

A step-by-step guide to bursary applications



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Bursary information

Government Bursaries	Donor-Sponsored Bursaries
For Singapore Citizens only	For all students, including Singapore Permanent Residents or International Students
4 application windows every Academic Year	Only open for application during the first window in April

Please refer to our [website](#) for information on application window periods, eligibility criteria, award quantum and other relevant details.

Any bursary awarded will be disbursed in two tranches, one for each semester of the Academic Year. Students who study for only one semester within the Academic Year will be eligible to receive 50% of the annual bursary for that semester.

Important for Singapore Citizens:



From Academic Year 2026, MOE and PSEIs (including SP) will use the **H**ousehold **M**eans **E**ligibility **S**ystem (HOMES) to streamline application and means-testing processes for Singapore Citizens, in line with other government financial assistance such as MediShield Life and ComCare.

With HOMES, most Singapore Citizen students will no longer need to submit supporting documents (e.g. income documents), making the application process simpler and faster.

(Reference: [MOE's press release published on 16 October 2025](#))

Useful Information

Gross Household Income (GHI)

Refers to the total gross monthly income of all family members living in the same household.

Per Capita Income (PCI)

Calculated by dividing the Gross Household Income (GHI) by the number of family members living in the same household

$$\text{PCI} = \frac{\text{Total gross monthly household income}}{\text{No. of family members living in the same household}}$$



Example: Family of 6 living in the same household

- Both grandparents are retired with no income
- Both parents are working, earning \$4,500 and \$3,000 per month respectively
- Two children are students with no income

$$\text{GHI} = \underline{\$7,500} (\$4,500 + \$3,000)$$

$$\text{PCI} = \underline{\$1,250} (\text{GHI } \$7,500 \div 6)$$

HOUSehold Means Eligibility System (HOMES)

Means-testing will automatically take into account the household income of all family members living in the same household¹ and the household's average income over the past 12 months².

The household income includes:

- All employment and trade income, including bonuses, allowances, overtime and commissions
- Other Administrative Income (OAI) that is [taxable](#) and reflected in the Notice of Assessment (NOA) issued by the Inland Revenue Authority of Singapore (IRAS), such as rental income, dividends and investment income.

Students are required to declare any **total household OAI exceeding \$100** during the bursary application and submit supporting documents where applicable. Please refer to the next few pages for the required supporting documents in such cases.

Declaration of Other Administrative Income (OAI)

☒ Tick this **ONLY** if your family members have extra taxable income (not salary) that adds up to more than \$100 in total.

Extra Taxable Income = Other Administrative Income (OAI)
(E.g.: rental income, dividends, royalties, annuities, estate/trust income).

Click [here](#) for more examples of taxable OAI.

If you tick this box, you **MUST** upload the [required supporting documents](#) for ALL family members below.

Supporting Documents
1 of 1

File Category	Attached File	Remark	Upload	View	Delete
Other Administrative Income			Upload	View	Delete

¹ Family members (i.e. persons related by blood, marriage or legal relations) staying in the same residential address as the student

² This is to provide a fair and representative indication of the family's household income.

HHousehold Means Eligibility System (HOMES)

Supporting documents for Student and **all** household members (Total Household OAI **>** \$100 declared)

1) Identification documents

- NRICs (front & back or digital copy)
- Military IC (front & back) e.g. NSF 11B / Home Team National Service IC
- Birth Certificate (for household members under 15 years old)
- Death Certificate, Divorce/Separation document of parents (if applicable)
- Marriage Certificate for re-marriage of a step-parent (if applicable)
- Valid Visit Pass of household members in Singapore (front & back) **AND** a letter or bill[#] showing the member's name & same household address

[#] e.g. Medical letter or bill, phone / electricity / school bill, letter from the Government dated within the current two years

Please refer to the sample documents for examples

HHousehold Means Eligibility System (HOMES)

Supporting documents for Student and **all** household members (Total Household OAI $\geq$ \$100 declared)

2) Income documents (Part I)

