# **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





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) <u>OR</u>
- Latest 3 consecutive full months Payslips <u>OR</u>
- 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 <u>AND</u>
- <u>RP Income Declaration Form Annex A</u> (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

## Income

NRIC (Both sides)

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

(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 <u>AND</u>
- 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.

 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

 <u>RP Income Declaration Form – Annex A</u> (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
- <u>Declaration Form Annex B</u> 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 <u>AND</u>
- Income Declaration Form Annex A AND (click on link to download template)
- <u>Declaration Form Annex B</u> by the family member that he/she is not transitioning to a new job <u>AND</u> (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

# Income/Other

### 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.

### **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

### 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

Income

NRIC (Both sides)

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

- Refer to Employment Type under <u>Employed</u> / <u>Self-Employed</u> 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

# Income/Other

### 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.

### 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.



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# **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 <u>Declaration</u> <u>Letter Annex B</u> 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)	Loss of NRIC
<ul> <li>Welfare assistance letter</li> <li>Prisons Card/Letter</li> <li>Special Needs Card</li> <li>Retirement letter</li> </ul>	<ul> <li>If NRIC is lost, provide the relevant ICA letter <u>AND</u></li> <li><u>Declaration Form Annex B</u> stating that family member is staying in same address as applicant.</li> </ul>
Rental Income	Married/Divorced/Separated Applicant
<ul> <li>Tenancy agreement for rental income</li> </ul>	<ul> <li>For married applicant, provide spouse's and children (if any) NRIC, BC and income documents (who may or may not be staying with applicant).</li> <li>For separated/divorced applicant, divorce certificate and child's (if any), BC.</li> </ul>



## SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

#### **NRIC/ VISIT PASS (FRONT & BACK)**

- Address to be same as applicant
- For different address, submit <u>Declaration Form</u> <u>Annex B</u> stating that family member is staying with applicant (to indicate address).
- For visit pass holders who are unemployed, submit

   Income Declaration Form Annex A AND
   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 <u>Declaration</u> <u>Form Annex B</u> stating that family member is staying with applicant (to indicate address).

### **NS ENLISTMENT LETTER**



#### **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)



- 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

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- 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**

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- 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**

Earnings	Deductions		
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- Include details of family member (Name, etc)
- Latest 12 consecutive weekly statements
- Provide <u>Declaration Form Annex B</u> 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: <u>https://www.singpass.gov.sg/singpass/common/counter</u>

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



### OFFICIAL (CLOSED) \ NON-SENSITIVE

# **GENERATING CPF CONTRIBUTION HISTORY**







# **GENERATING IRAS NOTICE OF ASSESSMENT**





# **GENERATING IRAS NOTICE OF ASSESSMENT**



