

Preparing Documents for Submission

(For IMDA NEUPC Plus Application)

- All documents must be:
 - Clear for viewing (all text must be sharp and legible)
 - In full view (without truncation of any part of document)
 - Document size **cannot exceed 4MB**
 - Not password-protected or encrypted
- All documents to bear details of family members e.g. Name, NRIC, signature, date (where appropriate).
- For CPF and IRAS statements, private hire driver and food delivery statements, extract the **original PDF document** from the CPF, IRAS, private hire driver and food delivery websites so that all details are captured in full view. Screenshot from mobile phone is **not accepted**.
- Prepare **front & back images** of NRIC, Visit Pass, SAF11B (NSF & full-time uniform officers) in a **single PDF file**.
- File format : JPEG, PDF, PNG or Zip folder are accepted. **Word document is not accepted**.
- You may consider using mobile scanning apps such as Adobe Scan, Microsoft Office Lens, FineScanner etc for scanning of documents.

Family Members and Their Employment Type



Family members living in the same household

Employment Type

Click on the employment type for the supporting documents required

EMPLOYED (FULL-TIME OR PART-TIME)

EMPLOYED (SELF-EMPLOYED)

EMPLOYED (SELF-EMPLOYED) – Deliveroo/Food Panda/Grab

EMPLOYED (RECENT CHANGE IN JOB)

UNEMPLOYED

UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

NATIONAL SERVICE FULL-TIME

PART-TIME STUDENT

FULL-TIME STUDENT



[Other Supporting Documents \(if applicable\)](#)



[Sample of Supporting Documents](#)



[Useful Resources](#)

EMPLOYED (FULL-TIME OR PART-TIME)

(Full-time employment, Part-Time, Odd Jobs and Irregular Income)

Identification

NRIC (Both sides)

SAF11B for full-time MINDEF uniformed officer (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

- Last 12 months CPF Contribution History (1 year ago – current month (month must be the same as the month application is submitted) OR
- **Latest** 3 consecutive full months Payslips OR
- **Strictly for those without CPF / Payslips:** Employer Letter stating **gross monthly salary** (must be dated within the same month as date of application)

NOTE:

- Family members with **gross monthly income of \$6,000 & above** are to submit **latest 3 consecutive months Payslips**, instead of CPF.
- Family members with **irregular income/odd job** to submit CPF Contribution History.



EMPLOYED (SELF-EMPLOYED)

(Business owner, Hawker, Taxi Driver, **Private-Hire Driver for more than 1 year**, Financial/Real Estate Agent, etc)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

- Latest IRAS Notice of Assessment (Year 2021) AND
- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected AND
- **IMDA Annex A (Pg 4 Section I)** AND
- [RP Income Declaration Form – Annex A](#)
(click on link to download template)



EMPLOYED (SELF-EMPLOYED)

(**Private-Hire Driver for less than 1 year**, Delivery Personnel under Deliveroo/Food Panda/ Grab etc)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

NOTE:

- If **unable to provide latest 12 consecutive private hire weekly statements**, provide:
 - 1) all available latest 12 weekly statements AND
 - 2) last 12 months CPF Contribution History AND
 - 3) IMDA Annex A (Pg 4 Section I) AND
 - 4) [Income Declaration Form – Annex A](#) AND
 - 5) [Declaration Form – Annex B](#) stating reason(s) why you are unable to provide 12 consecutive weekly statements (e.g. did not drive for certain weeks, etc).