Employment Status	Documents required
Employed (full-time / part-time)	- CPF transaction history (All transactions) for past 12 months <u>AND</u> - Latest Income Tax NOA <u>OR</u> - Letter of Appointment / Employment contract stating monthly gross salary (<i>for newly employed within current two months</i>)
Self-employed (including private-hire/taxi drivers, food delivery riders, hawker, businessman)	- Latest Income Tax NOA <u>AND</u> - Completed and signed Income declaration form
Unemployed (including retiree [#] , homemaker, recently retrenched [#])	- CPF transaction history (All transactions) for past 12 months <u>AND</u> - Latest Income Tax NOA <u>AND</u> - Completed and signed Income declaration form [#] You may include a Retirement letter / Retrenchment letter / Acceptance of resignation letter from company (<i>if dated within current two months</i>) - If on valid Visit Pass: completed and signed Income declaration form

Rental Income reflected in latest Income Tax NOA	Documents required
Yes	Latest Income Tax NOA showing rental income
No	- Latest Income Tax NOA <u>AND</u> - Tenancy Agreement or rental contract showing monthly rental and tenancy commencement date

Other [taxable OAI](#) (e.g. dividends and investment income) will be reflected in the Income Tax NOA

* You and/or your household members may be required to submit additional supporting documents, if necessary, for income verification.

HHousehold Means Eligibility System (HOMES)

Supporting documents for Student and **all** household members (Total Household OAI **>** \$100 declared)

2) Income documents (Part II)

Employment Status	Documents required
Full-time students	<u>Polytechnic / Junior College / ITE</u> - Student matriculation card or EZ-Link card - If aged 21 & above: Certification Letter from Polytechnic / ITE confirming full-time student status
	<u>University</u> - Student matriculation card <u>AND</u> Certification Letter showing full-time student status (please refer to the samples here) OR - Orange undergraduate EZ-Link card
Serving full-time National Service or Awaiting enlistment	- NSF 11B (aged 22 & below) - NSF 11B <u>AND</u> CPF transaction history (All transactions) for past 12 months (aged 23 & above) - Home Team National Service IC <u>AND</u> CPF transaction history (All transactions) for past 12 months - Enlistment letter <u>AND</u> CPF transaction history (All transactions) for past 12 months

* You and/or your household members may be required to submit additional supporting documents, if necessary, for income verification.

Application Procedures (Singapore Citizens)

Step 1: Apply online via [Student Eservices](#):
Go to Finance Matters & Assistance > [Apply for Financial Assistance Scheme \(FAS\)](#)

Finance Matters > **Apply for Financial Assistance Scheme (FAS)**

Official (Closed),
Sensitive (High)

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FAS Application

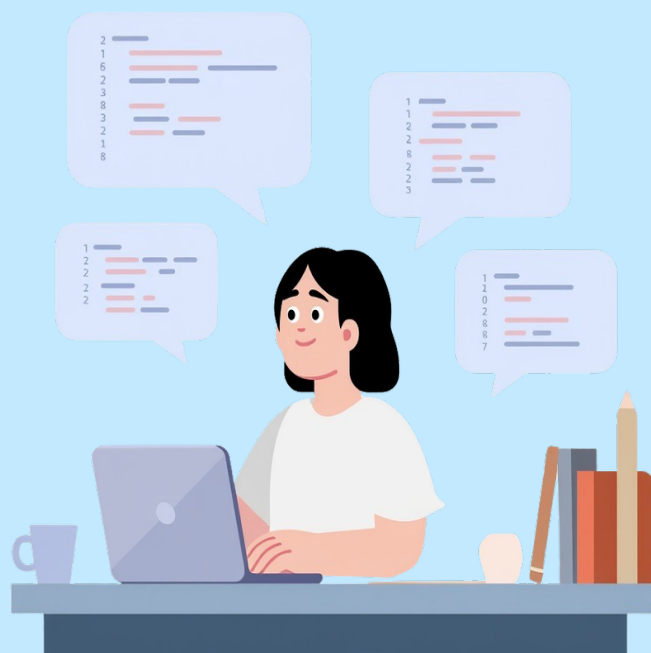
Application Type:

Click to Select an Application Type

Next

For details on your previous applications, you can look at My FAS Application Page.

*For applications during the first window in April, please select '**Donor-Sponsored Bursary**' under Application Type.*



Application Procedures (Singapore Citizens)

Important:

Please declare in your application if any household member(s) have taxable Other Administrative Income (OAI) e.g. rental income or dividends, exceeding \$100. You may refer [here](#) for more examples of OAI and their taxability.

