









## Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents			Samples <a href="#">click to view</a>
<a href="#">Me (Student Applicant)</a>	1.1) Full-Time Diploma Student	+ NRIC (both sides)			
	<b>OR</b> 1.2) PFP Student				
1.3) Part-Time Diploma Student	+ NRIC (both sides)	+ Income document listed below at 3.1 to 3.4			
					
<a href="#">Parents/ Spouse</a>	2.1) Divorced/ Separated	Order of Court for divorce or legal separation including child care & control documents			
	2.2) Deceased	Death Certificate			
<a href="#">Family Members</a>	3.1) Employed	NRIC (both sides)	+ Payslips for the last 3 consecutive months	<b>OR</b> CPF Contribution History for the last 6 months	<a href="#">Payslips</a>  <a href="#">CPF Contribution History</a>  <a href="#">Employer's Letter</a>
	3.2) Strictly for Recently Employed without payslip	NRIC (both sides)	+ Employer's Letter ( <i>dated recent 3 months</i> ) stating gross income	<b>OR</b> Employment Contract	

## Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents		Samples <i><a href="#">click to view</a></i>	
	3.3) Self-employed <i>(e.g. taxi driver, hawker, odd job, freelancer, etc)</i>	NRIC (both sides) 	+ Latest Income Tax Notice of Assessment <b>OR</b> + Visit IRAS webpage > Notices > Individual > View Individual Tax Notices and print this page <i>(if not required to file Income Tax Return)</i>		<a href="#">Income Tax Notice of Assessment</a>
	3.4) Unemployed <i>(e.g. housewife/ retiree)</i>	NRIC (both sides) 	+ CPF Contribution History for the last 6 months <b>AND</b> + Resignation Acceptance/Retrenchment Letter from Company <i>(if recently unemployed within this month or last month)</i> <b>OR</b> + Medical Certification of condition <i>(if medically incapable of work)</i>		
	4.1) Full-Time Student	NRIC (both sides)  <b>OR</b> Birth Certificate <i>(&lt;15 years old)</i>	+ Student Card (both sides)  <b>OR</b> Ez-Link Card		
	4.2) Student <i>(Part-Time OR Awaiting graduation OR Awaiting admission to IHLs)</i>	NRIC (both sides) 	+ Student Card (both sides)  <b>OR</b> Enrolment Letter (if awaiting admission to	+ CPF Contribution History for the last 6 months	

## Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents			Samples <i><a href="#">click to view</a></i>
			IHLs)		<a href="#">Enlistment Letter</a>
	4.3) National Service	SAF 11B (both sides) 			
	4.4) Awaiting National Service Enlistment	NRIC (both sides) 	+ CPF Contribution History for past 6months	+ Enlistment Letter	
	4.5) Below school-aged child	Birth Certificate			

Example of Enlistment Letter

**MINDEF SINGAPORE**

**CENTRAL MANPOWER BASE**  
3 DEPOSIT ROAD  
SINGAPORE 109680  
TEL: 1800-367 6767  
FAX: 63731190  
Email: [conscripting@nd.gov.sg](mailto:conscripting@nd.gov.sg)  
NS Portal: <http://www.ns.sg>

**THE ENLISTMENT ACT, (CHAPTER 93)**  
**ENLISTMENT NOTICE (FULL-TIME/OPERATIONALLY READY NATIONAL SERVICE)**

1. You are hereby required under Section 10 of the Enlistment Act (Cap 93), to report for enlistment on 17 AT 11 00 AM to BASIC MILITARY TRAINING CENTRE SCHOOL at PULAU TEKONG BESAR.

**PULAU TEKONG BESAR**  
SINGAPORE 098450

FOR YOUR CONVENIENCE, TRANSPORT WILL BE PROVIDED FROM PASIR RIS BUS INTERCHANGE TO THE SAF FERRY TERMINAL FROM 10:30 AM TO 10:45 AM

Date: \_\_\_\_\_ for Proper Authority

NOTE: Any person within or outside Singapore who fails to comply with this Notice shall be guilty of an offence under the Enlistment Act Chapter 93 and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.