Income

- Latest **12 consecutive weekly** partner statement AND
- Latest IRAS Notice of Assessment (Year 2021) AND
- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected AND
- **IMDA Annex A (Pg 4 Section I)** AND
- [RP Income Declaration Form – Annex A](#)
(click on link to download template)



Click to return to [Family](#) Members
and Their Employment Type

EMPLOYED (RECENT CHANGE IN JOB)

(Recent change of Job within the past 1-2 months)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

(Change of Job & unable to provide latest 3 consecutive full months Payslips from new company):

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected **AND**
- Employer Letter stating **gross monthly salary** (must be dated within the same month as the application)



UNEMPLOYED (Homemaker / Retiree)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected AND
- **IMDA Annex A (Pg 4 Section II) AND**
- [RP Income Declaration Form – Annex A](#)
(click on link to download template)

NOTE:

Income documents are **required for family members of all ages**. If unable to provide latest CPF document due to valid reasons, submit:

- IMDA Annex A (Pg 4 Section II) AND
- [Income Declaration Form - Annex A](#) AND
- [Declaration Form - Annex B](#) stating detailed reason why income documents are not available.



UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

(Recent change in 1-3 months)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected **AND**
- **IMDA Annex A (Pg 4 Section II) AND**
- [Income Declaration Form – Annex A](#) **AND**
(click on link to download template)
- [Declaration Form – Annex B](#) by the family member that he/she is not transitioning to a new job **AND**
(click on link to download template)
- Recent Resignation Acceptance Letter or Retrenchment Letter from Former Employer dated within recent 3 months (if applicable)



Click to return to [Family](#) Members
and Their Employment Type

NATIONAL SERVICE FULL-TIME

(Serving NS / Waiting for Enlistment)

Identification

SAF11B (Both sides)

Home Team NS Card (Both sides)

NRIC (Both sides) – for those waiting for enlistment

**Do ensure the address on the ID card are the same address.*

NOTE:

- If family member has converted from NSF status to full-time uniform officer upon ORD (ie. 'Regular' service status), submit latest 3 months Payslips or latest 12 months CPF.

Income/Other

NS Enlistment Letter

- Only for those waiting for enlistment and yet to receive their SAF11B/Home Team NS Card

If enlistment letter is not available (aged 17 & above):

- Last 12 months CPF Contribution History (1 year ago – current month) month must be the same as the month application is submitted. To submit even if there are no contributions reflected



PART-TIME STUDENT

(For family members who are studying part-time)

Identification

NRIC (Both sides)

**Do ensure the address on the ID card are the same address.*

Income

- Refer to Employment Type under Employed / Self-Employed if they are working.
- Refer to Unemployed if they are not working



FULL-TIME STUDENT

(Full-Time Student and Children not of schooling age < 6 years old)

Identification

NRIC (Both sides)

Birth Certificate (if not reached age for NRIC)

- Do not truncate the parent's information details

*** Please indicate the Full Name of School in the IMDA Application Form**

****Do ensure the address on the ID card are the same***

NOTE:

- Student card to be of valid date.
- If student card is lost, submit latest full-time student status certification letter issue by school.

Income/Other

School-going children

- Full-Time Student Card or Enrolment Acceptance Letter (if waiting for admission to IHLs) / MOE Concession Card



OTHER SUPPORTING DOCUMENTS

Deceased/Divorced/ Separated/Guardianship

- Death Certificate
- Divorce/Separation Documents
- Court Order stating legal custody, care and control of child/children
- For **Joint Custody** cases, submit [Declaration Letter Annex B](#) stating reason(s) if one of the parent is no longer financially supporting or in contact with the applicant. If other parent is still financially supporting applicant, to include parent's details & submit documents including the declaration in **IMDA Annex A (Pg 4 Section III)**
- Marriage certificate for subsequent marriage (if applicable)
- Legal guardianship letter (if applicable)
- MSF Foster Care letter (if applicable)
- MSF Institution Care letter (if applicable)

Others (if applicable)

- Welfare assistance letter
- Prisons Card/Letter
- Special Needs Card
- Retirement letter

Loss of NRIC

- If NRIC is lost, provide the relevant ICA letter **AND**
- [Declaration Form Annex B](#) stating that family member is staying in same address as applicant.

Rental Income

- Tenancy agreement for rental income
- **IMDA Annex A (Pg 4 Section III)**

Married/Divorced/Separated Applicant

- For married applicant, provide spouse's and children (if any) NRIC, BC and income documents (who may or may not be staying with applicant).
- For separated/divorced applicant, divorce certificate and child's (if any), BC.



SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

NRIC/ VISIT PASS (FRONT & BACK)



- Address to be same as applicant
- For different address, submit [Declaration Form Annex B](#) stating that family member is staying with applicant (to indicate address).
- For visit pass holders who are unemployed, submit 1) [Income Declaration Form Annex A](#) AND 2) [Declaration Form Annex B](#) as there is no address on visit pass, to state that family member is staying with applicant (indicate address).

STUDENT CARD (FRONT & BACK)



- Full-time Student card to be of valid date
- Provide recent Enrolment Acceptance Letter (if waiting for admission to IHLs)

SAF11B (FRONT & BACK)



- Address to be same as applicant
- For different address, submit [Declaration Form Annex B](#) stating that family member is staying with applicant (to indicate address).

NS ENLISTMENT LETTER




- Recent enlistment letter
(for those waiting for enlistment only)



SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

INCOME DECLARATION FORM – ANNEX A

Student ID: 000000 Student Full Name: Marcus Tan  **Annex A**

Note: This form is for family members who are not required to complete an employment form. Household members are unable to provide their income declaration. They may use Add-on Notice 1C to signify the non-compliance of your signature.

FINANCIAL ASSISTANCE SCHEME APPLICATION INCOME DECLARATION FORM

I, Marcus Tan, Marcus Tan NRIC No: S7123456
 I am 18 years old (relative of Marcus Tan) NRIC No: S7123456
 hereby declare that my latest total gross income is \$ 0.00 per month.


Please complete and select where applicable

☒ I am self-employed as a Private Hire Driver (name of occupation e.g. taxi driver, private hire driver, own business).
 I have been self-employed for 12 consecutive weeks (or 12 consecutive weeks for most recent 12 months).
 I have been self-employed for 12 consecutive weeks (or 12 consecutive weeks for most recent 12 months).
 I have been self-employed for 12 consecutive weeks (or 12 consecutive weeks for most recent 12 months).

☐ I am a household member (relative of Marcus Tan) (name of occupation e.g. taxi driver, private hire driver, own business).
 I have been self-employed for 12 consecutive weeks (or 12 consecutive weeks for most recent 12 months).


☐ I am employed as a Private Hire Driver (name of occupation e.g. taxi driver, private hire driver, own business).
 I have been self-employed for 12 consecutive weeks (or 12 consecutive weeks for most recent 12 months).

I declare that the information provided above is true to the best of my knowledge. I understand that if the information provided is false, the applicant's application will be rejected. The applicant's signature and the signature of the family member must be a photocopy of the original. However, the applicant will not be held liable for the amount provided and will not be subject to disciplinary action.

Signature of Family Member:  Date: 12-08-20

- Compulsory for self-employed and unemployed family members
- Ensure all fields are filled up if you are submitting this form.

DECLARATION FORM – ANNEX B

Student ID: 000000 Student Full Name: Marcus Tan  **Annex B**


Note: This form is used to declare if there is nothing to declare. You may use Add-on Notice 1C to signify the non-compliance of your signature.

FINANCIAL ASSISTANCE SCHEME APPLICATION DECLARATION FORM

I, Marcus Tan, Marcus Tan NRIC No: S7123456
 I am 18 years old (relative of Marcus Tan) NRIC No: S7123456
 hereby declare that:

☒ I am unable to provide the latest 12 consecutive weekly CPF statements due to limited access

I declare that the information provided above is true to the best of my knowledge. I understand that if the information provided is false, the applicant's application will be rejected. The applicant's signature and the signature of the family member must be a photocopy of the original. However, the applicant will not be held liable for the amount provided and will not be subject to disciplinary action.

Signature of Family Member:  Date: 12-08-20

- This form is not required if there is nothing to declare.
- Ensure all fields are filled up, if you are submitting this form.

