











Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents		Samples <i>click to view</i>
Me (Student Applicant)	1.1) Full-Time Diploma Student	Declaration Form (To be submitted <u>only</u> by applicants for bursary. For applicants for study loan or FASOP [Financial Assistance Scheme for Overseas Programmes], this form is not applicable.)	+ NRIC (both sides)	
	OR 1.2) PFP Student			
	1.3) Part-Time Diploma Student	Declaration Form (To be submitted <u>only</u> by applicants for bursary.)	+ NRIC (both sides)	+ Income document listed below at 3.1 to 3.4
				
Parents/ Spouse/ Family Members	2.1) Divorced/ Separated	Order of Court for divorce or legal separation including child care & control documents		

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	2.2) Deceased	Death Certificate			
Family Members	3.1) Employed	NRIC (both sides) 	+ Payslips for the last 3 consecutive months	OR CPF Contribution History for the last 6 months	Payslips CPF Contribution History
	3.2) Strictly for Recently Employed without payslip	NRIC (both sides) 	+ Employer's Letter (<i>dated recent 3 months</i>) stating gross income	OR Employment Contract	
	3.3) Self-employed (e.g. taxi driver, hawker, odd job, freelancer, etc)	NRIC (both sides) 	+ Latest Income Tax Notice of Assessment OR + Visit IRAS webpage > Notices > Individual > View Individual Tax Notices and print this page (<i>if not required to file Income Tax Return</i>)		Income Tax Notice of Assessment
	3.4) Unemployed (e.g. housewife/ retiree)	NRIC (both sides) 	+ CPF Contribution History for the last 6 months AND + Resignation Acceptance/Retrenchment Letter from Company (if recently unemployed within this month or last month) OR + Medical Certification of condition (if medically incapable of work)		
	4.1) Full-Time Student	NRIC (both sides)  OR	+ Student Card (both sides) OR		

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Who	Status	Supporting Documents			Samples click to view
		Birth Certificate (<15 years old)	Ez-Link Card		
	4.2) Student (Part-Time OR Awaiting graduation OR Awaiting admission to IHLs)	NRIC (both sides) 	+ Student Card (both sides) OR Enrolment Letter (if awaiting admission to IHLs)	+ CPF Contribution History for the last 6 months	
	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			

[Enlistment Letter](#)

Example of Enlistment Letter

MINDEF SINGAPORE

CENTRAL MANPOWER BASE
3 DEPOSIT ROAD
SINGAPORE 109680
TEL: 1800-367 6767
FAX: 63731190
Email: contact@min.gov.sg
NS Portal: http://www.ns.gov.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 AT 11:00 AM to **BASIC MILITARY TRAINING CENTRE SCHOOL** at

2.
PULAU TEKONG BESAR
SINGAPORE 098450
FOR YOUR CONVENIENCE, TRANSPORT WILL BE PROVIDED FROM PADIR RID BUS INTERCHANGE TO THE SAF FERRY TERMINAL FROM 10:00 AM TO 10:45 AM

3.

4.

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/CP :	PERIOD :
NAME :	DEPT :	SECT :	
POST :	EFF# :	TAX# :	SOCDO# :

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

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

Basic Salary	\$1,200	UCTION LOVER EFF	SS
Overtime	\$400		
Allowance	\$200		
Total Gross	\$1,800	AL DEDUCTION :	SS

NETT PAY	SS	NETT PAY	SS
HAPPY NEW YEAR	SS	GROSS PAY	SS
BANK ACC# :		E'R / E'R EFF :	SS / SS
E'R EFF :	SS	E'R / E'R SOCDO :	SS / SS
E'R SOCDO :	SS		

<Company Name>

Example of Employer's Letter

To be printed on Company Letterhead

<Date of letter> (no more than recent 3 months)

TO WHOM IT MAY CONCERN

This is to certify that <Name> <NRIC number> is in employment as <Job Title> at <Company name>. He is drawing a gross salary of <\$ xxxxx> per month.

