

User Guide for Signing of Supplemental Agreement (SA)

(For Polytechnic upgraders)



TGonline
Ministry of Education
SINGAPORE

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Steps to complete the signing of Supplemental agreement (SA)

Before you proceed to sign the Supplemental agreement, it is important that you read the terms and conditions of the agreement **carefully**.

01 Download your Supplemental agreement from your TGoOnline account **after** the TG online application closes.

Test your understanding of your TG bond obligation by completing a short questionnaire. (takes about 3 minutes.)

Scan or click on the QR code to begin

<https://go.gov.sg/understanding-tg-obligation>



02 Verify that the information printed on your personalised Supplemental agreement is correct.

If there is an error on your Supplemental agreement, please contact MOE at <https://go.gov.sg/tg-enquiry>.

03 Sign Supplemental agreement

(a) [Where to sign?](#)

(b) [How to sign?](#)

(i) [Sign \(wet-ink\) and Scan](#)

(ii) [E-sign using software/ app](#)

04 Submit a softcopy of your signed Supplemental agreement (and sureties' ID) to your university.

How do I know if I have been awarded TG?

You can log in to your TGoOnline account to view your TG status (should be shown as "Awarded") about 6 weeks after you have completed the signing of your Supplemental agreement.

What is the TG amount given to me?

Your TG amount is reflected on your Student's Bill. You are advised to keep a copy of the bill for your record.

Questions



Download your Supplemental agreement

- Proceed to <https://tgonline.moe.gov.sg>
- Login to your TGOonline account
- Click “**Grant Portfolio**”
- Click “**Download button**” to download your Supplemental agreement



Scan or click on the QR code to TGOonline website

The screenshot shows the TGOonline interface. At the top, there is a navigation bar with 'Home', 'My Account', 'Apply Grant', 'Grant Portfolio', and 'Grant Information'. The 'Grant Portfolio' tab is selected. Below the navigation bar, there is a 'Grant Application History' section. A table lists application records. The first record is for 'Submit Requests' with a 'Download' button in the 'Action' column. A hand cursor is pointing to the 'Download' button.

Grant Info	Grant Scheme	AY	Date Applied	Date Awarded	Units Taken / Total Eligible Units	Application Status	Monitoring Status	Months Bond Served / Total	Action
Submit Requests	TG-UG-AU	2019	08/09/2019	-	0 / 0	Received	Pending	- / -	Download

Supplemental agreement that is obtained from another source or had been altered in any way will be **rejected**.



MOE Supplemental Agreement

Ref:

Check reference number is present.

Fill in the date of signing of agreement in this format.

SUPPLEMENTAL AGREEMENT

This Agreement is made on the 20th day of August, Two Thousand and Twenty-xx (20xx) between the Government of the Republic of Singapore (hereinafter referred to as "the Government") of the first part and

(UIN/FIN: Passport No: Nationality:) of

(hereinafter referred to as "the Student", which term as used in this Supplemental Agreement shall include both a male and a female student) of the second part and

(UIN/FIN: Passport No/Foreign ID No: Nationality:) of

Verify your personal particulars and that of your two sureties.

and

(UIN/FIN: Passport No/Foreign ID No: Nationality:) of

Verify details of Polytechnic TG bond (i.e. Sureties' name, Agreement date, Course details and Institution.

(hereinafter referred to as "the Sureties") of the third part.

WHEREAS:

1 The Government, the Student and the Sureties and ("the original Sureties") entered into an Agreement on (hereinafter referred to as "the Principal Agreement") whereby the Student received a tuition grant from the Government for a course in at ("the Course").

2 Under the terms of the Principal Agreement, the Student is required to seek employment in Singapore and to work in Singapore for a period or periods totalling in the aggregate three (3) years upon completion of the Course (hereinafter referred to as "the Bonded Period").

3 The Student has completed the Course and is desirous of pursuing and has been accepted as a student for a further course in (hereinafter referred to as "the UNIVERSITY Course") at the (hereinafter referred to as "the UNIVERSITY").