IMDA ANNEX A: DECLARATION OF SELF-EMPLOYMENT, UNEMPLOYMENT & OTHER SOURCES OF INCOME

ANNEX A: DECLARATION OF SELF-EMPLOYMENT, UNEMPLOYMENT & OTHER SOURCES OF INCOME

SECTION I: DECLARATION OF SELF-EMPLOYMENT

(Please note that self-employed household members with supporting income tax documents need not complete this section)

I / We declare that I am / we are currently self-employed and I am / we are not required to submit Income Tax Return or if my / our latest Income Tax Notice of Assessment does not reflect my / our current income status.

Name	NRIC	Gross Monthly	Signature/ Thumbprint of Household Member	Date

SECTION II: DECLARATION OF UNEMPLOYMENT

I / We declare that I am / we are currently unemployed.

Name	NRIC	Start of Unemployment	Signature/ Thumbprint of Household Member	Date

SECTION III: DECLARATION OF OTHER SOURCES OF INCOME

Name	NRIC	Type of Income (eg. alimony, rental, etc.)	Monthly Amount	Signature/ Thumbprint of Household Member	Date

Delete where appropriate

* Income should be reflected before CPF deduction

- Ensure all fields are filled up if you are submitting this form.



SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

LAST 3 MONTHS PAYSLEIPS

COMPANY NAME: [Redacted] NAME of family member: [Redacted] Payment: Previous 2 months

COMPANY NAME: [Redacted] NAME of family member: [Redacted] Payment: Previous month

COMPANY NAME: [Redacted] NAME of family member: [Redacted] Payment: Latest Month

- MUST be **Latest 3** consecutive full months Payslips
- Include company name and details of family member (Name, etc)
- Gross salary (not Basic or Net salary) includes allowances, overtime, commission & bonus
- **Do not use truncate or remove any details**

IRAS NOTICE OF ASSESSMENT

Notice of Assessment (Original)

What do you need to do?

Check the assessment details. If you are not satisfied, you can appeal to the Tax Authority.

Amount assessed: \$10,000.00

Assessment year: 2021

- Generate the **original PDF file** from IRAS website
- Include details of family member (Name and NRIC)
- Latest Statement Year (2021)
- **Do not use mobile print screen as document**

CPF CONTRIBUTION HISTORY

Central Provident Fund Board
My Statement

Name of Account Holder (Account Number S1234567A)
<Date & Time Statement was generated>

My Statement - Contribution History
For <One Year Ago to Current Month>

For Month	Paid On	Amount (\$)	Employer
FEB 2019	10 Mar 2019		
MAR 2019	10 Apr 2019		
APR 2019	10 May 2019		
MAY 2019	17 Jun 2019		
JUN 2019	10 Jun 2019		
JUL 2019	10 Aug 2019		

Central Provident Fund Board
My Statement

Name of Account Holder (Account Number S1234567A)
<Date & Time Statement was generated>

My Statement - Contribution History
For <One Year Ago to Current Month>

There are no contributions for the last 15 months.

- Generate the **original PDF file** from CPF website
- Include **CPF logo and details of family member** (Name and NRIC)
- Include **date and time** in which CPF statement is generated
- Last 12 months CPF Contribution History (1 year ago – current month) month must be the same as the month application is submitted. To submit even if there are no contributions reflected
Do not use mobile print screen as documents

GRAB/ GOJEK WEEKLY STATEMENTS

Grab Weekly Driver Statement
6th Mar, 2020

Name: [Redacted]
Bank: [Redacted]

Earnings: Fares, Promotions, Miscellaneous Payments
Deductions: Commissions, Rental Fee, Vehicle Expenses, Adjustments

Weekly Total: SGD [Redacted]

Gojek Summary
Weekly Total: SGD [Redacted]

Summary:
Completed Trips, Acceptance Rate, Performance, Cancellation Rate, Net Earnings

- Include details of family member (Name, etc)
- Latest 12 consecutive weekly statements
- Provide [Declaration Form Annex B](#) with reason(s) by family member if unable to provide statements in 12 consecutive weeks.
- **Do not use mobile print screen as documents.**



USEFUL RESOURCES IN GATHERING INCOME DOCUMENTS

Family members are to ensure that they have applied for their **SingPass** and set up SMS **2FA** before accessing CPF/IRAS website to generate income documents.