### Example of Payslips for Recent 3 Months

**Gross salary** (not Basic or Net salary) includes any overtime pay and fixed allowances

EMP# :	SEX :	I/OP:	PERIOD:	
NAME :	DEPT :	SECT :		
POST :	EFF# :	TAX# :	SOCDO# :	

EMP# :	SEX :	I/OP:	PERIOD:	
NAME :	DEPT :	SECT :		
POST :	EFF# :	TAX# :	SOCDO# :	

EMP# :	SEX :	I/OP:	PERIOD:	
NAME :	DEPT :	SECT :		
POST :	EFF# :	TAX# :	SOCDO# :	

	Basic Salary	\$1,200	ACTION LOVEE EFF	
	Overtime	\$400		
	Allowance	\$200		
TOTA				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				
TOTI				
E'R				
E'R				
NETT				
HAPP				
BANK				

### Example of CPF Contribution History

### Example of Income Tax Notice of Assessment

#### My Statement - Contribution History

For Oct 2018 to Mar 2019

##### Employment Contributions

For Month	Paid On	Amount (\$)	Employer
OCT 2018	17 Nov 2018	XXXX	COMPANY A
NOV 2018	17 Dec 2018	XXXX	COMPANY A
Dec 2018	17 Jan 2019	XXXX	COMPANY A
Jan 2019	17 Feb 2019	XXXX	COMPANY A
Feb 2019	17 Mar 2019	XXXX	COMPANY A
Mar 2019	17 Apr 2019	XXXX	COMPANY A

This statement does not include contribution(s) received by the Board after **24 Apr 2019**.

Any contributions or grants credited to the Retirement Account will be shown in your Transaction History.

[Click here for guide to retrieve CPF Contribution History](#)

#### NOTICE OF ASSESSMENT ORIGINAL



INLAND REVENUE  
AUTHORITY OF  
SINGAPORE

Tax Reference No : S10000000  
Year of Assessment : 2018  
Income Tax  
Date :

Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us.

XXXXX  
XXXXXXXXXXXXXXXXXXXX  
SINGAPORE XXXXXXX



55 Newton Road  
Revenue House  
Singapore 307987  
Tel: 1800-356 8300  
Website: <http://www.iras.gov.sg>  
e-Services: <https://mytax.iras.gov.sg>

	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)
TRADE INCOME	XX,XXX.00		XX,XXX.00
<b>TOTAL INCOME</b>	XX,XXX.00		XX,XXX.00
LESS: Approved Donations			XX,XXX.00
<b>ASSESSABLE INCOME</b>			XX,XXX.00
LESS: PERSONAL RELIEFS			
Earned Income		XX,XXX.00	
Provident Fund/Life Assurance		XX,XXX.00	
<b>CHARGEABLE INCOME</b>			XX,XXX.00
FIRST XX,XXX.00		XX,XXX.00	
NEXT XX,XXX.00 @ 7.00%		XX,XXX.00	
LESS: TAX SETOFFS			
30 % Tax Rebate (capped at \$1500)			XX,XXX.00
<b>TAX PAYABLE BY 10 Jul 2018</b>			XX,XXX.00 DR

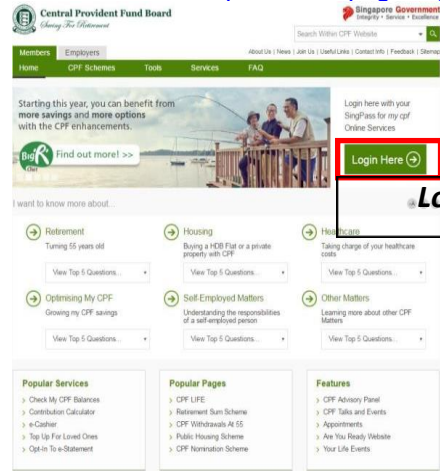
Thank you for your contribution towards nation building

- Your tax assessment is based on information obtained from the relevant organisations and/or your last year's tax record. Please notify us of any understatement or omission of any income or of any excessive tax relief as there are penalties for failing to do so.
- Pay your income tax by GIRO to enjoy up to 12-month interest free instalments. If you prefer other modes of payment, please pay the amount stated in this Notice by the due date, even if you object to the assessment. You may refer to the attached Statement of Account for your tax balance.
- If you have any objection, please write to us within 30 days stating your reasons.