4 The Parties hereto are desirous that the obligation of the Student to serve the Bonded Period be suspended for the Student to complete the UNIVERSITY Course and further that the Student receives a tuition grant from the Government to enable the Student to pursue the UNIVERSITY Course or such other first degree course which the Student may be allowed to pursue in place of the UNIVERSITY (hereinafter called "the University Grant") under the following terms and conditions.

Verify that Institution and Course details are correct.

NOW IT IS HEREBY AGREED as follows:-

1 In consideration of the premises and at the request of the Sureties, and in consideration of the Sureties agreeing to pay the Government the amount of damages specified in the Schedule hereto in any of the cases set out in Clause 3 of this Agreement, the Government hereby covenants :-

- a) that it shall grant the Student a subsidy, which shall be disbursed to the UNIVERSITY directly, and which amount shall be based on the rate applicable to the Course, which rate the Government may vary from time to time. The subsidy rate applicable to the Student's Course for the prevailing academic year shall be posted in The Tuition Grant Scheme section on the official website of the Ministry of Education, Singapore.
- b) that it shall pay the tuition grant to the UNIVERSITY in such manner, in such amounts and at such times as it thinks fit.

2 In consideration of the premises and with the approval and consent of the Sureties, the Student hereby covenants that he or she shall:-

- a) enter and complete the UNIVERSITY Course;
- b) immediately upon completion of the UNIVERSITY Course serve a bond period of three years (hereinafter referred to as "the Extended Bond Period") on the same terms governing the Bond Period set out in the Principal Agreement. For the avoidance of doubt, upon completion of the UNIVERSITY Course, under the terms of this Agreement the Student shall not



Sign Supplemental agreement
(a) Where to sign?

- **Student and Sureties to sign on page 4**

MOE Supplemental Agreement

IN WITNESS WHEREOF this Agreement has been entered into on the day and year first above written.

I) Signed, sealed and delivered by
Name :
Designation:

(Signature)

for and on behalf of the Government of the Republic of Singapore

II) Signed, sealed and delivered by
Name :

(Student)

(Signature)

SIGN HERE

III) Signed, sealed and delivered by
Name :

I hereby declare that:

a) I am above 21 but below 65 years of age;
b) I am not a bankrupt; and
c) The above particulars given are true.

(First-named surety)

(Signature)

SIGN HERE

IV) Signed, sealed and delivered by
Name :

I hereby declare that:

a) I am above 21 but below 65 years of age;
b) I am not a bankrupt; and
c) The above particulars given are true.

(Second-named surety)

(Signature)

SIGN HERE

Page 4

W.E.F. AY2021



Sign Supplemental agreement (a) Where to sign?

- **Student to sign on page 5**

AUTHORISATION LETTER

To: Central Provident Fund Board

Fill in the date of signing of agreement in this format.

I refer to the Supplemental Agreement dated 20th day of August Two Thousand and **Twenty-xx** (**20xx**) that I entered into with the Ministry of Education ("MOE"), and I acknowledge that the MOE will require information on my employment status after graduation for the purpose of monitoring of my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE, the National University of Singapore, the Nanyang Technological University, the Singapore Management University, the Singapore University of Technology and Design, the Singapore Institute of Technology, or the Singapore University of Social Sciences.

I hereby authorise the Central Provident Fund Board ("CPF Board") to provide information to MOE on CPF contributions made into my CPF accounts (if any) over specific months, whether or not I am self-employed, the name of the employer making CPF contributions for me (if any), and any other relevant information relating to my CPF contributions and my employment. This authorisation shall take effect from the date of commencement of my bond period under the MOE Tuition Grant Agreement and any other scholarship bond administered by MOE or the abovementioned universities and shall continue for another 12 months after I have fully discharge my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE or the above mentioned universities, whichever of these bond obligations end latest.