For more information, visit: <https://www.singpass.gov.sg/singpass/common/counter>

Your family member can visit SingPass counters in person with original NRIC or FIN card:

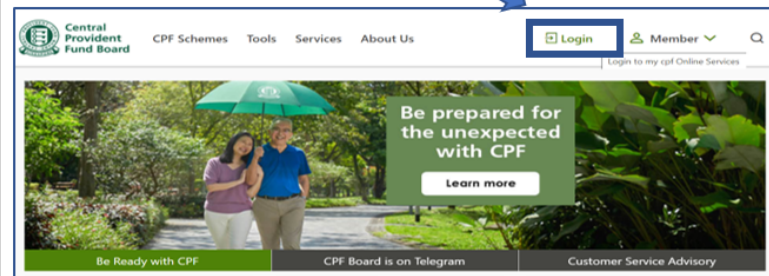
- Apply for a new account
- Reset your SingPass password
- Update your mobile number and account details
- Register and activate SMS 2FA instantly



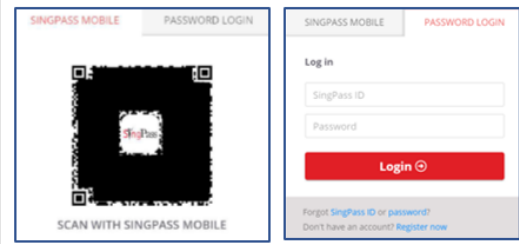
GENERATING CPF CONTRIBUTION HISTORY

Step 1: Go to CPF website (www.cpf.gov.sg) and log in using SingPass:

Click "Login"



Log in using "SingPass Mobile" or "Password Login"



Step 2: Click **"My Statement"** under my CPF Online Services. Under My Statement, click **"CPF Statements"**



GENERATING CPF CONTRIBUTION HISTORY

Step 3: Under Section B,

For Type of Statement, select **"Contribution History"**

For Date Range, From Date = **One Year Ago** & To Date = **Current Month**

(Current Month is the month in which you submit your application)

Click **"View"**

Section B
CPF Statements (Date Statement was generated)

Type of Statement*

☐ Transaction History

☒ Contribution History

☐ Yearly Statement of Account

☐ Retirement Sum Topping-Up Scheme Yearly Statement

Date Range
You can choose to view your contributions for up to 15 months. You may also view your past contributions from your Yearly Statement of Account (up to the last 10 years).

From Date* **To Date***

One Year Ago **Current Month**

View

Step 4: Click "PDF" and save the document.

Upload the PDF File in FAST (Do not crop/truncate any of the information).

Central Provident Fund Board

CPF Schemes Tools Services About Us My CPF Logout Member

my cpf Online Services

Get Started
my cpf Home
My Statement
My Requests
My Messages
My Activities
My Notifications
My Mailbox
Online Demo

NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)

My Statement - Contribution History

For **<One Year Ago>** to **<Current Month>**

PDF **Print**

Employment Contributions

For Month	Paid On	Amount (\$)	Employer
DEC 2019	15 Jan 2020		COMPANY NAME
DEC 2019	15 Jan 2020		COMPANY NAME
JAN 2020	14 Feb 2020		COMPANY NAME
JAN 2020	14 Feb 2020		COMPANY NAME



Click to return to Family Members and Their Employment Type

NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)
(Date Statement was generated)

GENERATING CPF CONTRIBUTION HISTORY

Uploaded PDF file should not be truncated nor edited.
No screenshot allowed. Student are to submit the full PDF version.