You will need to submit supporting documents for manual processing.

Declaration of Other Administrative Income (OAI)
☐ Tick this ONLY if your family members have extra taxable income (not salary) that adds up to more than \$100 in total.
<i>Extra Taxable Income = Other Administrative Income (OAI)</i> <i>(E.g.: rental income, dividends, royalties, annuities, estate/trust income).</i>
Click here for more examples of taxable OAI.
If you tick this box, you MUST upload the required supporting documents for ALL family members below.

You should receive an acknowledgement email after submitting your application successfully.

Application Procedures (Singapore Permanent Residents or International Students)

Please submit your application during the first window in April.

Step 1: Apply online via [Student Eservices](#):
Go to Finance Matters & Assistance > [Apply for Financial Assistance Scheme \(FAS\)](#)

Finance Matters > **Apply for Financial Assistance Scheme (FAS)**

Official (Closed),
Sensitive (High)

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FAS Application

Application Type:

For details on your previous applications, you can look at My FAS Application Page.

Please select '**Donor-Sponsored Bursary**' under Application Type.



Application Procedures

(Singapore Permanent Residents or International Students)

Important:

After submitting your application, please take a screenshot of this section to upload as supporting document in the next step

Family Particulars

*No. of Members in Household:
(including yourself)

4

*Gross Monthly Household Income S\$:

3100.00

Per Capita Income:

775.00

*Property Type:

Terrace House

*Tenancy Type:

3. Others

Payment Mode:

Housing Monthly Payment S\$:

Click add button to add father, mother, sibling etc details. (maximum 15 entries)

Particulars of Family Members - Please EXCLUDE yourself

Seq	*Name	*Age	*Relationship to Applicant	Occupation	Marital Status	Monthly Gross Income Declared	Calculated Contribution		
1	CHAR KWAY TEOW	50	Father	CUSTOMER SERVICE		3100.00	0.00	+	-
2	MEE HOON KWAY	47	Mother	HOUSEWIFE		0.00	0.00	+	-
3	CHAR SIEW BAO	19	Brother	STUDENT		0.00	0.00	+	-

Application Procedures (Singapore Permanent Residents or International Students)

Step 2: Prepare and upload supporting documents online via [Student Eservices](#):

Go to Finance Matters & Assistance > [Upload Supporting Documents for FAS](#)

Finance Matters > **Upload Supporting Documents for FAS**
Official (Closed), Sensitive (High)
[Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID
Status New

Supporting Documents				1-5 of 5	
File Category	Attached File	Remark	Upload	View	Delete
Online Form (screenshot) ▼	Family_particulars_screenshot.png	Screenshot	Upload	View	Delete
Identification ▼	ID_front_(Whole_family).pdf	Front ID	Upload	View	Delete
Identification ▼	ID_back_(Whole_family).pdf	Back ID	Upload	View	Delete
Income ▼	Father_payslips.pdf		Upload	View	Delete
▼			Upload	View	Delete

*max file size is 1mb
 *max # of files: 15
 *Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

Submit

Please refer to the following pages for instructions on how to upload your supporting documents.

Application Procedures

(Singapore Permanent Residents or International Students)

How to upload your supporting documents - 1 / 3

- Ensure each file is less than 1MB (accepted file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG)
- You may upload up to 15 files. If possible, please combine related documents into a single file (e.g. all identification or income documents)

SINGAPORE POLYTECHNIC SP Student Administration

Welcome to SAS [Logout](#)

Finance Matters > Upload Supporting Documents for FAS **Official (Closed), Sensitive (High)** [Sign out & Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID:
 Status: New

Supporting Documents

*File Category	Attached File	Remark	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online	Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRICs(Front)	Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)	Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)	Upload	View	Delete
Income	Mum_6mth_CFF_history.JPG	Mother 6 mth CFF contribution history	Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration	Upload	View	Delete
Income	Grandma_Payslip_Jul-Sep.JPG	Grandmother payslip (Jul-Sep 2020)	Upload	View	Delete
Others	Siblings_NS_card_n_student_pass.JPG	Siblings' NS card & student pass	Upload	View	Delete

*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

1) Click the 'Upload' button

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

3) Remember to click "Submit" !

