

*Second Edition*

**A MARK OF RECOGNITION,**  **A SYMBOL OF YOUR SUPPORT**

We invite you to apply for NS Mark (Gold) accreditation by completing the online application form via: [www.NSMark.sg](http://www.NSMark.sg)

The application form comprises 14 questions. Each question has a list of policies, actions and advocacy efforts which are in support of Total Defence and National Service. These are acts that were practiced and adopted by supportive companies and organisations. This format hopes to provide more information on supportive efforts and ease the application process.

You are welcome to add on your unique contributions to Total Defence and National Service in the free text spaces provided.

You may need about **30 minutes** to complete the form and due to limitation of the system, we are unable to provide a “save button” for any incomplete submission, you are advised to use this sample copy as your reference before you attempt the online version.

For enquiries, please contact *Ms Margaret Ng* or *Ms Vithya Shamini* at the National Service Directorate at *6307-5694 / 8588-0783* or *6307-5759 / 9276-1544* or email us at [*Ng\_Mui\_Heok@mindef.gov.sg*](mailto:Ng_Mui_Heok@mindef.gov.sg)/ *Vithya\_Sharmini@mindef.gov.sg.*

**DETAILS OF ENTITY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Company/Organisation: | | | | | | |  |
| Nature of Business: | | |  | | | | |
| Head of Entity (or equivalent): | | | | | |  | |
| Entity Type: | Small and Medium Enterprise (SME)    *(SME is defined as a company with:*   * 1. *Group annual sales turnover of not more than $100 million*   ***OR***   * 1. *Group employment size of not more than 200 employees.)* | | | | | | |
| Large Company  *(Large company is defined as a company with:*   * 1. *Group annual sales turnover of more than $100 million*   ***OR***   1. *Group employment size of more than 200 employees.)* | | | | | | |
| Organisation  *(Organisation refers to an organised group registered either with ACRA or the Registry of Societies, and which is not classified as either an SME or a Large Company. Organisations include: Educational Institutions, Non-Governmental Organizations (NGOs), Charitable organisations, Organs of State, Statutory Boards, Trade Associations, Chambers of Commerce, Family Support and Community Support Organisations.)* | | | | | | |
| Name of Point of Contact: | | | |  | | | |
| Appointment Held: | | |  | | | | |
| Contact Number (Primary): | | | | | |  | |
| Contact Number (Alternative): | | | | | |  | |
| Email Address: | |  | | | | | |
| Number of Employees (*estimated number*): | | | | |  | | |
| Number of NSmen (*Military, SCDF and SPF, and* *still actively serving*): | | | | |  | | |

**DECLARATION OF SUPPORT**

We encourage you to pledge your support for National Service by making the declaration of support as follows:

**Declaration of Support**

We acknowledge that National Service (NS) is the cornerstone of our nation's peace and security. Our National Servicemen (NSmen) fulfil their responsibilities dutifully to provide a safe and secure environment for Singapore and Singaporeans to grow and thrive.

We recognise the importance of National Service and accept that it is a shared responsibility. Our support and recognition of our NSmen's contributions will strengthen their commitment to serve.

Therefore, we pledge that:

1. We will honour and uphold our duty as employers of NSmen as laid out in the Enlistment Act (Cap 93, Part VI).
2. We will recognise and appreciate the skills acquired and values inculcated in our NSmen through National Service.
3. We will actively support our NSmen to manage their National Service commitments.
4. We will readily commit our civil assets and services in support of Total Defence and support our nation in national crises or emergencies (*For Civil Resource Owners administered under the Requisition of Resources Act*).

We declare our support.