<Name> <Designation> <Signature>

<Contact number>

<Company stamp>

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Example of CPF Contribution History

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](#)

Example of Income Tax Notice of Assessment

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

NOTICE OF ASSESSMENT ORIGINAL



INLAND REVENUE
AUTHORITY OF
SINGAPORE

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

X0000
 X000000 X000000
 SINGAPORE X00000



55 Newton Road
 Revenue House
 Singapore 307967
 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
TOTAL INCOME	XX,XXX.00		XX,XXX.00
LESS: Approved Donations			XX,XXX.00
ASSESSABLE INCOME			XX,XXX.00
LESS: PERSONAL RELIEFS			
Earned Income		XX,XXX.00	
Provident Fund/Life Assurance		XX,XXX.00	
CHARGEABLE INCOME			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
TAX PAYABLE BY 10 Jul 2018			XX,XXX.00 DR

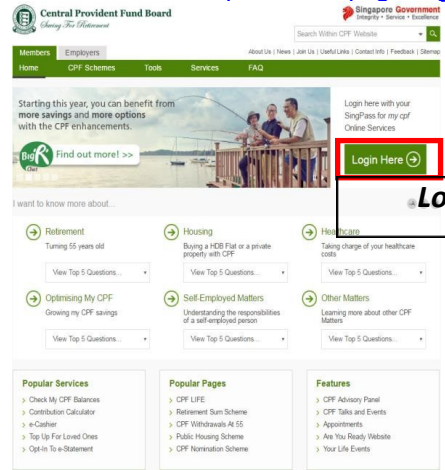
Thank you for your contribution towards nation building

- 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](#)

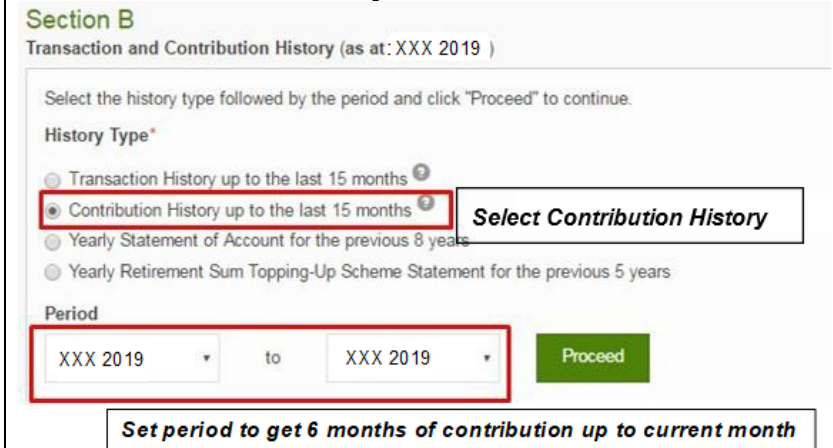
Retrieving CPF Contribution History (Recent 6 months)

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



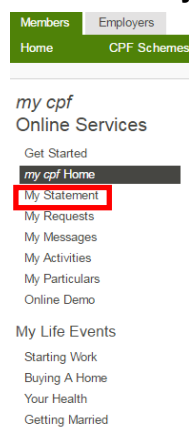
The screenshot shows the CPF.gov.sg homepage. A red box highlights the 'Login Here' button. A text box with a black border contains the text: **Login using your SingPass**.

3 Select Contribution History



The screenshot shows the 'Section B' page titled 'Transaction and Contribution History (as at: XXX 2019)'. A red box highlights the 'Contribution History up to the last 15 months' option. A text box with a black border contains the text: **Select Contribution History**. Another red box highlights the 'Period' dropdowns, which are set to 'XXX 2019' to 'XXX 2019'. A text box with a black border contains the text: **Set period to get 6 months of contribution up to current month**.

2 Click on “My Statement”



The screenshot shows the 'my cpf Online Services' menu. A red box highlights the 'My Statement' option.

4 Print Contribution History



The screenshot shows the 'My Statement - Contribution History' page. A red box highlights the 'Contribution History' link. A text box with a black border contains the text: **1. Ensure that you reach the “Contribution History” page and it is for the latest 6 months** and **2. Print this page.**

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

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