

Office of Student Support

Letter of Declaration for Income-related Matters

Please print out this form and use a wet-ink signature (i.e. not signed electronically)

1. This declaration form is used to provide additional information to supplement an application for MOE Financial Assistance Schemes for Institutes of Higher Learning (Republic Polytechnic), supported by the Household Means Eligibility System (HOMES).
2. Supporting documents should be provided, wherever possible, to substantiate the declarations. The Government and Participating Agencies reserve the right not to consider any declarations if they are unsubstantiated, suspected or found to be false, inaccurate or incomplete.
3. If you do not have anything to declare, you are not required to submit this form.

Section A: Declarant Particulars (To complete all fields)

Full Name (As per official identification document)	Identification No.

Section B: Declaration of Income Information (To select and complete those applicable)

Option A: I am currently unemployed with \$0 income due to unemployment within the recent 12 months.

Select the one that represents your **past** employment status.

Option A1: I was previously employed but have ceased employment.

Name of employer: _____

Last drawn monthly income: \$ _____

Last day of employment: _____ (date in DD/MM/YYYY)

Reason for unemployment (select one):

- Ad-hoc temporary employment
- Contract ended
- Resignation
- Retrenchment or termination
- Others:

If you have official supporting documents that states the above information (e.g retrenchment letter, acceptance of resignation), you are not required to fill up this form.

Option A2: I was previously self-employed but have ceased self-employment.

Occupation: _____

Last drawn monthly income: \$ _____

Last day of self-employment: _____ (date in DD/MM/YYYY)

Option B: I have suffered a decrease/ drop in income within the recent 12 months.

Select the one that represents your **past** employment status.

Option B1: I was previously employed but have ceased employment or taken a pay cut.

Name of employer: _____

Last drawn monthly income: \$_____

Last day of employment (if applicable): _____ (date in DD/MM/YYYY)

Reason for unemployment (select one):

- Not applicable – I did not cease employment
- Ad-hoc temporary employment
- Contract ended
- Resignation
- Retrenchment or termination
- Others:

If you have official supporting documents that states the above information (e.g retrenchment letter, acceptance of resignation), you are not required to fill up this form.

Option B2: I was previously self-employed but have ceased self-employment or my income has decreased.

Occupation: _____

Last drawn monthly income: \$_____

Last day of self-employment (if applicable): _____ (date in DD/MM/YYYY)

Please also select between Option B3 and B4 on the next page.

Select the one that represents your **current** employment status.

Option B3: I am currently employed and have earned monthly income as below.

Name of employer: _____

First day of employment or pay cut: _____ (date in DD/MM/YYYY)

Month & Year	Name of Employer(s)	Monthly Employment Income (SGD)*

* Monthly Employment Income includes basic income, overtime pay, allowances, cash awards, commissions and bonuses.

Option B4: I am currently self-employed and have earned monthly income as below.

Occupation: _____

First day of self-employment or drop in income: _____ (date in DD/MM/YYYY)

Month & Year	Net Monthly Trade Income (after expenses) (SGD)*

* Net Monthly Trade Income refers to income from business(es) that you own through the buying and selling of goods, or from providing professional or personal services, after deducting allowable trade / business expenses. We follow the same approach and definitions that Self-Employed Persons use when filing their tax returns with Inland Revenue Authority of Singapore (IRAS).

Option C: I was earning rental income but have ceased rental within the recent 12 months.

Option D: I am earning income from an overseas entity or working in a foreign country.

Section C: Declaration by Declarant

Note: Please read the declaration carefully and provide your signature/ thumbprint below.

By signing this form, I hereby declare that **all** the information which I provide herein or in connection with this application **is true and correct to the best of my knowledge and belief and that I have not willfully suppressed any material fact.**

I acknowledge that the Government and Participating Agencies may collect, share and/ or use the information provided in this form where permitted or required by law, or in the public interest.

I understand that:

(i) the information provided by me in this Declaration may be used by the Government or Participating Agencies to assess my and/or my family's eligibility for any grant, subsidy, financial assistance and/or service provided by the Government or Participating Agencies.

(ii) if the information provided is intentionally false or misleading, I may be required to repay any grant, subsidy, financial assistance and/or service provided to me or my family by the Government and Participating Agencies, including the administrative expenses incurred, and I may also be liable to criminal prosecution.

Signature / Thumbprint of Declarant

Note: Signature of declarant has to be in wet ink (i.e. Not signed electronically)

Date

(DD/MM/YYYY)