

TIMBRE GROUP PTE LTD **NYC INCUBATORS APPLICATION FORM**

This is for the application of an **INCUBATOR** unit under Timbre Group Pte Ltd

Please note the following:

- Each application form is for the application of one (1) incubator stall.
- Each person can only apply for one (1) incubator stall.
- Applicant must be either Singaporean or Permanent Resident of Singapore.
- Applicant must be 35 years old and below at point of application.
- All stall working personnel must be either Singaporean or Permanent Resident of Singapore, and 35 years old and below
- Applicants with NITEC qualification and below given extra considerations.
- Applicants from low income background*
- No subletting of stalls allowed. Successful applicant must personally operate the stall.

*below \$1800 average income per family member in the same registered household
Example: Total household income of \$6000 / a family of 4 = \$1500 average income/ family member

Evaluation criteria for applicants below:

<u>EVALUATION CRITERIA</u>		
S/No.	Criteria	Weightage
1.	Food type and how it falls within each category	20%
2.	Taste and quality of food	35%
3.	Price of food	15%
4.	Background assessment (additional considerations for low income* and applicants with NITEC as highest qualification	30%

*below \$1800 average income per family member in the same registered household
Example: Total household income of \$6000 / a family of 4 = \$1500 average income/ family member

Application and shortlisting process:

- Completed application form to be submitted to hawkers@timbregroup.asia
- Shortlisted applicant is required to provide food tasting and be interviewed by a panel
- Successful applicant will be contacted within 10 working days after panel interview
- Successful applicant is required to participate in both pre and post programme survey

Do note that details of both applicant and stall assistants will be used for all official reports in relations to the incubation programme.

<u>APPLICANT'S DETAILS</u>	
Name of Applicant (As per NRIC):	
Date of Birth:	
Age:	
Gender:	
Ethnic Group:	
NRIC (please email front and back scanned copies of NRIC):	
Name of Company and R.O.C. No. (if applicable):	
Email:	
Contact Numbers:	Tel: Mobile:
Full Residential Address:	

181 Orchard Road #10-01 Orchard Central, Singapore 179429 • Tel: (65) 6338 8277 • Fax: (65) 6338 8077 • Email: info@timbregroup.asia • Website: www.timbregroup.asia • Company Registration No. 200507539Z

Highest Education Qualification:	
Are you from low income household: *less than \$1800 income per family member	
Emergency contact:	Name: _____ Mobile: _____
STALL ASSISTANT #1 DETAILS	
Name of Applicant (As per NRIC):	
Date of Birth:	
Age:	
Gender:	
Ethnic Group:	
NRIC (please email front and back scanned copies of NRIC):	
Name of Company and R.O.C. No. (if applicable):	
Email:	
Contact Numbers:	Tel: _____ Mobile: _____
Full Residential Address:	
Highest Education Qualification:	
Are you from low income household: *less than \$1800 income per family member	

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Emergency contact:	Name:	Mobile:
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STALL ASSISTANT #2 DETAILS (IF ANY)	
Name of Applicant (As per NRIC):	
Date of Birth:	
Age:	
Gender:	
Ethnic Group:	
NRIC (please email front and back scanned copies of NRIC):	
Name of Company and R.O.C. No. (if applicable):	
Email:	
Contact Numbers:	Tel: Mobile:
Full Residential Address:	
Highest Education Qualification:	
Are you from low income household: *less than \$1800 income per family member	
Emergency contact:	Name: Mobile:

<u>STALL DETAILS</u>	
Name of Stall:	
Type of Food Sold:	
Is Your Food Halal?	Yes / No (please select)
Tell us more about your stall concept:	
Any interesting story which motivates you to participate in this incubation:	

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MENU DETAILS

Note:

- Incubatees are not allowed to sell beverages, fruits, tobacco and selected desserts.
- Incubatees must include one mandatory basic meal priced S\$3 or below.

Menu Item	Description	Selling Price (per unit, before 10% discount with app payment)

Mandatory, Rent, Service and Other Charges:

1. Rental rate is at \$1,300. GST applies.
2. **[WAIVED FOR INCUBATOR UNIT]** Service charge is at \$600 per month. GST applies. This includes centralised dish washing and cleaning service for communal areas.
3. **[WAIVED FOR INCUBATOR UNIT]** Standardised Point-of-Sales (POS) system rental at \$80 per month. GST applies. All accompanying POS related materials and equipment provided by Timbre Group Pte Ltd.
4. **[WAIVED FOR INCUBATOR UNIT]** Vector (pests) control service at \$50 per month. GST applies. This include one (1) visit by pest control service provider per month.
5. All payment via GIRO.
6. Successful applicants must abide by Integrated Tray Return and Centralised Dish Washing System and Yishun Park/ Timbre+ store credit and loyalty app programme. Please refer to supporting Annex A attached.

