How to Submit Supporting Documents when Applying for Financial Application

A Step-by-Step Guide

Ensure that the steps are followed closely so that we can receive your files successfully.
Application Procedures:

**Step 1:** Apply online via **E-SERVICES AND E-RESOURCES**
Finance Matters > Apply for Financial Assistance Scheme (FAS)
Application Procedures:

Step 2 : Gather Supporting Documents
- Prepare documents (in softcopy) as indicated in Checklist of Supporting Documents

Checklist of Supporting Documents to prepare

Upload supporting documents online via E-SERVICES and E-RESOURCES (Finance Matters > Upload Supporting Documents for FAS) by following the steps in the Guide for Gathering Documents.

1. Screenshot of Family Particulars in online application form

2. Identification Documents

- Proof of Number of People in the (All) Household Address
  - [ ] NRIC (Front and back) of Applicant (Your Own only)
  - [ ] NRIC (Front and back) of Parents, Staying age 21 & above and other family members
  - [ ] SAP Green Card (Front and back)
  - [ ] Birth Certificate of family members age 12 & below
  - [ ] Death certificate, divorce or separation document of Parents
  - [ ] Marriage certificate for no marriage of Spouse/Parent
  - [ ] Valid Visit Pass of non-Singaporean family members in GI (Front & back) AND letter/SL to show home & SAMS Household address

If NRIC is lost, submit Birth Certificate/Passport AND letter/SL to show name & household address.

If address reflected on NRIC is different from student applicant, submit letter/SL to show name & household address or written explanation letter signed by parent.

* Medical files, Phone/Telephone Bill/SL, Letter from Government (e.g. MOE, MOHA) dated within last year or this year

3. Income Documents

- Proof of Family Income

  For family members who are EMPLOYED (including part-time/occ/hc employment)
   - [ ] Latest payslip not more than 3 months back (e.g. Aug, Sep or Oct 2023) if paying in Oct 2023 OR
   - [ ] CPF Contribution History Statement showing contributions for latest 6 months (e.g. May to Oct 2023) if paying in Oct 2023
   - [ ] Letter from employer/company stamp stating monthly gross salary
   - [ ] Letter of Appointment/Employment contract dated within recent 6 months with official letterhead/company stamp stating monthly gross salary

For family members who are SELF-EMPLOYED (e.g. taxi driver, private hire driver, hawkers or businessmen)
   - [ ] CPF Contribution History Statement for latest 6 months (e.g. May to Oct 2023) if paying in Oct 2023
   - [ ] Income Declaration Form
   - [ ] Termination Letter or acceptance of resignation letter from employer/Company (NOM from employer) letter must be dated within recent 6 months, other latest 6 months CPF contribution is required.
   - [ ] If retired a age 67 & above, no proof of income is required.

For family members who are UNEMPLOYED (e.g. housewife, retiree)
   - [ ] Income Declaration Form

For family members who are FULL-TIME STUDENTS
   - [ ] Student Identification Card or GI and Letter (Polytechnic/Junior College/IT)
   - [ ] Student Identification Card or GI letter from Government (e.g. MOE, MOHA) dated within last year or this year

For family members who are SERVING NATIONAL SERVICE OR AWAITING ENLISTMENT
   - [ ] Noc card (front & back) for age 23 & below
   - [ ] Letter from National Service (NOC) letter from Ministry of Defence (MND) dated 6 months CPF contributions
   - [ ] Enlistment Letter and latest 6 months CPF contributions

4. Other Documents if applicable

Relevant documents that support the bursary application (e.g. Birth certificate letter dated within recent 6 months, Medical report, disability to work documents, etc. Double check NAC Care/Assistance letter, Proof of address (old etc.))
Gather Supporting Documents in softcopy:

