before LTA proceeds with the disbursement of the grant.
13. All reimbursement applications shall be submitted before 31 October 2021. Any reimbursement applications received after 31 October 2021 will not be accepted.

Audit and Post-Implementation Surveys (PIS)

14. To ensure the facilities are maintained for proper usage and open to access for all building users, LTA reserves the right to audit successful claimants at any time within 2 years after the approval of the reimbursement.
15. To validate the effectiveness of the Grant, LTA reserves the right to conduct and/or require the developer/building owner to conduct Post-Implementation Surveys with building users on their travel pattern, and to request development, employee, and facility usage rate related data within 2 years of the TOP or after the building reaches 80% occupancy.

⁷ Building plan for building works; approved Walking & Cycling Plan; Detailed plans showing location and quantum of bicycle parking spaces & EOT facilities; Detailed breakdown of costs related to construction of EOT facilities.

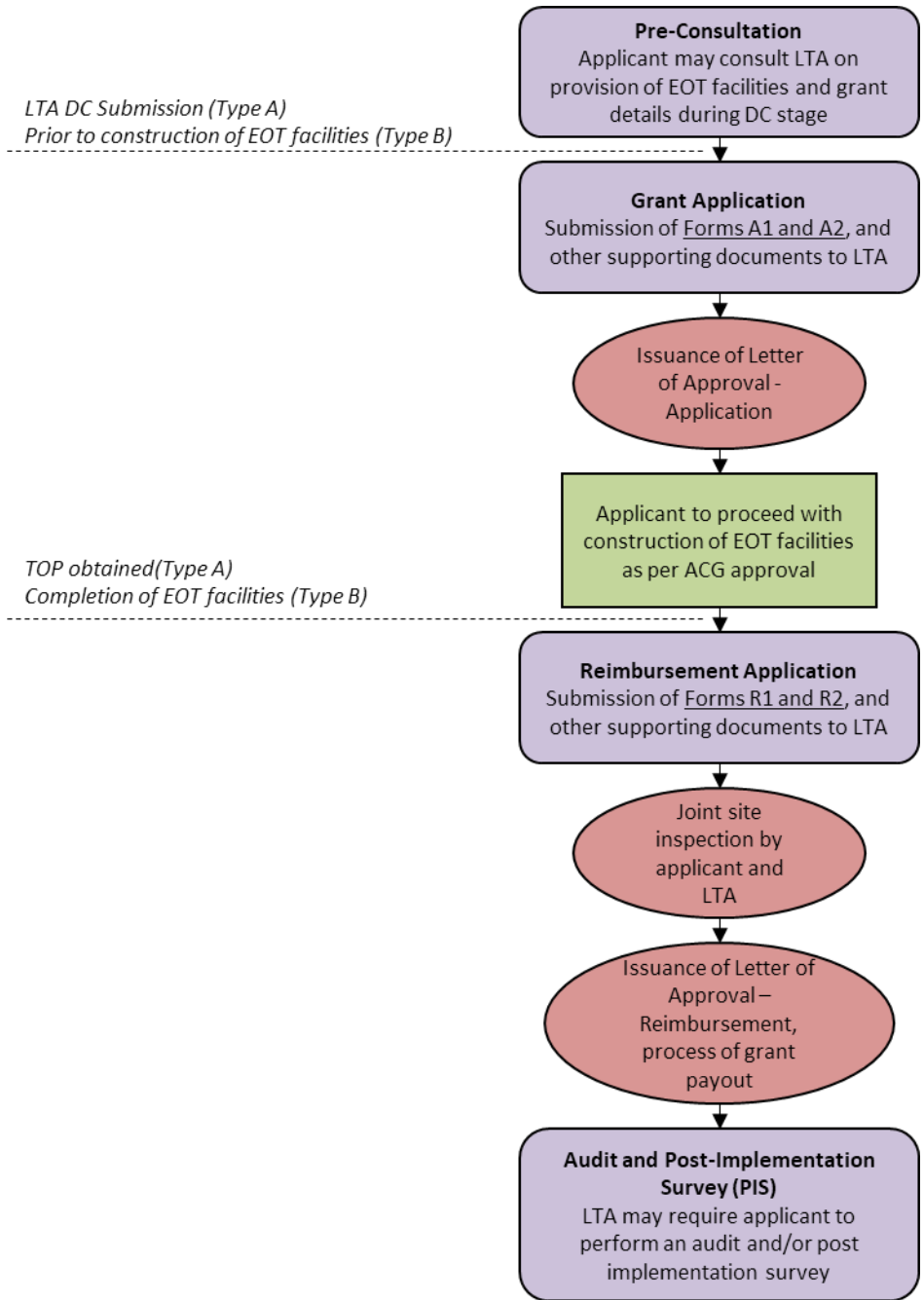


Figure 1: Application Flowchart

Distribution list:

**President
Singapore Institute of Architects
79/79A/79B Neil Road
Singapore 088904**

**President
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190 Clemenceau Avenue
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Singapore 239924**

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Singapore 069118**

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The JTC Summit
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**Director
Building Plan & Management Division
Building and Construction Authority
52 Jurong Gateway Road
#06-01 Singapore 60855**

FORM A1: ACTIVE COMMUTE GRANT APPLICATION FORM
(“Form A1”)

Please read the following instructions carefully before completing this form.

1. **Only Applicants submitting applications for provision of End-of-Trip (EOT) facilities for places of employment can apply for the Active Commute Grant (“Grant”). By submitting this form, the applicant (“Applicant”) agrees to the terms and conditions of the Land Transport Authority of Singapore (“LTA”) as set out herein (which includes Active Commute Grant Circular and its annexures). All Grant Applications must be submitted by 30 June 2021.**