Please attempt **all** questions. Indicate “N.A.” under “Others” if the question is not applicable. **You may select more than one option.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Our support for our employees in fulfilling their NS obligations are shown in the following: | | |
|  |  | We discourage deferment from NS call-ups. | |
|  |  | All our NSmen did not defer their NS call-ups (*due to work commitments, and not personal reasons*) within the past three years. | |
|  |  | We allow time-off (*or a flexible work arrangement*) for our NSmen to train for their annual Individual Physical Proficiency Test (IPPT). | |
|  |  | We allow time-off (*or a flexible work arrangement*) for our NSmen to prepare for their In-Camp Training (ICT). | |
|  |  | We compensate our NSmen with time/day off, if they are mobilised on their rest day. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 2. | We practise these principles in our recruitment and selection process: | | |
|  |  | We treat all our job applicants fairly and objectively, regardless of their NS obligations. | |
|  |  | We take into account Certificates of Service (COS) and Testimonials issued by the Singapore Armed Forces (SAF), Singapore Police Force (SPF) or Singapore Civil Defence Force (SCDF). | |
|  |  | We encourage job applicants to share their NS experience during their job interviews (*especially when he does not have much work experience*). | |
|  |  | We encourage job applicants to share what they have learnt in NS (*which could be applicable to the job*) during their job interviews (*especially when he does not have much work experience*). | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 3. | We value the NS experience of our NSmen by adopting the following policies: | | |
|  |  | Offering higher starting salaries for those who have completed Full-Time NS. | |
|  |  | Employees who have completed Full-Time NS are eligible for higher annual leave entitlement.  (*For example, in recognition of their two years of full-time NS, the company/organisation credits their NSman employees’ milestone leave increment to them one or two years earlier – after the 8th or 9th year of their service with the company/organisation instead of after the 10th year of service.*) | |
|  |  | Considering the length of time served in Full-Time NS eligible for loyalty service awards.  (*For example, in recognition of their two years of full-time NS, the company/organisation presents their NSman employees’ long service awards to them one or two years earlier* *instead of their milestone year* *– on the 8th or 9th year of their service with the company/organisation instead of during the 10th year.*) | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 4. | We recognise our employees' performance in NS and consider them as a performance appraisal indicator in: | | |
|  |  | Determining performance bonus. | |
|  |  | Considering for promotion. | |
|  |  | Offering progressive career opportunity and prospects.  (*This could include special projects or taskings that take into consideration their skills from NS training.*) | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 5. | We reward our employees with incentives and/or acknowledge their achievements with company-wide recognition, for: | | |
|  |  | Having completed their NS obligations. | |
|  |  | Performing well in their IPPT. | |
|  |  | Performing well during their ICT. | |
|  |  | Performing well in their SAF/ Home Team courses. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 6. | Please elaborate on your chosen options in question 5.  (*How do you reward or acknowledge your NSman employees on their NS achievements?*) | | |
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| 7. | We recognise that our employees need to have Work-Life-NS balance and show our support for them by practising the following: | | |
|  |  | Making arrangements for their work duties to be covered during their ICT. | |
|  |  | Briefing them on work progress upon their return from ICT. | |
|  |  | Registering for the DIRECT Scheme to file NS Make-Up Pay (MUP) claims on their behalf (*so that NSman employees do not have to file their own NS MUP claims*). | |
|  |  | Participating in the SAF Employer Visit to ICT.  (*You can select this option if your company/organisation is open to attending these half-day events organised by NS Directorate periodically to share with employers the SAF’s capabilities and how NSmen from the different vocations train during ICT, when you receive the invitation.*) | |
|  |  | Providing support to their family members during their ICT. | |
|  |  | Giving them time-off (*or a flexible work arrangement*) so that they can get sufficient rest or spend time with their family upon completion of their ICT and before returning to work. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 8. | We motivate our employees to maintain their fitness levels by: | | |
|  |  | Organising talks on healthy lifestyle. | |
|  |  | Providing free gym memberships. | |
|  |  | Setting up an in-house gym. | |
|  |  | Organising regular fitness activities. | |
|  |  | Encouraging them to participate actively in the IPPT Preparatory Training (IPT) | |
|  |  | Offering a training regime for IPPT (*complete with a rigorous training programme and measurable goals and actual achievements*). | |
|  |  | Others: (If "Others" is selected, please elaborate)  (*Are basic health screening and fruits or healthy snacks also offered to your employees to help them maintain their health? If yes, you can enter them here.*) | |
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| 9. | To increase their awareness of NS, we encourage our employees to: | | |
|  |  | Participate in events and exhibitions organised by MINDEF/MHA. | |