Other Applicable Charges:

1. Exhaust usage billed by Timbre+Hawkers Pte Ltd. All usage will be divided amongst stallholders based on operating days and hours.
2. Electricity billed by Timbre+Hawkers Pte Ltd. Reading is taken from individual stall meters.
3. Water billed by SP Services. Reading is taken from individual stall meters.
4. Gas billed by Kim Koon GAs. Reading is taken from individual stall meters and billed on weekly basis
5. Internet subscription by successful applicant's own service providers, this is optional
6. Annual exhaust maintenance and cleaning billed by Timbre+Hawkers Pte Ltd (estimated at \$280 to \$300 per year. GST applies.).
7. Standardised and generic signages production billed directly by Timbre+Hawkers Pte Ltd's contractor if successful applicants choose to use official contractors. Cost to be advised. Successful applicants can contract out this component to their own contractors so long as guidelines issued by Timbre+Hawkers Pte Ltd can be complied to.
8. **[WAIVED FOR INCUBATOR UNIT]** Standardised utensils and cutleries billed directly by Hoover Melamine Industries. Please refer to supporting Annex B on costs estimates.

9. Stamp duties billed by IRAS. Please go to <https://www.iras.gov.sg/irashome/Quick-Links/Calculators/> to calculate.
10. **[WAIVED FOR INCUBATOR UNIT]** Legal fees billed Wu LLC c/o Timbre+Hawkers Pte Ltd (estimated at \$200. GST applies).
11. All renovation and reinstatement (after end of tenancy period) costs for individual stall.
12. NEA license application fee (\$39 for three years). Successful applicants to complete NEA license application form cheque payment made to National Environment Agency upon signing of tenancy agreement. Timbre+Hawkers Pte Ltd will be coordinating application and payment matters.

Provision by Timbre Group Pte Ltd

1. Centralised dish washing and cleaning service for communal areas. Successful applicant need not pay for service charge for this.
2. Basic kitchen and stall equipment. Specialised equipment must be brought in and removed (when lease ends) by successful applicant.
3. Standardised utensils and crockeries by Hoover Melamine Industries. Please refer to supporting Annex B on types of utensils and crockeries.
4. Standardised Point-of-Sales (POS) system. All accompanying POS related materials and equipment provided.
5. Vector (pests) control service which include one (1) visit by pest control service provider per month.
6. Legal fees for tenancy agreement.

Terms & Conditions:

1. Please note that all information submitted in this form must be strictly adhered to and deemed true and correct. Any deviation from information will be considered as a penalty to applicant's evaluation and also held against successful applicants' time of tenure at Yishun Park Hawker Centre/Timbre+.
2. Timbre Group Pte Ltd reserves the right to allocate location of stall unit based on food type, operating hours and operating days.
3. Upon successful application, a tenancy agreement will be issued to each successful applicant. The agreement must be signed off along with payment of one (1) month of rent and service charge (exclusive of GST) as security deposit and first month's rent and service charge inclusive of GST.
4. Space will be released to other applicants if deposit and first month's rent and service charge are not received by the deadline stated in tenancy agreement.

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I have read, understood and accepted the above notes, terms and conditions.

Name:	
Signature:	
Date:	

Annex A

Information on Integrated Tray Return and Centralised Dish Washing System and Yishun Park Hawker Centre store credit and loyalty app programmes (for Timbre+, the tray deposit will be \$1.00)