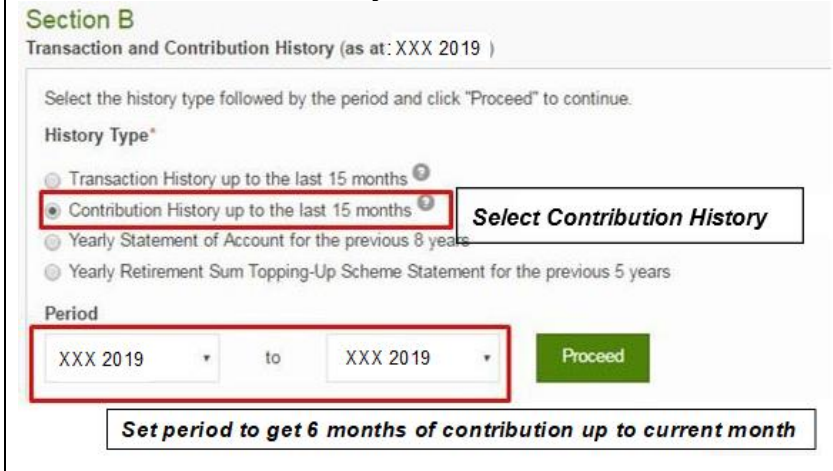
[Click here for guide to retrieve latest Income Tax Notice of Assessment](#)

**Retrieving CPF Contribution History (Recent 6 months)**

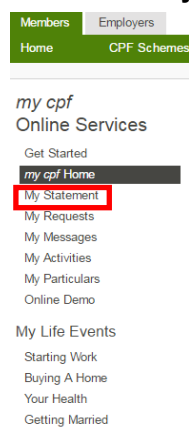
**1 Go online to <https://www.cpf.gov.sg>**



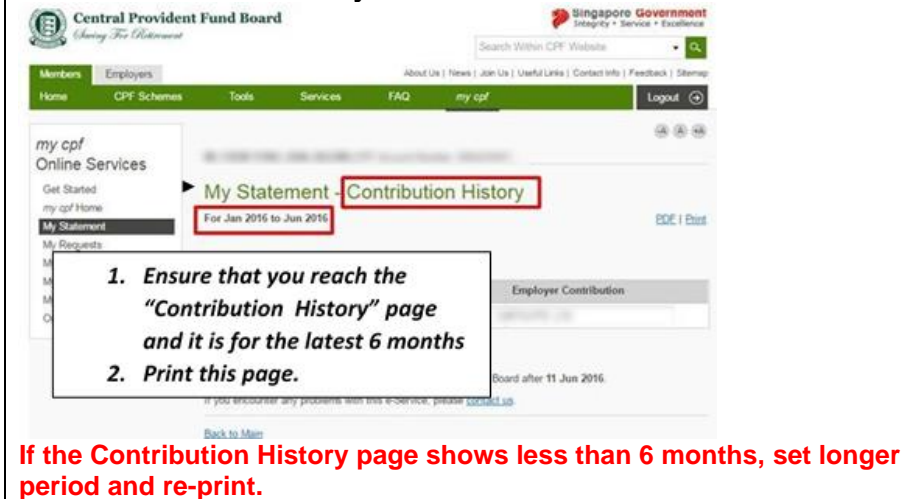
**3 Select Contribution History**



**2 Click on "My Statement"**



**4 Print Contribution History**



**Retrieving Latest Income Tax Notice of Assessment**

1 Go online at <https://www.iras.gov.sg>

**Login using your SingPass or IRAS PIN**

2 Click on "Notices" & Select "Individual"

- (a) Click on the latest year of assessment and print it. If the latest year of assessment is not available yet, print the statement for the most recent year of assessment.
- (b) If there no entries, print this page.

Document	Year of Assessment	Date
Notice of Assessment (Individual)	yyyy	dd mmm yyyy



## Financial Assistance Application – Checklist of supporting documents