

# SG Heritage Business Scheme 2025

Nomination Form

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**National  
Heritage  
Board**

## **SG HERITAGE BUSINESS SCHEME 2025 NOMINATION FORM**

### **General Instructions**

1. The SG Heritage Business Scheme 2025 (the “**Scheme**”), offered by the National Heritage Board (“**NHB**”), is available for application by registered businesses in Singapore, which meet the eligibility criteria set out below.
2. We welcome self-nomination and also the nomination of others, but you must have obtained the nominee’s consent.
3. All fields in this form are compulsory. Please enter “N.A” if the field is not applicable, such as instances where the question does not apply, or if you are nominating others and do not have access to such specific information of the nominee.
4. While typed applications are preferred, we will also accept scanned handwritten applications. Please submit the completed soft copy of this form in “pdf” file format and all supporting documents via our online form at <https://go.gov.sg/sghbs25>.
5. We recommend that the form be completed in English. However, we will also accept forms and supporting documents in Mandarin, Malay, or Tamil. For supporting documents submitted in other languages, applicants are encouraged to provide a one-page document that provides a summary in English.
6. For more information about the supporting documents, requirements, and detailed instructions for submission, please refer to the Annex A which is available for download via NHB’s webpage for this Scheme, at <https://go.gov.sg/sgheritagebusiness>.
7. We may also assist with and accept applications by self-nominees who may have difficulties completing this form due to literacy issues or other challenges, such as by providing transcription support or making an exception to accept applications not submitted through our online form, in exceptional cases if we deem appropriate.
8. If you have any queries or require assistance, please email us at [sg\\_heritage\\_business@nhb.gov.sg](mailto:sg_heritage_business@nhb.gov.sg).

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### Eligibility Criteria

1. To be eligible for the Scheme, the nominee must meet the following criteria:-
  - (a) be registered and operating in Singapore;
  - (b) be in continuous operation for at least 30 years as of 1 January 2025, excluding (i) short-term closures for holiday or other purposes, (ii) closure during the Covid-19 pandemic, not exceeding 2 years or (iii) such other closures if NHB deems appropriate to accept for consideration, at NHB's sole discretion;
  - (c) have at least 30% local equity held directly or indirectly by Singaporean(s) and/or Singapore PRs, determined by the ultimate individual ownership; and
  - (d) be located in the Central Area (please refer to Annex A for the list of eligible areas and postal codes).
  
2. In addition, the nominee should meet the following criteria to be considered:-
  - (a) be located in the same site or area for the past 30 years as of 1 January 2025;
  - (b) offer traditional trades, goods and/or services (please refer to Annex A for a list of examples);
  - (c) be able to demonstrate strong community ties or impact; and
  - (d) be able to demonstrate its commitment to maintaining its heritage, and sustaining its business.

### **Section 1: Nomination Method**

Nomination Method (Please tick one)	<input type="checkbox"/> Self-nomination	<input type="checkbox"/> Nomination of Others
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### **Section 1A: Nominator's Information (For Nomination of Others)**

Please skip this section if you ticked "self-nomination" in section 1.

Salutation and Full Name of Nominator (Please underline surname)	(Please choose one) Mr./Ms./Mrs./Dr./Prof.	
NRIC/Passport No. (To include if you are making the nomination as an individual. Please include Country of Issue if indicating Passport No.)		
Company/Organisation Name and Designation (To include if you are making the nomination on behalf of a company or organisation)		
Contact Details	Contact No.	Email
Relationship to Nominee	<input type="checkbox"/> Customer <input type="checkbox"/> Community Partner <input type="checkbox"/> Others ( <i>please indicate</i> ): _____	

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### **Section 2: Nominee's Information**

Business Name	
Registered Company Name (Please put "N.A" if Business Name is same as Registered Name)	
Registered Company Address	
Full Name of Applicant (applying for and on behalf of the Nominee. <b>Please leave this empty if you have filled in Section 1A)</b>	
Relationship to Nominee (Please leave this empty if you have filled in Section 1A)	<input type="checkbox"/> Owner <input type="checkbox"/> Shareholder <input type="checkbox"/> Employee ( <i>designation</i> ): _____ <input type="checkbox"/> Others ( <i>please indicate</i> ): _____
Heritage Business Owner(s) (Please indicate N.A. if this is the same as the Applicant)	
Address of Outlet  (If the company has multiple outlets, please <u>only select one outlet</u> to be considered for nomination)	
Telephone No.	

