

FINANCIAL ASSISTANCE SUPPORTING DOCUMENTS CHECKLIST

Instructions	
1.	Application for financial assistance must be submitted within the stipulated deadline as stated in NYP website.
2.	Applications without supporting documents will be deemed as incomplete and will not be processed.
3.	All documents must be uploaded via File Upload System within five (5) days after submission of application.
4.	For repeat bursary applicants, ID documents are not required to be re-submitted if there is no change in family status.


Supporting Document Checklist			
Applicant ¹ (NYP Student)	ID Documents		
	<input type="checkbox"/> NRIC (Front and Back)		
	<input type="checkbox"/> Passport and NRIC collection slip (if your NRIC is lost)		
Parents	ID Documents		Marital Status Documents
	<input type="checkbox"/> NRIC (Front and Back)		<input type="checkbox"/> Divorce/Separation documents (if applicable)
	<input type="checkbox"/> Passport and NRIC collection slip (if your NRIC is lost)		<input type="checkbox"/> Child Care and Control documents (if applicable)
			<input type="checkbox"/> Death Certificate (if applicable)
	Employment Status:		Income Documents
	■ Full time/Part time employment		<input type="checkbox"/> Latest 3 consecutive months payslip ² OR
			<input type="checkbox"/> CPF Contribution History for the last 6 months OR
			<input type="checkbox"/> Employment Letter ² (Only for newly employed)
	■ Self-Employed/Freelance ³		<input type="checkbox"/> IRAS Notice of Assessment
	■ Unemployed/Housewife/Retiree/Retrenched		<input type="checkbox"/> CPF Contribution History for the last 6 months; AND
Spouse			<input type="checkbox"/> Resignation Acceptance/Retrenchment Letter ² (if applicable) OR
			<input type="checkbox"/> Medical certification of medically incapable of work (if applicable)
	Other income		Other income Documents
	■ Rental		<input type="checkbox"/> Rental: Tenancy agreement
	■ Other type of income		<input type="checkbox"/> Relevant document for other type of income
	ID Documents		Marital Status Documents
	<input type="checkbox"/> NRIC (Front and Back)		<input type="checkbox"/> Marriage certificate
	<input type="checkbox"/> Passport and NRIC collection slip (if your NRIC is lost)		<input type="checkbox"/> Divorce/Separation documents (if applicable)
			<input type="checkbox"/> Death Certificate (if applicable)
	Employment Status⁴:		Income Documents
Siblings, Grandparents, Guardian, Other non-immediate family members ⁵ (living in same household as applicant) and Children (living/not living in same household as applicant)	■ Full time/Part time employment		<input type="checkbox"/> Latest 3 consecutive months payslip ² OR
			<input type="checkbox"/> CPF Contribution History for the last 6 months OR
			<input type="checkbox"/> Employment Letter ² (Only for newly employed)
	■ Self-Employed/Freelance ³		<input type="checkbox"/> IRAS Notice of Assessment
	■ Unemployed/Retiree/Retrenched		<input type="checkbox"/> CPF Contribution History for the last 6 months; AND
			<input type="checkbox"/> Resignation Acceptance/Retrenchment Letter ² (if applicable) OR
			<input type="checkbox"/> Medical certification of medically incapable of work (if applicable)
	■ Full Time National Service		<input type="checkbox"/> NSF 11B; OR
			<input type="checkbox"/> CPF Contribution History for the last 6 months and Notification of Enlistment Date Letter (for siblings awaiting enlistment)
	■ Full Time Student		<input type="checkbox"/> Student Card (Front and Back); OR
Children (living/not living in same household as applicant)			<input type="checkbox"/> Ez-Link Card (applicable only to Primary/Secondary students)
	■ Part Time Student/Students awaiting		<input type="checkbox"/> CPF Contribution History for the last 6 months; AND

Supporting Document Checklist		
	Graduation/admission to Institute of Higher Learning	<input type="checkbox"/> Student Card (Front and Back) <u>OR</u> <input type="checkbox"/> Enrolment letter from educational institution (for siblings awaiting to enter Institute of Higher Learning)

Notes
1. If applicant is a part-time diploma learner, the documents required are similar to those given at the 'Parents' section.
2. Payslip/Employment letter/Resignation Acceptance letter/Retrenchment letter <u>MUST NOT</u> be dated more than 3 months from date of application and clearly showing the company's name/logo, name, NRIC. For payslip and employment letter, to reflect clearly the gross monthly income and allowance (if any).
3. Examples of Self-employed/Freelance are taxi/private hire driver, hawker, delivery rider or businessman.
4. Income document is not required if spouse is divorced/separated and not living in the same household as the applicant.
5. Siblings, Grandparents, Guardians and other non-immediate family members <u>MUST BE</u> living in the same household as the applicant.