**Central Provident Fund Board**
Saving For Retirement

NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)
(Date Statement was generated)

My Statement - Contribution History

For <One Year Ago> to <Current Month>

Employment Contributions

For Month	Paid On	Amount (\$)	Employer
DEC 2019	15 Jan 2020		COMPANY NAME

**Central Provident Fund Board**
Saving For Retirement

NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)
(Date Statement was generated)

My Statement - Contribution History

For <One Year Ago> to <Current Month>

There are no contributions for the last 15 months.

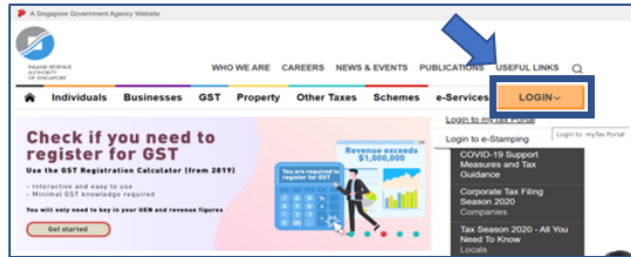


Click to return to Family Members
and Their Employment Type

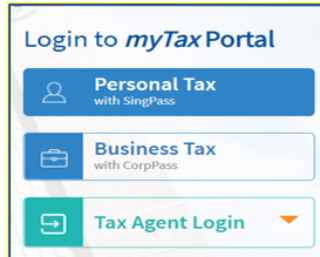
GENERATING IRAS NOTICE OF ASSESSMENT

Step 1: Go to <https://www.iras.gov.sg/> and Click “LOGIN” > “Login to myTax Portal” with your SingPass.

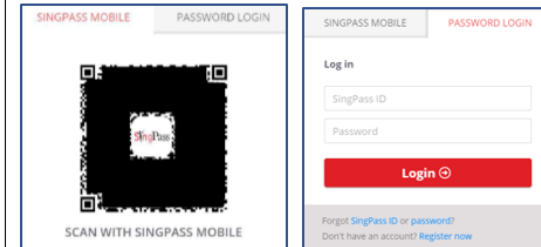
Click “Login” > “Login to my Tax Portal”



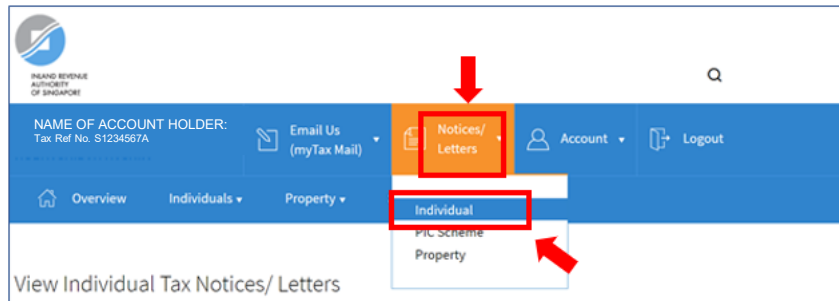
Click “Personal Tax with SingPass”



Log in using “SingPass Mobile” or “Password Login”



Step 2: Select “Notices/Letters” and click “Individual”.



Click to return to Family Members and Their Employment Type


GENERATING IRAS NOTICE OF ASSESSMENT


Step 3: It will direct you to the page showing individual tax notices/letters.


Click on **"Notice of Assessment (Individual)" for Year 2021** and it will be downloaded in a PDF document.


Save the PDF file. Upload the PDF File in FAST (Do not crop/truncate any of the information).


NAME OF ACCOUNT HOLDER
Tax Ref No: S1234567A


 Email Us
(myTax Mail)


 Notices/
Letters


 Account


 Logout

 Overview

 Individuals

 Property

 S45

 More

[View Individual Tax Notices/ Letters](#)Category **All** Notices Acknowledgement

1 - 9 of 9 Record(s)

[All Records](#) | [Read](#) | [Unread](#)

Document	Year of Assessment	Date
Notice of Assessment (Individual)	2021	29 May 2021



[Click to return to Family Members and Their Employment Type](#)

GENERATING IRAS NOTICE OF ASSESSMENT

If only IRAS records for previous years are available or there is “No Records Found”, please provide the print out of the entire page.