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<p><b>Business Email Address</b> (We will contact the business using the email provided)</p>				
<p><b>Business website, and if applicable, social media handles</b></p>				
<p><b>Year of Establishment</b> (For businesses nominating themselves, please provide proof of business age e.g. ACRA Business Profile, as a supporting document)</p>				
<p><b>Has the Business changed locations during its period of operation?</b> (For businesses with multiple outlets, please indicate only for the original/flagship store)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know			
<p><b>Please list the Business's prior locations and corresponding years of operation, including periods of closure, if applicable</b>  (Indicate N.A if not applicable. If you have indicated 'I Don't Know' in the previous section, you may leave this blank)</p>	<p><i>e.g. 1997-2000   123 Street Name</i></p>			
<p><b>Please select the option that describes the Business best</b> (Tick all that apply)</p>	<input type="checkbox"/>	<p>The business sells foods (including confectionaries, dried goods, etc.)</p>	<input type="checkbox"/>	<p>The business sells crafts (including clothes, jewellery, and other handcrafted items)</p>
	<input type="checkbox"/>	<p>The business provides services (e.g. wedding planning, tailoring, repair services, etc.)</p>	<input type="checkbox"/>	<p>Others</p>

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	<i>If 'Others', please specify:</i>
Please describe whom the Business serves	<i>e.g. My business serves the local Malay community; My business serves the wider community of people who practice this tradition.</i>

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### **Section 3: Details of Nomination**

- Please select the relevant responses to the statements below.
- Nominators who have indicated 'Yes' to any of the statements in the following section **must elaborate upon their responses** in the subsequent section.
- Where applicable, please attach scanned copies of relevant supporting documents (letters of support, news articles, testimonials, videos and photographs, etc.) in the application page at <https://go.gov.sg/sghbs25>.
- NHB reserves the right to request for further information and/or certified true copies of supporting documents submitted.

#### **(a) Relevance and Commitment to Heritage**

The section evaluates the heritage significance of the nominee’s business, as well as its commitment to preserving and sustaining features and traditions that define its heritage.

	Yes	No	I don't know
<p>(i) Does the business supply a local good or service that is historical or traditional** in nature?</p> <p><i>*Related to the past and/or inherited over a significant amount of time</i>  <i>**Associated with local or cultural practices, or rituals</i></p> <p><i>Please refer to Annex A for a list of examples.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(ii) The business is one of a few that specialises in the particular craft, good or service, or is able to demonstrate a high degree of mastery in the particular craft, good or service.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(iii) The business has conducted or participated in programmes, or activities, that promote traditional trades, practices, or crafts.</p> <p><i>e.g. Organised and/or participated in a workshop, a tour of the business's studio/workshop, a food tasting event, etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(iv) The business has received awards or recognition for its efforts to preserve its heritage.</p> <p><i>e.g. 'Recognition' may include, but is not limited to, news articles, media features, commendation from prominent figures.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(v) The business has made attempts to document and transmit its history and heritage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<i>e.g. digitised recipes, archived/preserved photographs, etc.</i>			
(vi) The business is open to participating in future promotion and documentation efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For all statements you've indicated 'Yes' to, please provide supporting details via the section below (e.g. details of good or service; awards received, etc). **Please list examples in bullet points.***

*Please prepare the relevant supporting documents to support your statements when uploading the form on our [digital submission page](#).*



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#### (b) Community Ties

The section evaluates the contribution of the nominee's business to a particular community or neighbourhood, the level of engagement with the community and neighbourhood, and willingness to participate in community efforts.

	Yes	No	I don't know
(i) The business is established or well-known within its neighbourhood or area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) The business provides goods or services which are valued by a particular community or group or has a strong community following.  <i>e.g. A provision store that caters to the surrounding community's tastes and shopping preferences, a local restaurant with a loyal customer base, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) The business has organised or participated in community activities or initiatives in the past ten (10) years.  <i>e.g. Community activities may include the business's participation in cultural festivities, ad-hoc events, or initiatives organised by local institutions such as the neighbourhood community centre, schools, and/or independently run programmes.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) The business has provided support (e.g. donations, sponsorships, or serving on a committee) to individuals or organisations in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) The business has received other forms of local or community recognition.  <i>e.g. Media features highlighting the business's impact on the community, awards commending the business for its contributions to the neighbourhood, letters of appreciation from customers, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) The character and identity of our area would change if this business were to close or disappear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*For all statements you've indicated 'Yes' to please provide supporting details via the section below (e.g. community activities participated, etc). **Please list the examples in bullet points.***

*Please prepare the relevant supporting documents to support your statements when uploading the form on our [digital submission page](#).*

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#### (c) Innovation and Business Sustainability

This section evaluates the efforts and commitment of the nominee to ensuring business sustainability.