FINANCIAL ASSISTANCE SAMPLE OF SUPPORTING DOCUMENTS

Example of Enlistment Letter


MINDEF SINGAPORE

CENTRAL MANPOWER BASE
3 DEPOT ROAD
SINGAPORE 109680
TEL: 1800-367 6767
FAX: 63733190
E-mail: contact@ms.sg
NS Portal: <http://www.ns.sg>

THE ENLISTMENT ACT, (CHAPTER 93)

ENLISTMENT NOTICE (FULL-TIME/OPERATIONALLY READY NATIONAL SERVICE)

1. You are hereby required under Section 10 of the Enlistment Act (Cap 93), to report for enlistment on 13 AT 11:30 AM to BASIC MILITARY TRAINING CENTRE SCHOOL 1

2. **PULAU TEKONG, BESAR SINGAPORE 098450**

FOR YOUR CONVENIENCE, TRANSPORT WILL BE PROVIDED FROM PASIR RIS BUS INTERCHANGE TO THE SAF FERRY TERMINAL FROM 10:30 AM TO 10:45 AM

Date 13/08/2013 for Proper Authority

NOTE: Any person within or outside Singapore who fails to comply with this Notice shall be guilty of an offence under the Enlistment Act (Chapter 93) and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.

Example of Employment Letter

<Date of letter> (no more than recent 3 months)

This is to certify that <Name> <NRIC number> is in employment as <Job Title> at <Company name>. He is drawing a gross salary of <\$ xxxxx> per month.

Example of Payslips for Recent 3 Months

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

EMP#: 1	SEX :	I/C#:	PERIOD: " " " " " "
NAME :		DEPT:	SECT :
POST: 1	EFF#:	TAX#:	SOCDO#:

EARN	EMP#: 1	SEX :	I/C#:	PERIOD: " " " " " "
BASI	NAME :		DEPT:	SECT :
BACK	POST: 1	EFF#:	TAX#:	SOCDO#:
Over				
Allow				

EARN	EMP#: 1	SEX :	I/C#:	PERIOD: " " " " " "
BASI	NAME :		DEPT:	SECT :
BACK	POST: 1	EFF#:	TAX#:	SOCDO#:
Over				
Allow				

TOTA				
METT				
HAPP				
BANK				
E'R				
E'R				

Basic	\$1,200	UNION		
Salary	\$400	LOVER EFF		\$5
Overtime	\$200			
...				

Total	\$1,800	AL DEDUCTION :		\$5
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METT PAY	20	SUMMARY 2016	
HAPPY NEW YEAR		METT PAY :	\$5
BANK ACC# :		GROSS PAY :	\$5
E'R EFF :	\$5	E'R / E'R EFF :	\$5 / \$5
E'R SOCDO :	\$5	E'R / E'R SOCDO :	\$5 / \$5


<Company Name>

FINANCIAL ASSISTANCE
SAMPLE OF SUPPORTING DOCUMENTS

CPF Contribution History

To view and save a pdf copy of CPF Contribution History:

- [CPF website \(click open\)](#)



Central
Provident
Fund Board
cpf.gov.sg

LEE SI
(CPF Account Number: S1234567A)
08 Feb 2022 10:51 AM (Singapore Standard Time)

Contribution history
(For 01 Aug 2021 to 08 Feb 2022)