File Attachment
Choose File | No file chosen
Upload Cancel

Application Procedures

(Singapore Permanent Residents or International Students)

How to upload your supporting documents - 2 / 3

- When your files are uploaded successfully, you will see the uploaded documents in the 'Attached File' column.

SINGAPORE POLYTECHNIC SP sas2

Welcome to SAS [Logout](#)

Finance Matters > **Upload Supporting Documents for FAS** Official (Closed), Sensitive (High) [Raise your e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID: [Redacted]
Status: Pending Verification

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

File Category	Attached File	Remark	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online application form	Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRICs (Front)	Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)	Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)	Upload	View	Delete
Income	Mum_6mth_CPF_history.JPG	Mother's 6mth CPF contribution history	Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration	Upload	View	Delete
Income	Grandma_Payslip_Jul-Sep.JPG	Grandmother payslip (Jul-Sep 2020)	Upload	View	Delete
Others	Siblings_NS_card_n_student_pass.JPG	Siblings' NS card & student pass	Upload	View	Delete

*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

[Upload](#)

2) An Email acknowledgement of documents submission will be sent to your iChat.

Dear [Redacted],

Your bursary application has been submitted on 24/03/2024 01:34 PM.

Please allow some time for us to process your application. The outcome will be relayed to you via iChat once it is available.

If your application is successful, the bursary amount will first be used to offset your outstanding course fees. Any credit balance will be paid to you in the following order:

1. Your approved GRC*
2. Payflow - MISC/PTN ONLY (Payflow linked to mobile number will be rejected)
3. Bank transfer (if GRC and Payflow are unavailable), you will be required to furnish bank details at a later date

* If you do not have an approved GRC, you are encouraged to opt in for Payflow [here](#) for faster processing. Your Payflow must be linked to your MISC/PTN.

Yours sincerely,
SP Financial Assistance Team

Do you know what documents to upload? Click [Checklist](#)

Application Procedures

(Singapore Permanent Residents or International Students)

How to upload your supporting documents - 3 / 3

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

SINGAPORE POLYTECHNIC SP SAS²

Welcome to SAS [Logout](#)

Finance Matters > Upload Supporting Documents for FAS Official (Closed), Sensitive (High) [Back our e-Services](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID: [redacted]
Status: Verified - 2nd Check

1) Once documents have been verified and are in order, status will change to 'Verified - 2nd Check'

File Category	Attached File	Remark	Remark by Approver	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online application form		Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRIC(Front)		Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)		Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)		Upload	View	Delete
Income	Mum_Smth_CPF_history.JPG	Mother's mth CPF contribution history		Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration		Upload	View	Delete
Income	Grandma_Payslip_Jul-Sep.JPG	Grandmother payslip (Jul-Sep 2020)		Upload	View	Delete
Others	Siblings_NS_card_n_student_pass.JPG	Siblings' NS card & student pass		Upload	View	Delete

*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

2) An Email acknowledgement of documents verified and in order will be sent to your iChat.

Dear student,

Thank you for your submission.

This is an automated acknowledgement to inform you that your documents have been verified and are in order. We will email you via iChat once your application is approved.

You can check your Application status in SAS2 in the following location:
e-Services and e-Resources: Finance Matters > MyFAS

Yours sincerely,
SP One Stop Centre

Checklist of Supporting Documents to prepare (Singapore Permanent Residents or International Students)

- ☐ Screenshot of Family Particulars
- ☐ Applicant (Your Own) Identification Document (ID)
- ☐ Family Members' (FM) ID (Passport or Birth Certificate (for those under 16) if no ID)
- ☐ Divorce / Death Certificate (if applicable)
- ☐ FM holding Visit Pass - Copy of Visit Pass & Letter / Bill showing FM's name and same household address
- ☐ Income documents for all FM

Employed	Latest 12 months payslips / Employment Letter (dated within current two months)
Unemployed / self-employed or unable to provide payslips	Endorsed Statutory Declaration For Malaysian: EPF & Income Declaration Form

- ☐ Other supporting documents e.g. Student Card / School Certification Letter, Medical Docs

***Documents should be translated in English
Please refer to the following pages for examples***

Sample Documents

The following pages provide sample versions of the documents below:

Identification Documents

- NRIC
- Birth Certificate
- NSF 11B / Home Team National Service IC
- Visit Pass and Bill showing household member's name & address
- Marriage Certificate
- Divorce Certificate
- Death Certificate