i) Integrated Tray Return and Centralised Dish Washing System

- The tray return system is used to encourage customers to return their own trays and used utensils/crockeries after eating. Used trays and utensils/crockeries are returned by customers directly to the centralised dish washing point.
- It is mandatory to use a tray for purchase of food and bulk drinks. A \$0.50 deposit **is collected at point of purchase by hawkers**. The deposit is then returned back through a coin dispenser to customer when customers return tray (with crockeries) to the main tray return point. Everything is automated from disbursement of trays to food partners to returning of \$0.50 deposit to customers due to the embedded RFID chip in tray. Download a video of mechanics here <http://gofile.me/2ThWd/3NmM6mFmg>.
- Cleaners are also empowered to give \$0.50 deposits back to elderly or disabled customers who may find the walk to the centralised tray return point too far.
- Every day, YPHC operation team will collect \$0.50 (tray deposits from customers) from hawkers to close the loop.
- The system enables a faster turnover of cleaner tables. Customers also need not wait for cleaners to clean tables to be seated. There will be less pests such as birds or strays.
- Within the centralised dish washing system, there will be three conveyor belts (two for non-halal; one for halal). Each belt goes through an automated dish washing machine to soap, wash, steam and dry trays, utensils and crockeries. Cleaners will then return cleaned items back to hawkers.

**ii) Yishun Park Hawker Centre Store Credit & Loyalty App
(Timbre+ app applies with the same details)**

- The above app allows customers to top up monetary value in the app via the on site kiosks. With the monetary value, customers can use the app to pay for F&B purchases at YPHC. To incentivise customers to use the app, a 10% discount is extended to customer for every transaction made with the app. This is to be absorbed by the hawkers.
- Customers need only to scan the QR code in the app with the scanners that are readily available at stalls. Each scanner is tagged to each hawker partner's POS system to pay digitally.
- Both app and on-site kiosks double up as a self-ordering devices. Customers can order through the app and kiosk and orders will be sent directly to hawkers.
- Once food is ready, hawkers just have to hit a button on the POS system and app users who ordered F&B with the app will be notified that their food is ready.
- Hawker partners will receive the monetary reimbursement every 15 days. through GIRO for sales transactions made with the app.
- The app also doubles up as a marketing tool where
 - Birthday treats can be extended to users
 - Electronic vouchers can be issued to users
 - Dynamic discounts can be programmed to increase off-peak sales
 - Promotional and marketing messages can be disseminated.

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Annex B

Hoover Melamine Industries Costs Estimates

S/N	PLAIN COLOUR	CODE NO.	QTY	U.PRICE	AMOUNT	
1	Square Plate 11"	-LJP 1108		4.00		
2	Square Plate 10"	-LJP 1098		4.00		
3	Square Plate 9"	-LJP 1088		3.30		
4	Round Plate 10"	-LJP 010		3.80		
5	Round Plate 8"	-LJP 008		2.90		
6	Round Bowl 9"	-LJB 009		5.00		
7	Round Bowl 8"	-LJB 008		3.60		
8	Round Bowl 7"	-LJB 007		2.80		
9	Round Bowl 5.5"	-LJB 005		1.80		
10	Square Dish 5½"	-LJP 6053		1.60		
11	Rect. Plate 10.5"	-LJP 10105		3.80		
12	Rect. Plate 5.5"	-LJP 1055		1.80		
13	Square Plate 11"	-WKP 4011		5.60		
14	Square Plate 9"	-WKP 4009		4.00		
15	Serving Plate 14"	-WKP 1214		6.60		
16	Serving Plate 11.5"	-WKP 1211		4.40		
17	Triangle Plate 15¾"	-WKP 7216		9.80		
18	Floral Dish 6"	-WKP 006		2.00		
19	Oval Dish	-WKD 065		2.00		
20						
21						
22						
23						
24						
1	2 Compt Dish	BK3562		0.50		
2	Square Dish 3.5"	BK-LJP 6035		1.00		LJP 6045 \$1.40, SK739 \$4.00
3	Soup Spoon	BK-LS110		0.60		LJP 6038 \$1.50, SK749 \$4.80
4	Chopsticks - 10pairs	BKCS95P		2.30 pk		LJP 6005 \$1.80, SK747 \$3.30
5	S/S-Fork&Spoon - CHIN	HM142-F/SP		1.00 s		842 CR \$0.80, SK724 \$3.10
6	P/S-Fork&Spoon -	PH-F/SP		1.10 s		BK8004BC \$2.50
7	S/S-Knife	HM82-KF-S		1.00		BK608 \$3.20
8						BK4065 \$1.00
Remarks:		SUB-TOTAL				
		ADD GST @ 7%				
* All confirmation order is not subject to changes		TOTAL AMOUNT SGD				
For orders, please contact: HOOVER MELAMINE IND PTE LTD Tel: 6269 7732 Fax: 6368 1816		Date of Delivery:		Confirmed by: <i>Pls chop & sign</i>		
				Name:		
				Tel:		

GOODS RECEIVED

Tenant

WEF: FEB 2016