2. The Applicant shall nominate one point of contact (POC) for each Grant Application. The nominated POC shall be responsible for all the submissions in connection with the Grant and reimbursement applications. The Applicant shall notify LTA in writing if there are any changes in their nominated POC.
3. All fields in this application are **compulsory**. Where information is not applicable, a “N.A.” is necessary.
4. All supporting documents listed below must be submitted together with Form A1 to constitute a complete Grant Application:
 - a. the Building Plan for the building works;
 - b. Approved Walking & Cycling Plan (if applicable);
 - c. Detailed plan(s) showing the location and quantum of bicycle parking spaces & EOT facilities in relation to the layout of the building works; and
 - d. Form A2: Detailed breakdown of costs related to construction of EOT facilities.
5. To facilitate LTA’s evaluation of the Grant Application, the Applicant shall submit relevant Third-party Vendors’ quotation for the construction of End-of-Trip facilities that the Applicant is seeking funding for. A list of EOT facilities that may be considered for co-funding is set out herein at **Annex** of the **Active Commute Grant Circular**.
6. LTA reserves the right to request additional information and/or documents (including but not limited to cost breakdown(s), vendor quotation(s), etc.) from the Applicant for evaluation of the application.
7. The Applicant shall submit the completed Grant Application to:

*Land Transport Authority of Singapore
1 Hampshire Road, Block 11, level 4, Active Mobility.
Singapore 219428
Attn: Active Commute Grant Team, Active Mobility Group*

Or via email to the following address: [LTA AMU Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg)
8. The Applicant should demonstrate that the items listed in the Application are in compliance to LTA’s EOT facilities provisional standards as stated in the LTA Code of Practice Street Work Proposals Relating to Development Works. Priority will be given to developments that have already submitted Walking and Cycling Plan (WCP)⁸ and obtained WCP clearance from LTA.
9. If the Grant Application is approved by LTA, a Letter of Approval will be issued by LTA to

⁸Details of WCP can be found at <https://www.lta.gov.sg/content/ltaweb/en/walk-cycle-ride/WCP.html>

the Applicant. The Applicant is strongly encouraged to commence with construction of the proposed EOT facilities after a Letter of Approval is issued by LTA.