Income Documents

- Letter of Appointment / Employment contract stating monthly gross salary
- CPF transaction history (All transactions)
- Income Tax NOA
- Endorsed Statutory Declaration
- Payslips
- Income declaration form
- Student matriculation card or EZ-Link card
- University student card & Certification letter

Sample Documents

Identification Documents

- NRIC



Applicant
(Your Own)
NRIC



Family
member #1
NRIC



Family
member #2
NRIC



Applicant
(Your Own)
NRIC



Family
member #1
NRIC



Family
member #2
NRIC

Check that your images are clear and your text can be read easily

Sample Documents

Identification Documents

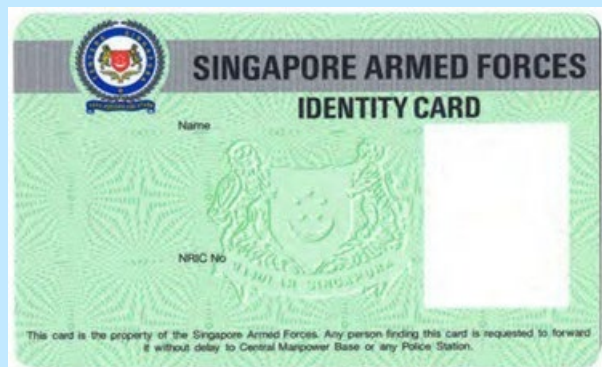
- Birth Certificate

 REPUBLIC OF SINGAPORE CERTIFICATE OF REGISTRATION OF BIRTH		BIRTH REGISTRATION No.	
CHILD'S PARTICULARS	Birth Registered at GLENEAGLES HOSPITAL, SINGAPORE		
	Full Name		
	Sex MALE	Date of Birth	Time of Birth Hours
	Place or Address of Birth GLENEAGLES HOSPITAL, SINGAPORE		
MOTHER'S PARTICULARS	Name		Date of Birth
	NRIC/ Identification Document No. S/PINK	Race CHINESE	Dialect Group
	Nationality SINGAPORE CITIZEN	Country/Place of Birth SINGAPORE	
	Address		
FATHER'S PARTICULARS	Name		
	NRIC/ Identification Document No. S/PINK	Race CHINESE	Dialect Group
	Nationality SINGAPORE CITIZEN	Country/Place of Birth SINGAPORE	
	Address		
INFORMANT'S PARTICULARS	Name		
	NRIC/ Identification Document No. S/PINK	Relationship FATHER	
	Address		
	FOR OFFICIAL USE THE CHILD IS A CITIZEN OF SINGAPORE AT THE TIME OF BIRTH		
I certify that the above information given by me is correct.			
Informant's Signature or Thumb Impression		Date	
_____		_____ for Registrar of Births and Deaths	
_____		_____	

Sample Documents

Identification Documents

- NSF 11B / Home Team National Service IC



Sample Documents

Identification Documents

- Visit Pass and Bill showing household member's name & address



CARING FAMILY CLINIC PTE LTD

BLK 501 JURONG WEST STREET 51,
#01-271, SINGAPORE 640501, TEL: 65645677
GST and Co Reg No: 201204546E

ABC - G 0000000J
450 JURONG WEST STREET 42 #01-23
SINGAPORE 640450

Invoice #123456
Date 31/01/2022
Ref No 21067

Tax Invoice
Provider: Dr Lily Tan

Item	Qty	Unit Cost	Sub Total
HYPERTENSION PROFILE (CFC02 INCLUDING MICROALBUMIN)	1	\$55.00	\$55.00
Consultation	1	\$5.00	\$5.00
		Sub-Total:	\$60.00
		GST 7%:	\$4.20
		Total:	\$64.20

Cash	\$64.20	31 Oct 20
------	---------	-----------

Outstanding Balance: \$0.00

Sample Documents

Identification Documents

- Marriage Certificate (if applicable e.g. Step-parent / Sibling-in-law)

Copy Entry No. _____

THE REPUBLIC OF SINGAPORE
The Women's Charter (Chapter 353)

