



**APPLICATION FORM  
DIGITAL TRANSFORMATION INITIATIVES SCHEME**

*(All information shall be treated in strict confidentiality, unless the information is otherwise publicly available)*

**SECTION 1 : ENTERPRISE DETAILS**

**1.0 Company or Sole Trader details:**

Name of Company or Sole Trader		
Contact Person:		
ID No. (applicable to Sole Trader)		
Business Registration Number:		
Address:		
Tel No:		Fax No:
Mobile:		E-mail:

**1.1 Sector: (Tick appropriate box)**

Agriculture	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Food Processing	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Tourism	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>	ICT	<input type="checkbox"/>
Other Services ( please specify)			

**1.2 Description of activity: -----**

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**1.3 Average Annual Turnover : Rs**

**1.4 No. of persons employed :**



1.5 Employer’s Registration Number with the National Pension Fund:

1.6 Training Levy Contribution for previous year: Rs   
(period 01 July to 30 June)

**SECTION 2 : AREAS FOR DIGITAL TRANSFORMATION**

2.0 Briefly state the objectives of the business and if processes are digitally supported. (you may use additional sheets if necessary)

2.1 Which area(s) need(s) digital transformation . Please tick the appropriate box :

- 1.2.1 Management
- 1.2.2 Marketing
- 1.2.3 Human Resources
- 1.2.4 Finance and Procurement
- 1.2.5 Information Technology
- 1.2.6 Admin Processes
- 1.2.7 Production Processes

2.2 Please refer to the above mentioned areas identified to be transformed. Were they recommended by any Consultant? Yes  No

If yes, please provide us an extract of the Business Review of the Consultancy Report.



**2.3 Use the box to state briefly (i) the proposed course of action (ii) how the proposed digital transformation initiatives will positively impact on your business.**

**2.4 Expected duration of the Digital Transformation exercise .....**

**2.5 Please provide a ‘Digital Transformation Plan’ & ‘Action Plan’ and clearly state :**

- (a) The rationale and objective of the exercise
- (b) Scope of work & expected outcomes
- (c) Timeline/GANTT Chart (where applicable)

*(Please see at annex guidelines of the transformation plan).*



## SECTION 3 : DIGITAL TRANSFORMATION INITIATIVES

**3.0 Please indicate the Digital Transformation to be made:**

SN	Examples of Digital Transformation Initiatives	Please Tick	Cost(s) Rs
I.	Website design and development, E-Commerce		
II.	Electronic Invoicing & Payment platforms		
III.	E-Booking / orders		
IV.	ERP (Enterprise Resource Planning or similar tools), Purchase of Accounting/HR, Procurement & stock control Software)		
V.	Access to high-speed broadband		
VI.	Others, please specify		



## SECTION 4 : DOCUMENTS TO BE SUBMITTED

Documents /Information enclosed (Please tick below)		Annex	Tick (√)
1.	Copy of Business Registration Certificate (BRC)of the enterprise	I	
2.	Copy of ID of Sole Trader(if applicable)	II	
3.	Quotation ,indicating full details and specifications of the transformation to be made under Digital Transformation Initiatives with expected delivery date	III	
4.	'Digital Transformation Plan' & Action Plan	IV	
5.	Timeline/Gantt Chart for the execution of the exercise(where applicable)	V	

*(Documents at 1,2 & 3 above must be certified true copy of the original).*

## SECTION 5 : DECLARATIONS AND CONSENT

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the refund by false or misleading statements, the HRDC may, at its discretion,

- 1 Withdraw the refund and recover immediately from us any amount of the refund that may have been effected.
- 2 Take any other action or cancel the application.

<b>Authorized Signature</b>		<b>Date:</b>	
<b>Name &amp; Designation</b>		<b>Enterprise Seal</b>	



# HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC)

**FORM G15**

*Please note that all sections of the application must be completed and accompanied with the above documents or else the application would not be considered.*

## FOR OFFICE USE ONLY

Checklist	For office use (✓)
1. All sections of the application form have been filled	
2. Copy of Business Registration Certificate of the enterprise (certified true copy of original)	
3. Copy of ID of sole trader(if applicable)	
4. Quotation ,indicating full details and specifications of the transformation to be made under Digital Transformation Initiatives with expected delivery date (certified true copy of the original)	
5. Digital Transformation Plan & Action Plan	
6. Gantt Chart for the execution of the exercise (where applicable)	

<p><b>Remarks</b> (<i>e.g. any missing or incomplete documents</i>)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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### Application & other documents verified by :

<b>Application Ref. No.</b>	FIN / DTI /
<b>Officer's Name</b>	
<b>Signature</b>	
<b>Designation</b>	
<b>Date</b>	