	Yes	No	I don't know
<p>(i) The business has made tangible efforts to improve itself or innovate.</p> <p><i>e.g. implemented new operational systems, expanded its business operations, introduced new products or services.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(ii) The business regularly seeks out opportunities to innovate or improve itself.</p> <p><i>e.g. Has applied for grants within the last 5 years, collaborates with other organisations, has sought out mentorship to improve business management and development.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(iii) The business has future plans to undertake innovation and/or improvement efforts.</p> <p><i>e.g. The business is currently planning to update its branding, optimise its operations using updated technology, increased its headcount to accommodate for business growth, is undertaking market research to introduce new business offerings, etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>(iv) The business demonstrates commitment to sustaining itself in the next five (5) years.</p> <p><i>e.g. The business has identified apprentices to train, has planned/is planning for leadership succession, etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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*For all statements you've indicated 'Yes' to, please provide supporting details via the section below (e.g. community activities participated, etc). **Please list the examples in bullet points.***

*Please prepare the relevant supporting documents to support your statements when uploading the form on our [digital submission page](#).*

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#### **Section 4: Other Public Grants/Funding or Affiliation with NHB Programmes**

- If you are nominating others, please leave this section blank.
- Please select the relevant responses to the statements below.

	Yes	No	I don't know
Has the business applied for any forms of support from NHB or other public agencies, such as grants or funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the business participated in any NHB-run affiliated programmes, including, but not limited to Heritage Activation Nodes, Street Corner Heritage Gallery, or Singapore Heritage Fest programmes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If you've answered 'Yes' to any of the questions above, please list all the grants, funding, and programmes that the business has participated in.*

*Please prepare any relevant supporting documents to be uploaded on our [digital submission page](#).*

<b>Year</b>	<b>Agency</b>	<b>Name</b>	<b>Description</b>
<i>e.g. 2023</i>	<i>e.g. National Heritage Board</i>	<i>e.g. Organisation Transformation Grant</i>	<i>e.g. Amount awarded, nature of participation, etc.</i>

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#### **Section 5: Consent and Acknowledgement**

##### **Consent for use of information provided in this form**

I consent to NHB's collection, use and disclosure of any personal data provided by me in this form, for the purposes of:-

- (a) assessment of this nomination, including to contact me for more information or in relation to the outcome of the nomination; and
- (b) archival and internal documentation purposes, in accordance with NHB's policies and processes in relation to privacy and data protection.

I understand that I may contact NHB to withdraw such consent, but this will result in the nomination being treated as withdrawn.

I consent to:-

- (a) the release of any information provided in this form to other public agencies for the purposes of assessing the nomination or for public policy analysis or formulation or public data analytics purposes, and to external auditors and assessors; and
- (b) NHB obtaining and verifying information from or with any source, as NHB may deem appropriate for the assessment of this nomination.

##### **Declarations relating to truth/correctness of information provided in this form**

I declare that the facts/information that I have stated in this form and the accompanying information are true and correct to the best of my knowledge and that I have not withheld or distorted any material facts.

I understand that I have a continuing obligation to promptly notify NHB if there is any change affecting any fact or information set out in this nomination.

##### **Indemnity**

I agree to indemnify NHB against any claims made against NHB arising from or in connection with this nomination.

##### **Informed consent of the Nominee (To check only if you are nominating others)**

I confirm that I have obtained the informed consent of the nominee (i.e. the business which I am nominating), to submit this nomination including to provide the information relating to the nominee in this form.

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Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Full Name:

\_\_\_\_\_

(For nominator in personal capacity) NRIC/Passport No.: \_\_\_\_\_

Country of Issue (If indicating Passport No.): \_\_\_\_\_

(For nominator on behalf of the business) Designation: \_\_\_\_\_

For and on behalf of Company/Organisation Name: \_\_\_\_\_

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#### **Submission Checklist**

<b>Before submitting this Nomination Form, have I ensured that:</b>	<b>Indicate with a tick below if completed</b>
All details, such as e.g. Nominee's Information, Nominator's Information (where applicable) and Declarations etc. are filled up correctly.	
Write-ups under Details of Nomination have been completed, are within the word limit and are substantiated by relevant pieces of evidence.	
All scanned copies or photocopies of supporting documents are/will be included as attachments in the digital submission form.	