Certificate of Marriage
(Section 31)
The Marriage

between _____ (Bridegroom) _____ ()
and _____ (Bride) _____ ()

was solemnized by _____

at _____ SINGAPORE _____ on _____
in the presence of _____
_____ (Witness) _____ ()
and _____ (Witness) _____ ()

and was registered by me at Registry of Marriages Singapore on _____

Deputy Registrar of Marriages, Singapore
11268750

ji
REGISTRY OF MARRIAGES
SINGAPORE

Sample Documents

Identification Documents

- Divorce Certificate

IN THE SUBORDINATE COURTS OF THE REPUBLIC OF SINGAPORE

CERTIFICATE OF MAKING INTERIM JUDGMENT FINAL (DIVORCE)

Referring to the Judgment made in this action on the _____, whereby it was ordered that the marriage in fact had and solemnized on the _____ day of _____ between _____, the Plaintiff, and _____, the Defendant, be dissolved by reason that unless sufficient cause be shown to the Court within 1 month(s) from the making thereof why that Judgment should not be made final, and no such cause having been shown, it is hereby certified that the Judgment was on this date made final and that the said marriage was thereby dissolved.

DEPUTY REGISTRAR
SUBORDINATE COURTS

Date: _____

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Case No.: _____ Between _____
 Doc No.: _____
 Filed: _____
 Final Judgment Date: _____

...Plaintiff

And

...Defendant

Seal

CERTIFICATE OF FINAL JUDGMENT (DIVORCE)

As no sufficient cause has been shown to the court within 3 Month(s) from the Interim Judgment granted on _____, why such judgment should not be made final, it is certified that:

- The marriage solemnized on _____ at Singapore between _____ is dissolved.
- The Interim Judgment granted on _____ is made final on this date.

Sample Documents

Identification Documents

- Death Certificate

REPUBLIC OF SINGAPORE CERTIFICATE OF REGISTRATION OF DEATH		DEATH REGISTRATION NO.	
Death registered at FORENSIC MEDICINE DIV, HEALTH SCIENCES AUTHORITY			
Full name of deceased			
NRIC/Identification Document No.		Sex	Date of birth
Race/Ethnic Group		Nationality	Country/Place of birth
Home Address		SINGAPORE CITIZEN SINGAPORE	
Place or Address where death occurred		Date and hour of death	
SINGAPORE GENERAL HOSPITAL PTE LTD		Approximate interval between onset and death	
		Years	Months Days Hours
I (a) HYPERTROPHIC CARDIOMYOPATHY			
Disease or Condition leading to death			
(b)			
Antecedent Causes			
(c)			
II Other Significant conditions			
Name and official status of person certifying cause of death		Certificate of Cause of Death Reference No.:	
		Date:	
Name:		I certify that the above information given by me is correct.	
Address:			
NRIC/Identification Document No.		Informant's Signature/	
Relationship		Thumbs impression	
Name of Registration Officer		Date	
Designation		for Registrar of Births and Deaths	
Date			

REPUBLIC OF SINGAPORE CERTIFICATE OF DEATH		CERTIFICATE NO.	
Name			
NRIC/Identification Document No.		Sex	Date of Birth
Race	Nationality/Citizenship	Date of Death	Time of Death
Place or Address where Death Occurred		Approximate interval between Onset and Death	
NG TENG FONG GENERAL HOSPITAL		Years	Months Days Hours
Disease or Condition Leading to Death (A)			
Antecedent Causes (B)			
(C)			
Other Significant Conditions			
Name, Official Title and Institution of Certifier		Date of Issue	
Note: This certificate is system-generated. No signature is required.		Access Code	
For verification, scan or visit https://go.gov.sg/ca-verify-edc			

Sample Documents

Income Documents

- Letter of Appointment / Employment contract stating monthly gross salary

Printed on Company Letterhead

[Date of letter] (**must be dated within current 2 months**)

Name
Address

Dear _____

Appointment as _____

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our Company effective from _____ under the following terms and conditions:

- SALARY**
Your gross salary will commence at \$ ____ per month.
- PROBATIONARY PERIOD**
Your appointment will be subject to a probationary period of 3 months. An official confirmation of your appointment will be notified to you in writing.

[Signature]

([Name]
[Designation]
[Company Stamp]

Printed on Company Letterhead

[Date of letter] (**must be dated within current 2 months**)

Name
Address

Dear _____

This Employment Contract is between our Company as the employer and _____ as the employee.