10. The issuance of a Letter of Approval for the purposes of the Applicant's Grant Submission does not guarantee reimbursement. During the Reimbursement Application Stage, the Applicant must submit supporting documents proving *inter alia* that the construction cost incurred for each EOT facilities are in accordance with the Estimated Claim Amount listed in their approved Grant Application and have been reasonably incurred.
11. If the Applicant wishes to extend the submission deadline for the Grant Reimbursement, they must seek LTA's approval in writing together with the appropriate justifications six weeks before the stated deadline.
12. LTA reserves the right to reject the Grant Application at its sole discretion and for any reason, including without limitation. In addition, LTA reserves the right *not to provide unsuccessful applicants with details and/or reasons of their rejection and/or entertain any appeals*.
13. The issuance by LTA of a Letter of Approval accepting the Grant Application shall create a binding Contract between LTA and the Applicant on the terms and conditions as set out in this Form A1 (which includes the Active Commute Grant Circular and its annexures). Such issuance of the Letter of Approval, whether through email or by hand or by post, shall be deemed effective communication of acceptance.
14. All confidential information provided by LTA to the Applicant in connection with the Active Commute Grant or any other related LTA programmes shall be treated by the Applicant on a confidential basis.
15. The Applicant intending to make any press release, public announcements or other publicity materials or disclosure of any matter relating to the Active Commute Grant shall seek LTA's prior written consent.
16. The Applicant shall ensure that all necessary consents have been procured for LTA to collect, use and disclose any personal data provided to LTA for the purpose of carrying out all aspects of the Active Commute Grant in relation to the Applicant's participation. The Applicant shall promptly inform LTA of any withholding or revocation of consent by anyone for LTA to collect, use and/or disclose any personal data. The Applicant recognizes that such withholding/revocation of consent may hinder the performance of some or all aspects of the Active Commute Grant (including the processing of any claims) and shall not hold LTA liable for any circumstances or consequences arising directly or indirectly from such withholding/revocation of consent.
17. For all queries pertaining to the Active Commute Grant, Applicants are to email:
[LTA AMU Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg)

SECTION 1 – APPLICANT DETAILS

To be completed by the appointed Point of Contact of the Applicant

i) Developer			
ii) Name and location of the development for provision of EOT facilities			
iii) Name of Point of Contact		iv) Designation	
v) DID & HP No.		vi) Email	
vii) Development type according to the prevailing Master Plan			
viii) Type of development application to LTA for the provision of EOT facilities			
ix) Total Gross Floor Area (GFA) of the development			
x) Affected GFA for the A&A works (<i>if applicable</i>)			

Has the development submitted Walking & Cycling Plan (WCP) before?	
If Yes, Please Indicate the Corresponding date of WCP Clearance and include the approved WCP report as part of supporting document (MM/YY)	

Has Applicant Applied for the Active Commute Grant Previously for this development?	
If Yes, Please Indicate the Previous Active Commute Grant Application Number(s) and Corresponding date of Application (MM/YY)	

For Official Use Only

Active Commute Grant Application Number:

SECTION 2 – EOT FACILITIES PROVISION QUANTUM

Please provide EOT facilities provision quantum and cost breakdown in Form A2.

With the information provided in Form A2, I, _____
(Name of POC), declare that the EOT provision quantum for this application of Active Commute Grant is accurate.

SECTION 3 – DECLARATION

To be completed by Applicant

	Yes / No	If No, please set out the explanation and further information
1. The Applicant is solvent and no liquidation or winding-up proceedings have been commenced or are pending against it.		
2. There are no unsatisfied judgments outstanding against the Applicant that will materially impact the solvency of the Applicant.		
3. Neither the Applicant nor its proprietor (in the case of a sole proprietorship), directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association) has/have been convicted of any offence involving fraud, misrepresentation and/or dishonesty.		
4. There have been/are no prosecutorial or civil proceedings commenced/pending against the Applicant or its directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association), in the last 10 years preceding the date of this declaration for fraud, misrepresentation and/or dishonesty.		