Signed

Name _____
UIN/FIN: _____

(Student) _____
(Signature)

Date: _____

SIGN HERE

Page 5

W.E.F. AY2021



Sign Supplemental agreement (b) How to sign?

(i) Sign (wet-ink) and Scan

Print out your Supplemental agreement

Sign wet-ink on page 4 & 5 of the Supplemental agreement

[Read Me](#)

Scan the **signed agreement** and your **sureties' ID*** into a **single PDF file**.

**copy of their passport/ government-issued identification document with photograph*

- You can use any software/ app to scan the documents.
- If you do not an existing software/ app, you can download **Microsoft Lens for iOS** or **Microsoft Lens for Android** on your mobile device.

Steps to scan a document

<https://bit.ly/3eEYD6S>



Rename the PDF file as **TGA_<your NRIC/FIN>**. Example: **TGA_TXXXXXXA**



Submit the PDF file to your university by using your university issued e-mail account. Ensure that you submit **all pages** of your Supplemental agreement and sureties' ID.

03


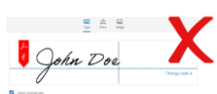

Sign Supplemental agreement (b) How to sign?

(ii) E-sign using software/ app

Open the Supplemental agreement with a e-signing software

E-sign on page **4 & 5** of the Supplemental agreement

Sample of acceptable e-signatures

 Draw or add an image of your signature in field	 Type name in field	 Sign with Digital ID
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- You can use any e-signing software to e-sign the Supplemental agreement.
- If you do not have an existing e-signing software/ app, you can e-sign using **Adobe Acrobat Online**.

Steps to e-sign a PDF file

<https://adobe.ly/3eHYUGe>



Combine the signed agreement and your sureties' ID* into a single PDF file.

**copy of their passport/ government-issued identification document with photograph*

Steps to merge multiple PDFs

<https://adobe.ly/3xWRCGq>



Rename the PDF file as **TGA_<your NRIC/FIN>**. Example: **TGA_TXXXXXXA**

04

Submit the PDF file to your university by using your university issued e-mail account. Ensure that you submit **all pages** of your Supplemental agreement and sureties' ID.

Sign (wet-ink) and Scan

What if I am staying together with one surety (e.g. Surety 1) while another surety (Surety 2) is staying apart?

Send the Supplemental agreement to Surety 2 to sign on **Page 4** of the hardcopy agreement. When you receive the signed agreement from Surety 2, you and your Surety 1 have to sign on the **same Page 4** that is received from Surety 2. The completed and signed Supplemental agreement will comprise **5 pages**.

What if I am not staying together with both my sureties but both sureties are staying together?

Send the Supplemental agreement to your sureties who are staying together. They have to sign on the **same Page 4** of the hardcopy agreement. When you receive the signed agreement from your sureties, please proceed to sign on the **same Page 4** of the agreement. The completed and signed Supplemental agreement will comprise **5 pages**.

What if both my sureties and I are all staying apart?

You may send the Supplemental agreement to surety 1 first to sign on **Page 4** of the hardcopy agreement. Surety 1 can then route the signed agreement to surety 2 to sign on the **same Page 4** of the agreement. You will be the last person to sign on the **same Page 4** of the agreement.

You can also send the Supplemental agreement to your sureties individually. When you receive the signed agreement from Surety 1 and Surety 2, please proceed to sign on the **same Page 4** that is received from **either Surety 1 or Surety 2**. In this case, your completed and signed Supplemental agreement will comprise **6 pages** (pages 1-3 and 5 and 2 copies of page 4).

When sending the Supplemental agreement to my sureties and vice-versa, can the signed agreement be sent through softcopy?

Yes.

What happens if my surety who is staying apart from me does not have access to email?

You can consider sending your Supplemental agreement to your surety via mail service. However, as this will take time and possibly delay the signing process, please inform your university. If necessary, do seek an extension of the deadline for the submission of your agreement.

Questions?

Contact your university or MOE at <https://go.gov.sg/tg-enquiry>.