Employment terms and conditions are set out in this contract.

- Duration: 6 months
- Working Hours: 5 days work week
- Gross Salary: \$ ____ per month
- Job Scope

[Signature]

([Name]
[Designation]
[Company Stamp]

Sample Documents

Income Documents

- CPF transaction history (All transactions)

CPF contribution
for employment



Central Provident Fund Board

(CPF Account Number:)
22 Dec 2025 03:47 PM (Singapore Standard Time)

Transaction history
(From 01 Oct 2024 to 22 Dec 2025)
(For All transactions)

Date	Code	For Mth/ Year of	Ref	Ordinary Account (\$)	Special Account (\$)	MediSave Account (\$)
01 Oct 2024	BAL.					
08 Oct 2024	CON	SEP 2024				
20 Oct 2024	CSL					
28 Oct 2024	CON					
10 Nov 2024	MSL					
12 Nov 2024	CON	OCT 2024				
26 Nov 2024	CON					
11 Dec 2024	CON	NOV 2024				
12 Dec 2024	MSB					
27 Dec 2024	CON					

No employment
contribution



Central Provident Fund Board
cpf.gov.sg

(CPF Account Number:)
02 Jun 2025 02:24 PM (Singapore Standard Time)

Transaction history
(From 01 Dec 2024 to 02 Jun 2025)
(For All transactions)

Date	Code	For Mth/ Year of	Ref	Ordinary Account (\$)	Special Account (\$)	MediSave Account (\$)
01 Dec 2024	BAL.					
31 Dec 2024	INT					
19 Feb 2025	DPS					
02 Jun 2025	BAL.					

Sample Documents

Income Documents

- Income Tax NOA

Tax Reference Number :
Date : 11 Jun 2025



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Please quote the Tax Reference Number (e.g. NRIC, FIN etc.) in full when corresponding with us.

MS



Income Tax – Notice of Assessment (Original)

What do you need to do?

As you are on GIRO, the tax payable will be deducted from your GIRO bank account. Please **maintain sufficient funds** in your bank account for the deduction(s). You may refer to your [GIRO Plan](#) (Account > View GIRO Plan) at myTax Portal for more information. If your GIRO plan is cancelled, please pay your taxes by the due date.

YEAR OF ASSESSMENT 2025

+	INCOME ^A (\$)	-	DEDUCTIONS (\$)	=	CHARGEABLE INCOME (\$)
EMPLOYMENT 		DONATIONS 		TAX COMPUTATION First 40,000.00 Next @ 7% Less: 60% Tax Rebate (capped at \$200) Tax Payable by 11 Jul 2025 \$	
DIVIDENDS 		RELIEFS Earned Income Parent Provident Fund/ Life Insurance CPF Cash Top-Up			

^A All income are net after deduction of expenses.

Sample Documents

Income Documents

- Endorsed Statutory Declaration

Notarial Translation

Income Declaration Form



I, _____ Father of _____
 _____ hereby declare that

I am self-employed land leasing to businessman and my monthly income is
 _____ (approximately SGD _____) per month.

I declare that the information provided above is true the best of my knowledge and I understand that if the information is false, the application will be rejected.

I undertake to refund the amount received if any of the information is information is subsequently found to be falsely declared.

CERTIFIED, Genuine and Authentic
 Photocopy of the Original which
 I have seen

Date : _____

AUTHENTICATED, true and correct English Translation.





DOC: NO _____

Notarial Translation

Income Declaration Form





I, _____ Citizenship Scrutiny Card No. _____ mother of _____
 _____ hereby declare that

I am unemployed and dependent.

I declare that the information provided above is true to the best of my knowledge and I understood that if the information is false, the application will be rejected.

I undertake to refund the amount received if any of the information is subsequently found to be falsely declared.

Date : _____

AUTHENTICATED, true and correct English Translation.