<p>5. The Applicant and/or its directors, shareholders, employees or any other person related to the aforesaid persons has/have not been given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, by consultants or vendors or their directors, shareholders, employees or any other person related to the aforesaid persons, in connection with the Active Commute Grant or this application form; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment.</p> <p>I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking LTA’s approval may constitute an offence by law (including under the Penal Code and/or the Prevention of Corruption Act).</p>		
<p>6. The facts stated in this application and the accompanying information are true, complete and correct to the best of my/our knowledge and belief and that I/we have not withheld/distorted any material facts.</p> <p>I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted, and in addition, LTA may, at its discretion, withdraw or cancel the grant in full or in part and recover immediately from the Applicant any amount that may have been disbursed.</p>		

Signature & Applicant Stamp	
	Name
	Designation
	Date

Only the following representatives are permitted to sign this declaration:

- The Point of Contact as appointed by the Applicant’s management (e.g. CEO/managing director/head/person-in-charge);
- The CEO/managing director/head/person-in-charge of the Applicant (or equivalent), supported by official documentation as proof⁹.

⁹ Only in special circumstances, where the Developer has demonstrated difficulties in obtaining the signatures of an ACRA-listed director, will LTA consider allowing the Applicant to use such a signatory. Examples of acceptable official documentation includes, but is not limited to, annual reports, financial statements, management structure and press releases.

FORM R1: ACTIVE COMMUTE GRANT REIMBURSEMENT FORM
(“Form R1”)

Please read the following instructions carefully before completing this form.

1. **Only Applicants submitting applications for provision of End-of-Trip (EOT) facilities for places of employment can apply for the Active Commute Grant (“Grant”). By submitting this form, the applicant (“Applicant”) agrees to the terms and conditions of the Land Transport Authority of Singapore (“LTA”) as set out herein (which includes Active Commute Grant Circular and its annexures). All Reimbursement Application must be submitted by 31 October 2021.**
2. All fields in this application are **compulsory**. Where information is not applicable, a “N.A.” is necessary.
3. Upon completion of the EOT facilities, the Applicant shall invite LTA for site inspection for the completed EOT facilities.
4. All supporting documents listed below must be submitted together with the Reimbursement Application:
 - a. Temporary Occupation Permit (TOP) for the subjected building works (once obtained);
 - b. Active Commute Grant Letter of Approval and Forms A1 and A2;
 - c. Supporting document(s)¹⁰ proving that each EOT facilities (as listed in Form R2) were properly and satisfactorily constructed.
5. LTA reserves the right to request for additional information and/or document(s) for evaluation of the application.
6. All supporting document(s) (in hardcopy) must be submitted together with the completed Active Commute Grant Forms R1 and R2 to:

*Land Transport Authority of Singapore
1 Hampshire Road, Block 11, level 4.
Singapore 219428
Attn: Active Commute Grant Team, Active Mobility Unit*

Or via email to the following address: LTA_AMU_Registry@lta.gov.sg
7. LTA reserves the right to reject the claim at its sole discretion and for any reason, including without limitation. In addition, LTA reserves the right *not to provide unsuccessful claimants with the details and/or reasons of their rejection or entertain any appeals.*
8. The issuance of Letter of Approval for Applicant’s Grant Application does not guarantee reimbursement. During the Reimbursement Application Stage, the Applicant must submit supporting documents proving *inter alia* that the construction cost incurred for each EOT

¹⁰ Such supporting document can be in the form of photos, QS endorsement etc.

facilities are in accordance with the Estimated Claim Amount listed in their approved Grant Application and have been reasonably incurred.