1) Screenshot of Family Particulars in online application form
2) Applicant (Your Own) NRIC
3) Parents’ NRIC
4) Family members’ NRIC/ Birth Cert/ SAF 11B/ Home Team IC
5) Divorce/ Death Cert (if applicable)
6) Marriage Cert (if applicable e.g. Step-Parent/ Sibling-in-law)
7) Family members on Visit Pass and Letter/Bill to show Name & Address
8) Payslip/ Employment Letter/ CPF Contribution History (for employed/unemployed)
9) Income Declaration Form (for unemployed/ self-employed)
10) Student Card (≥ 16 year old)
11) Any other supporting documents e.g. Medical documents, SG Enable Card

Refer to the following pages for preferred layout
Example of Screenshot of Family Particulars in online application form
Example of NRIC (FRONT)

Ensure all docs are clear for viewing, text must be sharp and readable.
Example of NRIC (BACK)

Applicant (Your Own) NRIC

Family member #1 NRIC

Family member #2 NRIC
Example: Birth Cert (if without NRIC)
Example: SAF Green IC / Home Team IC
Example:
Visit Pass and Bill to show Name & Address
Example:
Marriage Cert (if applicable e.g. Step-Parent/ Sibling-in-law)
A sample of the divorce certificate is reproduced below.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Divorce Writ No. XX

Between

[Plaintiff’s Name] (ID No. SXXXXXXXXA) Plaintiff

And

[Defendant’s Name] (ID No. SXXXXXXXXB) Defendant

CERTIFICATE OF FINAL JUDGMENT (DIVORCE)

As no sufficient cause has been shown to the court within [to state number of months] months from the Interim Judgment granted on [to state date of Interim Judgment], why the said Interim Judgment should not be made final, it is certified that:

Divorce

1. The marriage solemnized on [to state date of marriage] at [to state place of solemnization of marriage] between [to state the Plaintiff’s name and ID Number], and [to state the Defendant’s name and ID Number] is dissolved.
2. The Interim Judgment granted on [to state date of Interim Judgment] is made final on this date.

Signed: [signature of Registrar]

Registrar: [name of Registrar]

Date: 2022

Example:

Divorce Cert (if applicable)
Example:
Death Cert (if applicable)
Example: Payslip/ Employment Letter (if applicable)

Payslip

Gross salary (not Basic or Nett pay) includes any overtime pay and fixed allowances

Employment Letter

Printed on Company Letterhead

[Date of letter] (must be dated within 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/She is drawing a gross salary of [Gross Salary] per month.

[Signature]

[Name]
[Designation]
[Company Stamp]
Example:

CPF Contribution History (if applicable)

CPF contribution for Employment

No record for Unemployed
Example:
Income Declaration Form (if applicable)
Example:
Student Card (≥ 16 year old) (if applicable)

Sibling #1
Student Card

Sibling #2
Student Card

Sibling #3
Student Card

Sibling #4
Student Card
Example:
University Student Card & Certification Letter

University Student Card

Certification Letter showing full-time status
Example:

Medical Documents/ SG Enable Card

Medical Documents

SG Enable Card
Application Procedures:

• **Step 3**: Upload documents online via E-SERVICES AND E-RESOURCES

• Finance Matters > Upload Supporting Documents for FAS
How to upload your Supporting Documents - 1 / 3

- Ensure that your file is **less than 1 MB per file. (Max. of 15 files only)**
- Only allowed upload of these file types: **Word. Excel. PDF. CSV. TXT. PNG. GIF. JPG. JPEG**

1) Click the ‘Upload’ button

2) Browse for the document in your computer and select Upload.

3) Remember to click “Submit”!
How to upload your Supporting Documents - 2 / 3

- When your document is uploaded successfully, you will see your uploaded documents in the “Attached File” column.

1) Once documents submitted successfully, Status will change from ‘New’ to ‘Pending Verification’

2) An Email acknowledgement of documents submission will be sent to your iChat.
How to upload your Supporting Documents - 3/3

- When all your documents have been verified and are in order, you will receive an automated email acknowledgement via your iChat.
Useful Links:

- FA Homepage
- FA e-Postcard
- FA eligibility checker