



Nursery Accreditation Scheme (Provisional)

Application Form

Instructions: Applicants should fill in this form and submit it to NParks at chia_yan_shan@nparks.gov.sg with the required documents

A. General Information

1. Applicant's Name :

Mr / Ms

Applying on behalf of:

Name of Entity

2. Date of Submission:

B. Information

Name:	
Date of Incorporation:	
Details	<i>Short description of company and its history, joint-venture (if any) etc.</i>

C. Financial Standing *(Based on latest Financial Year)*

Notice of Income Tax Assessment	
Current issued & Paid-up Capital	
Working Capital from Audited Accounts (i.e. Current Assets less Current Liabilities)	
Revenue / Turnover as indicated in the Audited Accounts	
Accumulated Profit / Loss as indicated in the Audited Accounts	
Net Profit / Loss after tax as indicated in Audited Accounts	

Cash Balance	
Net Tangible Assets / Shareholder Funds / Total Equity	
Total Liabilities	

D. Proposed Nursery Business Plan

3. Summary

Describe the nature of your proposed nursery business. You may include points such as R&D activities, target customer base, expected outcomes, etc. You may describe the workplan and milestones / timeline for your nursery business in relation to your cash-flow projection for the '3+3+3' year tenure

E. Technical Expertise

4. List of Staff in the company

	No. of staff	Role / designation in your company	Qualifications / training	No. of years of relevant working experience
Total no. of staff with Technical Expertise				
Applicant				
Staff trained in Landscaping				
Staff trained in Horticultural				
Staff trained in Arboricultural				
Staff trained in Forestry				
Staff trained in Landscape Architect				
Others (please state)				

Note: Please note that photocopies of the credentials / qualifications / past working experience for the staff are to be submitted together with this application.

F. Financial Capability

5. Sources of financing and expenditure

Please submit your projected capital expenditure and returns for the nursery business throughout the projected '3+3+3' year tenure in an excel table, based on 1 ha of nursery land.

Please include the following:

- *Projected revenue*
- *Projected operating cost and rental fees*
- *Projected investments*
- *Sources of revenue*
- *Break-even point*

Example

	Year XX (i.e. 2017 - 2025) Please indicate the forecast on a yearly basis from 2017 – 2025	Remarks
CAPEX		
Renovation Costs		
Projected revenue		Sources of revenue
Operating Costs (i.e. maintenance etc)		
Operating Costs (i.e. Admin and staff cost)		
Total Operating costs per year		
Estimated rental per year		
Gross profit per year (before rental)		
P&L after rental		
Cumulative P&L		

G. Submission

The following copies should be submitted to chia_yan_shan@nparks.gov.sg :

1. Completed NAS (Provisional) checklist
2. ACRA Bizfile Business Profile (search must be conducted within three months of date of application)
3. CVs of applicant applying on behalf of entity
4. Audited Financial Statement
5. Proposed Business Plan (not more than 3 pages)
6. CAPEX Projection
7. Other documents as requested

H. DECLARATION

We hereby declare that the information that we have submitted, as set out in the application form and the documents listed Section A is correct and true to the best of our knowledge and belief.

We understand and acknowledge that if any of the information provided in this form or in our application is found false or inaccurate, we will be removed from the National Parks Board's (NParks) Nursery Accreditation Scheme (NAS) Provisional. We may also be removed from other financial schemes or programmes under the purview of NParks such as the Nursery Accreditation Scheme (NAS), Landscape Company Register (LCR), Landscape Productivity Grant (LPG) and other administrative matters related to Centre for Urban Greenery and Ecology (CUGE).

In addition, we also understand that without prejudice to any other rights that NParks may have, any declaration that is found to be false in a material particular may also render us liable to criminal prosecution.

We further declare that the undersigned listed at Part B has the authority to represent and contract (including the authority to make this declaration) for and on our behalf.

PART A

NAME OF BUSINESS ENTITY:	
UEN NO / BUSINESS REGISTRATION NO:	
COMPANY STAMP:	

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PART B

I declare that I have the authority to sign this document on behalf of the abovementioned entity.

Signature _____

Full Name :

Designation :

SECTION 177, PENAL CODE

Furnishing false information

177. Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with imprisonment for a term which may extend to 6 months, or with fine which may extend to \$5,000, or with both; or, if the information which he is legally bound to furnish respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment for a term which may extend to 3 years, or with fine, or with both.

Evaluation Criteria

S/N	Criteria	Remarks
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<p>1</p>	<p>Proposed Business Plan (See Item D)</p> <ul style="list-style-type: none"> - The nursery management team should detail their intended business plan, including the individual tasks and roles required to operationalize it, and how the company plans for its sustainability for the long-term. - Business plan may indicate the nursery activities your company will be involved in, how you intend to operationalize your nursery business, production plan of the nursery, marketing for your nursery business - The plan may also include the use of technology, machinery or equipment as well as workplace practices and processes which promote productivity and business innovation for your nursery business. - Please submit in not more than three (3) pages 	<p>Documents of proof such as past experience detailing where the company has been operating in a related industry, letters of intent from customers, vendors, partnerships etc.</p> <p>Documents applicable may include:</p> <ul style="list-style-type: none"> • Supplier emails • Purchases • Letters-of-intents etc
<p>2</p>	<p>Company Financial Capability (See Item C & F)</p> <ul style="list-style-type: none"> - The nursery management team should demonstrate their financial capabilities in funding the initial setup and operation of a new landscape nursery business. - Entities should submit a Bizfile printout from the Accounting and Corporate Regulatory Authority (ACRA), detailing the paid-up capital amount. The Bizfile search must have been conducted within three (3) months of the date of application for the NAS (Provisional). - The projected capital expenditure for the tenure of the land parcel (e.g. total of 9 years for a 3+3+3 year tenancy model) should be included for the assessment of financial sustainability. 	<p>Documents applicable may include:</p> <ul style="list-style-type: none"> • ACRA Bizfile which detailing the shareholder listings and percentage • Financial statement, if any • Litigation check
<p>3</p>	<p>Technical Expertise (See Item E)</p> <ul style="list-style-type: none"> - The incoming nursery management team will be assessed based on their relevant professional and technical backgrounds and achievements. - Company is to state the no. of experienced / certified personnel including the applicant and/or the nursery team, and identify the historical relevant working experience, including past nursery management or operational experience of the applicant and the nursery team. - Certified personnel can be trained in either or both WSQ and non-WSQ courses in horticultural, nursery and landscape. Relevant certifications (e.g. NITEC, Diploma, Degree etc) in landscaping, nursery, horticultural, 	<p>Documents applicable may include:</p> <ul style="list-style-type: none"> • CVs indicating past experiences • Qualifications • Membership to any professional association, etc. • List of staff engaged and recent CPF statement of

	arboricultural etc may be accepted on a case-by-case basis.	accounts
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