9. *Reimbursement for approved EOT facilities will only be made to a claimant upon approval of Reimbursement Application.*
10. LTA reserves the right to audit successful claimants at any time within 2 year after the reimbursement to ensure that the grant had used appropriately. Receipts, invoices and other supporting documents are to be retained for up to 6 months from the date the monies from the Active Commute Grant are disbursed from LTA to the Applicant.
11. LTA reserves the right to require the Applicant to conduct survey(s) at any time with one or more of the building user(s) on their travel pattern(s) and request information and data related to the development, tenants as well as the EOT facility usage rate within 2 years after the Reimbursement Approval, or after the building reach 80% occupancy.
12. *If the Applicant's Reimbursement Application is approved and monies from the Active Commute Grant has been disbursed to the Applicant, and (a) it is subsequently discovered that the Applicant has caused the monies to be disbursed to it by false or misleading means; or (b) not all measures in the Applicant's Reimbursement Application have been completely implemented, the Applicant shall, within seven (7) days of LTA's written demand thereof, return ALL monies disbursed from the Active Commute Grant to LTA as demanded.*
13. The Applicant shall ensure that all necessary consents have been procured for LTA to collect, use and disclose any personal data provided to LTA for the purpose of carrying out all aspects of the Active Commute Grant in relation to the Applicant's participation in such project. The Applicant shall promptly inform LTA of any withholding or revocation of consent by anyone for LTA to collect, use and/or disclose any personal data. The Applicant recognises that such withholding/revocation of consent may hinder the performance of some or all aspects of the Active Commute Grant and shall not hold LTA liable for any circumstances or consequences arising directly or indirectly from such withholding/revocation of consent.
14. For all queries pertaining to the Active Commute Grant, Applicants are to email:
LTA_AMU_Registry@lta.gov.sg.

SECTION 1 – CLAIMANT DETAILS

To be completed by the appointed Point of Contact (POC) of the Applicant as defined in Form A1.

i) Developer			
ii) Name and location of the development for provision of EOT facilities			
iii) Name & IC/Passport No. of POC		iv) Designation	
v) DID & HP No.		vi) Email	
vii) Development type according to the prevailing Master Plan			
viii) Type of development application to LTA for the provision of EOT facilities			
ix) Active Commute Grant Application Number			

SECTION 2 – EOT FACILITIES PROVISION QUANTUM

Please list the EOT facilities that the Applicant wishes to seek reimbursement in Form R2.

With the information provided in Form R2, I, _____
(Name of POC), declare that the EOT provision quantum for this Reimbursement Application is accurate.

POCs are to indicate the various quotes received for the EOT facilities or to provide justification for the estimated cost. Please also note that the GST component of all goods and services procured will not be funded by LTA.

SECTION 3 - SITE INSPECTION FOR EOT FACILITIES

I, _____ (Name of POC) on behalf of
_____ (Developer) declare that:

- 1) The implementation of the proposed EOT facilities are in compliance to the Grant Application Form or any changes are sufficiently justified; and
- 2) All the proposed EOT facilities listed in Form R2 are properly constructed for usage.

To validate the above, I, _____ (Name of POC) on behalf of
_____ (Developer), would like to invite LTA officers for site inspection on _____, subjected to LTA's availability.

For Official Use Only
<i>Date of the site inspection for EOT facilities:</i>

SECTION 3 – DECLARATION

	Yes / No	If No, please set out the explanation and further information
1. The Applicant is solvent and no liquidation or winding-up proceedings have been commenced or are pending against it.		
2. There are no unsatisfied judgments outstanding against the Applicant that will materially impact the solvency of the Applicant.		
3. Neither the Applicant nor its proprietor (in the case of a sole proprietorship), directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association) has/have been convicted of any offence involving fraud, misrepresentation and/or dishonesty.		
4. There have been/are no prosecutorial or civil proceedings commenced/pending against the Applicant or its directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association), in the last 10 years preceding the date of this declaration for fraud, misrepresentation and/or dishonesty.		
5. The Applicant and/or its directors, shareholders, employees or any other person related to the aforesaid persons has/have not been given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, by consultants or vendors or their directors, shareholders, employees or any other person related to the aforesaid persons, in connection with the Active Commute Grant and/or this claim; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment.		

<p>I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking LTA's approval may constitute an offence by law (including under the Penal Code and/or the Prevention of Corruption Act).</p>		
<p>6. The facts stated in this application and the accompanying information are true, complete and correct to the best of my/our knowledge and belief and that I/we have not withheld/distorted any material facts.</p> <p>I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted, and in addition, LTA may, at its discretion, withdraw or cancel the grant in full or in part and recover immediately from the Applicant any amount that may have been disbursed.</p>		

Signature & Applicant Stamp	
<p><i>Note: Only the POC, as nominated in the preceding Grant Application approved by LTA, may sign this declaration.</i></p>	Name
	Designation
	Date