Doc: No _____

17 MAY 2023

Sample Documents

Income Documents

- Payslips

		Name : Dept : FINANCE	Code : END MAR 2020
Basic Pay	1800.00	1ST WEEK ADVANCE	
Total Over Time	350.00	STAFF LOAN (2/12)	
		CDAC	
		Employee CPF	
ACCOMODATION	450.00	Total No Pay	
SPECIAL ALLOWANCE	100.00		
TRANSPORT ALLOWANCE	300.00		
Total Gross : SS 3000.00			
<u>Salary Credited To</u>		<u>Bank Ac/Cheque No</u>	
		Nett Wages :	
		CPF Wages :	
		Total CPF :	
		AL/YTD/Bal :	
		ML/YTD/Bal :	

Company logo

Employee Code/Name.....
 Cost Centre.....
 Company Name.....
 Basic Salary 2000.00
 Flexi 60.00
 Overtime 1.5 (OW) (11.75 Hrs) 176.25
 Overtime 1.5 (AW) (10 Hrs) 150.00
 Total Salary ** 2,386.25
 Net Pay ** 2,386.25

Pay Period.....March 2024
 01 Mar 2024 to 31 Mar 2024
 Overtime Period.....16 Feb 2024 to 15 Mar 2024
 Pay Date.....28 Mar 2024
 Pay Mode.....M
 Bank Name.....
 A/C No.....
 Fixed Basic.....
 CPF Employer..... 0.00

YTD Gross.....
 YTD Bonus..... 0.00
 YTD Others..... 0.00
 YTD CPF EE..... 0.00
 YTD CPF ER..... 0.00

This is a computer generated document. No signature is required.

Sample Documents

Income Documents

- Income declaration form


**SINGAPORE
POLYTECHNIC**

INCOME DECLARATION FORM

I, *Mr/Mdm/Ms **Char Kway Teow** NRIC No./FIN, **S7654321A**

*parent/guardian/sibling/relative of **Char Lee Brown** (name of student)

NRIC No. **T0123456B**, hereby declare that (please tick where applicable):

☐ I am unemployed[#] (e.g. retiree, homemaker)

☒ I am self-employed[^], please specify nature of job **Hawker** (e.g. taxi driver, own business)

☐ (Other declarations to make)

and my monthly income is **\$2,000** [#]

Please attach with this declaration form:

[#] Your CPF transaction history (All transactions) for the past 12 months (if unemployed)

[^] Your latest Income Tax - Notice of Assessment (if self-employed)

I declare that the information provided above is true to the best of my knowledge and I understand that if the information is false, the application will be rejected.

I undertake to refund the amount received if any of the information is subsequently found to be falsely declared.

Kway Teow

Signature of *Parent/Guardian/Sibling/Relative

01/04/2026

Date

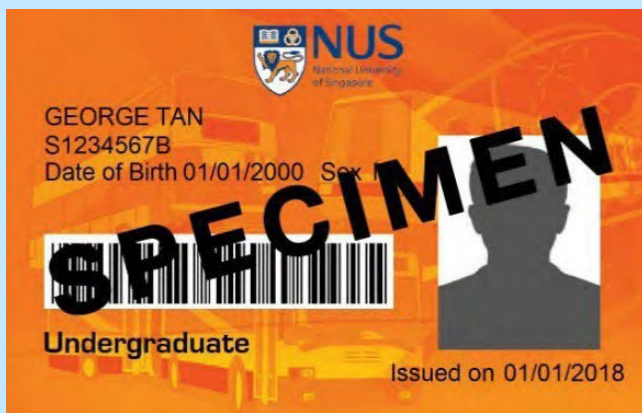
DSS-FRM-126 INCOME DECLARATION FORM

Last Updated: March 2026

Sample Documents

Income Documents

- Student Card or EZ-Link card (> 16 years old)



Sample Documents

Income Documents

- University student card & Certification letter



Reg No. 0000000000

1st April 2022

To Whom It May Concern

LETTER OF CERTIFICATION

This is to certify that the following is a **full-time** matriculated student of this University in the Academic Year 2021-22:

Name	:	George Tan
Identity Card/Passport No.	:	S1234567B
Matriculation Card No.	:	U1988888G
Student Type	:	Full-time
Enrolment Date	:	Aug 2020
Programme	:	Accountancy And Business
Year of Study	:	3
Normal Programme Duration	:	4 years
Medium of Instruction	:	English

This is a computer-generated letter. No signature is required.

Default Design



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

STUDENT



Matric No.
Name



One Stop SAC

50 Nanyang Avenue, #03-01/03 Academic Complex North, Singapore 639798, T +65 65923626