|  |  | Participate in the SAF Day Combined Rededication Ceremony (CRC) (*SAF Day CRCs are* *organised by civilian partner organisations on a voluntary basis and held across four locations, namely at the East Zone, North/North-East Zone, West Zone, and South/CBD Zone*). | |
|  |  | Put on their uniform on SAF Day. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 10. | In our company/organisation, we have employees who are: | | |
|  |  | Serving in NS beyond the 10 years of ORNS.  (*That is, serving under Reservist On Voluntary Extended Reserve Service (ROVERS) scheme, or serving past the statutory age through the NS Volunteer scheme.*) | |
|  |  | Serving in NS beyond their statutory age of 40 years old.  (*The statutory age of 40 years old is for NSmen holding non-officer ranks, for example, Warrant Officers and Specialists (WOSEs).*) | |
|  |  | Serving in NS beyond their statutory age of 50 years old, for NSmen holding officer ranks. | |
|  |  | Serving as key appointment holders (KAHs) in NS.  (*You can select this option if there are NS KAHs and/or Responsiblility NS Appointment (RNSA) holders in your company/organisation. Some examples of KAHs and RNSA holders include (but are not limited to) Deputy Formation Commander, Senior Formation Officer, Bridgade Chief of Staff, NS Battalion Commander, Battalion Second-In-Command (B2IC), Battalion S1, Battalion S2, Battalion S3, Battalion S4, Regimental Sergeant Major (RSM), Company Sergeant Major (CSM), etc*.) | |
|  |  | Serving as volunteers with the SAF Volunteer Corp. | |
|  |  | Serving as volunteers with the Home Team (*for example, as a Volunteer Special Constabulary (VSC)*). | |
|  |  | Others: (If "Others" is selected, please elaborate)  (*If you have selected Option 4 of this question, please share your NS KAHs’ rank and non-sensitive NS Appointment here.*) | |
|  |  | | |
| 11. | We advocate our support for NS and have fulfilled the following within the past three years: | | |
|  |  | Carrying motivational or appreciative messages to thank our NSmen for their service on our collaterals. | |
|  |  | Organising SAF Day Rededication Ceremony. | |
|  |  | Organising National Education programmes to promote Total Defence. | |
|  |  | Organising a National Day Observance Ceremony. | |
|  |  | Participating in NS-related focus group discussions. | |
|  |  | Participating in security and civil defence projects with the Home Team to promote community emergency preparedness. | |
|  |  | Offering publicity platforms for MINDEF/MHA to promote NS matters. (*This could be through sharing links to NS-related articles on your company’s/organisation’s website or social media platforms and encouraging your employees, business associates and even clients to support NS and Total Defence. This could also be through displaying and sharing NS-related posters and printed collaterals at your company’s/organisation’s customer interface spaces.*) | |
|  |  | Offering opportunities for MINDEF/MHA to create awareness on NS within the business community.  (*This could be through inviting MINDEF/MHA to share NS-related information as one programme segment at larger scale virtual or physical events organised by your company/organisation with participation from the larger business community.*) | |
|  |  | Expressing our support for NS publicly. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
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| 12. | As part of our corporate social responsibility, we have: | | |
|  |  | Adopted the SAF Care Fund as our charity organisation.  (*The SAF Care Fund is set up to provide additional support to SAF servicemen who are severely disabled due to military service, over and above MINDEF’s existing compensation and welfare frameworks. The fund enables members of the public to make contributions and show their support to injured servicemen. You may contact Ms Margaret Lum at* [*saf\_care\_fund@defence.gov.sg*](mailto:saf_care_fund@defence.gov.sg) *to find out more about contributing to the SAF Care Fund.*) | |
|  |  | Donated to the SAF Care Fund. | |
|  |  | Organised fund-raising activities for the SAF Care Fund. | |
|  |  | Volunteered as a guest speaker at MINDEF/ MHA events. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
|  |  | | |
| 13. | (*Applicable to Educational Institutions only*) We advocate our support for Total Defence in the following ways: | | |
|  |  | Not Applicable. | |
|  |  | Participating in NEmation! and/or cine65 competitions. | |
|  |  | Winning in the NEmation! and/or cine65 competitions within the past three years. | |
|  |  | Committing resources to engage students on National Education, Total Defence or NS. | |
|  |  | Developing infrastructure with National Education or Total Defence themes to engage students. | |
|  |  | Implementing programmes for National Education or Total Defence Student Ambassadors. | |
|  |  | Partnering the SAF through the SAF-Schools Partnership Programme. | |
|  |  | Partnering the SPF through the Youth Engagement Programme. | |
|  |  | Partnering the SPF through programmes conducted by the Community Policing Unit. | |
|  |  | Partnering the SCDF to promote lifesaving skills to students. | |
|  |  | Partnering the SCDF to promote emergency preparedness to students. | |
|  |  | Encouraging students to express support and show appreciation to NSmen. | |
|  |  | Others: (If "Others" is selected, please elaborate) | |
|  |  | | |
| 14. | We understand that support comes in many forms. You may wish to highlight and further elaborate on other unique contributions that your company/organisation has shown within the past three consecutive years in the space below: | |

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Thank you for your participation.

For enquiries, please contact *Ms Margaret Ng* or *Ms Vithya Shamini* at the National Service Directorate at *6307-5694 / 8588-0783* or *6307-5759 / 9276-1544* or email us at [*Ng\_Mui\_Heok@mindef.gov.sg*](mailto:Ng_Mui_Heok@mindef.gov.sg)/ *Vithya\_Sharmini@mindef.gov.sg.*