Employment contributions

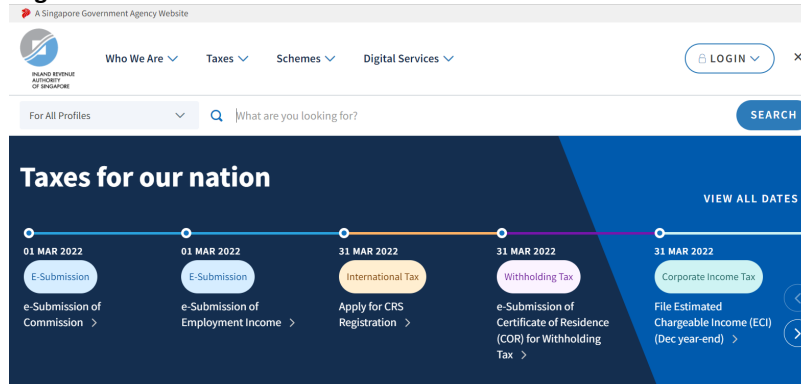
For month	Paid on	Amount (\$)	Employer
Aug 2021	31 Aug 2021	400.00	ABC
Aug 2021	31 Aug 2021	50.00	ABC (MSO)
Sep 2021	30 Sep 2021	400.00	ABC
Sep 2021	30 Sep 2021	50.00	ABC (MSO)
Oct 2021	29 Oct 2021	400.00	ABC
Oct 2021	29 Oct 2021	50.00	ABC (MSO)
Nov 2021	30 Nov 2021	400.00	ABC
Nov 2021	30 Nov 2021	50.00	ABC (MSO)
Dec 2021	03 Jan 2022	4,406.00	ABC
Dec 2021	03 Jan 2022	520.00	ABC (MSO)
Jan 2022	31 Jan 2022	1,110.00	ABC
Jan 2022	31 Jan 2022	50.00	ABC (MSO)

For month	Paid on	Amount (\$)	Remarks
Aug 2021	27 Aug 2021	100.00	MEDISAVE TOP-UP

FINANCIAL ASSISTANCE SAMPLE OF SUPPORTING DOCUMENTS

IRAS Notice of Assessment

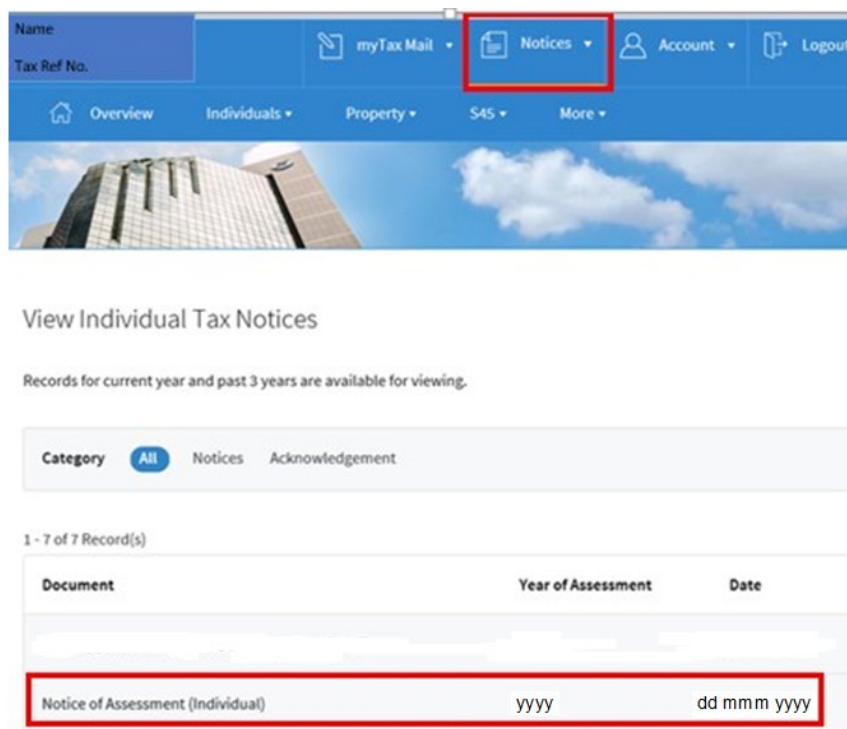
1 Login at IRAS website



2 Click on "Notices" & Select "Individual"

a) Click and save the current year of Notice of Assessment. If it is not ready, use the current year of Individual Income Tax Return (Form B or Form B1).

b) If there are no entries, print the page as shown below.



3 Notice of Assessment

Tax Reference Number : SXXXX
Date :

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

MR ☐
SINGAPORE



1-1

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 Payment Plan](#) (Account > View/ Cancel Payment Plan) at myTax Portal for more information. If your GIRO payment plan is cancelled, please pay your taxes by the due date.

YEAR OF ASSESSMENT 2021

+	INCOME [^] (\$)	-	DEDUCTIONS (\$)	=	CHARGEABLE INCOME (\$)
EMPLOYMENT 		DONATIONS 		TAX COMPUTATION First Next . @	
DIVIDENDS 		RELIEFS Earned Income NSman-self/ wife/ parent Child (QCR) Provident Fund/ Life Insurance CPF Cash Top-Up		Tax Payable by	

[^] All income are net after deduction of expenses.