

# Preparing Documents for Submission

(For RP Laptop Assistance (Opportunity Fund) Subsidy Application together with Government Bursary 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 \(RECENT CHANGE IN JOB\)](#)

[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 Drivers, Financial/Real Estate Agent, Delivery Personnel under Deliveroo/Food Panda/ Grab 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**
- [RP Income Declaration Form – Annex A](#) (click on link to download template)

**NOTE**

- Family members who **recently became private-hire drivers/food delivery riders in less than 1 year** and **do not have 2021 IRAS that reflects private-hire driver/food delivery rider employment status**, to provide:
  - 1) Latest 12 consecutive private hire/food delivery weekly statements (3 months) **AND**
  - 2) Latest 12 months CPF Contribution History **AND**
  - 3) [Income Declaration Form - Annex A](#)
- If **unable to provide latest 12 consecutive private hire/food delivery weekly statements**, to provide:
  - 1) All Available latest weekly statements **AND**
  - 2) Latest 12 months CPF Contribution History **AND**
  - 3) [Income Declaration Form – Annex A](#) **AND**
  - 4) [Declaration Form – Annex B](#) stating reason(s) why you are unable to provide 12 weekly statements (e.g. did not drive/ride for certain weeks, etc). Please indicate clearly the period/weeks that you are unable to provide.



## 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**
- [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:

- [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**
- [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)



## 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.*

### 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) must be the same as the month application is submitted. To submit even if there are no contributions reflected

#### NOTE:

- If family member has converted from NSF status to full-time uniform officer (ie. 'Regular' service status), submit latest 3 months Payslips or latest 12 months CPF Contribution History ( 1 year ago – current month)



## 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

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

### Income/Other

**Aged 17 & above:**

- Full-Time Student Card / Concession Card or Enrolment Acceptance Letter (if waiting for admission to Institutes of Higher Learning (IHLs))

**If student card/enrolment letter is not available (aged 17 & above):**

- Last 12 months CPF Contribution History (1 year ago – current month). To submit even if there is no contribution reflected.

**Aged 16 & below:**

- Not required to submit Full-Time Student Card. Submit only NRIC or Birth Certificate.

**NOTE:**

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



## 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
- 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

### Rental Income

- Tenancy agreement for rental income

### 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.

### 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)

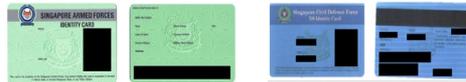


- Full-time Student card to be of valid date
- Provide recent Enrolment Acceptance Letter (if waiting for admission to Institutes of Higher Learning (IHLs))

### INCOME DECLARATION FORM – ANNEX A

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

### 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)*

### DECLARATION FORM – ANNEX B

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

## SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

### LAST 3 MONTHS PAYSLEIPS

- 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

- 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

- 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

- 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

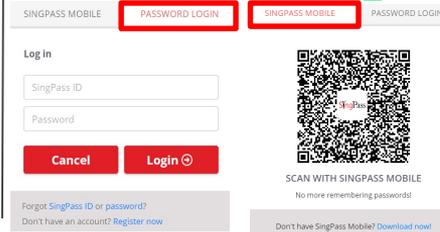
# GENERATING CPF CONTRIBUTION HISTORY

**Step 1:** Go to CPF website (<https://www.cpf.gov.sg/>) & login using SingPass.

Click "LOGIN".



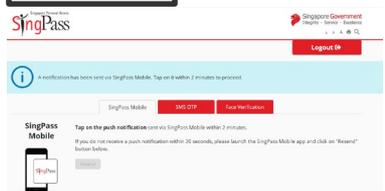
Login using "Password Login" or "SingPass Mobile".



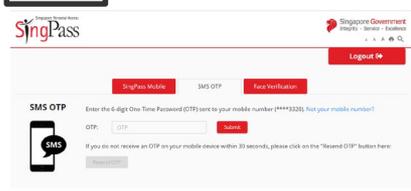
For "Password Login", you will be directed to the 2-step login with SingPass Mobile or SMS OTP.

- For SingPass Mobile, tap on the push notification sent via SingPass Mobile
- For SMS OTP, enter the OTP sent to the registered mobile phone via SMS & click "Submit".

**SingPass Mobile**



**SMS OTP**



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



**Step 3:** Under Section B – For Type of Statement, select "Contribution History".

For Date Range, select <One Year Ago> to <Current Month> to reflect the last 12 months & click "View".

"To Date" must be the current month (in which your RP Bursary application is made).

Section B

CPF Statements (As at <Date of Login>)

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\*

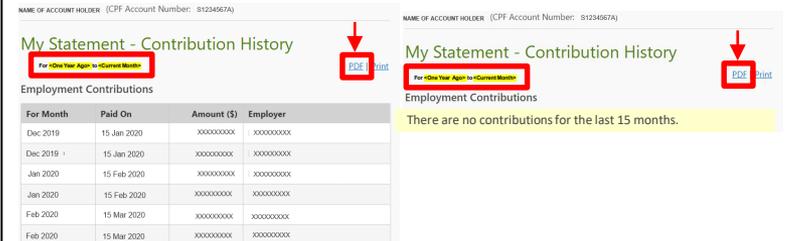
One Year Ago Current Month

Select the months to reflect the latest 12 months.

View

**Step 4:** Click "PDF" to save a copy of the statement generated from the CPF website.

(Do not crop/truncate any of the information. Ensure that the CPF Logo can be seen & the document is in full view.)



# GENERATING IRAS NOTICE OF ASSESSMENT

**Step 1:** Go to IRAS website (<https://www.iras.gov.sg/>) & login to “Login to myTax Portal” using SingPass.

Click “LOGIN” > “Login to myTax Portal”.

Click “Personal Tax with Singpass”

Login using “Password Login” or “SingPass Mobile”.

For “Password Login”, you will be directed to the 2-step login with SingPass Mobile or SMS OTP.

- For SingPass Mobile, tap on the push notification sent via SingPass Mobile
- For SMS OTP, enter the OTP sent to the registered mobile phone via SMS & click “Submit”.

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

Click to return to Family Members and Their Employment Type