(Only IRAS for previous years are available)

Print out the web page (select the 3 vertical dots > Print).

Save as PDF file. Upload the PDF File in FAST (Do not crop/truncate any of the information).

gov.sg/ESVWeb/default.aspx?target=MPORComespMain&startype=101

View Individual Tax Notices/ Letters

Note
Thank you for subscribing to electronic Income Tax Notices/Letters. You will no longer receive hard copies.

Records for current year and past 3 years are available for viewing.

Category: **All** Notices Acknowledgement

1 - 9 of 9 Record(s) [All Records](#) | Read |

Document	Year of Assessment	Date
Notice of Assessment (Individual)	2019	06 May 2019
Statement of Account for Income Tax	2019	06 May 2019
Notice of Assessment (Individual)	2018	04 Jun 2018

Print menu options: New tab, New window, New incognito window, History, Downloads, Bookmarks, Print... (selected), Cast..., Find..., More tools, Edit, Cut, Copy, Paste, Settings, Help, Exit.

Print 2 pages

Destination: **Save as PDF**

Pages: **All**

Pages per sheet: **1**

Margins: **None**

Options: ☐ Background graphics

Save **Cancel**



Click to return to Family Members and Their Employment Type

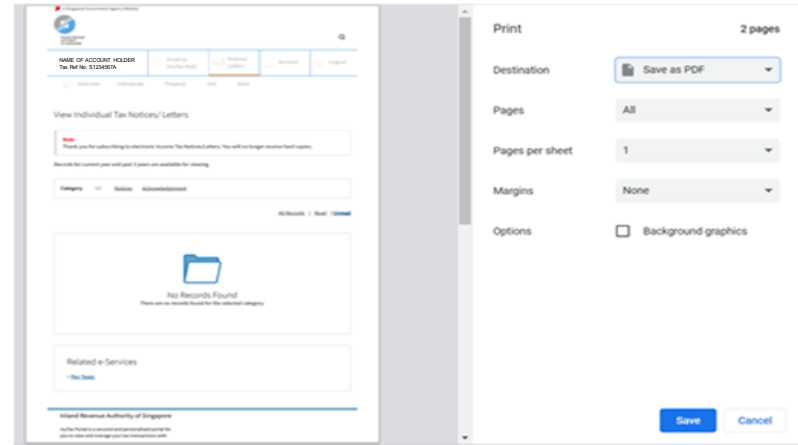
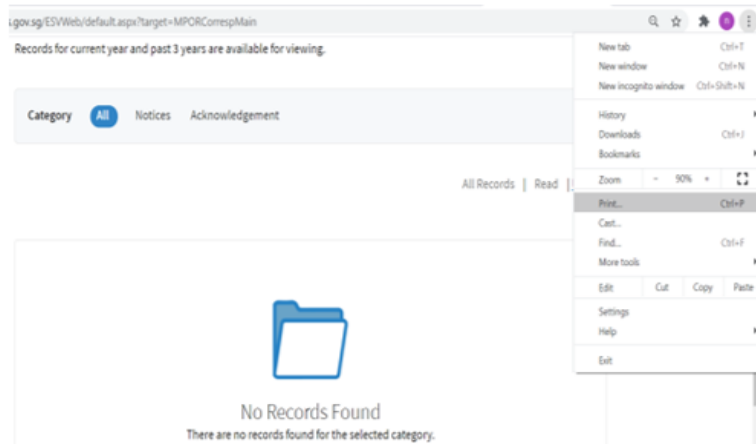
GENERATING IRAS NOTICE OF ASSESSMENT

If only IRAS records for previous years are available or there is “No Records Found”, please provide the print out of the entire page.

(No Records Found)

Print out the web page (select the 3 vertical dots (⋮) > Print).

Save as PDF file. Upload the PDF File in FAST (Do not crop/truncate any of the information).



Click to return to Family Members
and Their Employment Type