

Please submit the correct documents together with your application.

Sample Documents

1. **NRIC (both sides) of ALL family members**
2. **Matriculation Card of family members who are studying full-time at ITE/Poly/University**
3. **Enlistment letter (if applicable)**
4. **Payslip**
5. **CPF Contribution History**
6. **Income Tax Documents**

1) Identification Card & other documents

- a. NRICs for all family members including applicant's.
Front & Back.



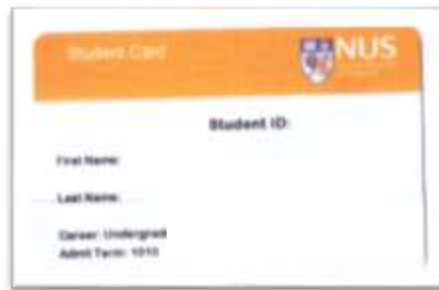
- b. National Service Man SAF green IC



- c. Birth Cert ONLY for those below 15 years of age

- d. Where applicable
 - a. Separation or Divorced Certificate
 - b. Death Certificate

2) Matriculation Cards of siblings in ITE/Poly/Uni or 2012 University offer letter



3) NS Enlistment letter


MINDEF
SINGAPORE

Central Manpower Base
3 Depot Road
Singapore 109680
NS Portal: <http://www.ns.sg>
Tel: 1800-3676767
Fax: 68537094
Email: contact@ns.sg
Date: 18 Oct 2017

Dear Sir / Madam,

ENLISTMENT OF YOUR SON/WARD

1. This is to inform you that your son/ward, [REDACTED], has been scheduled for enlistment into full-time National Service (NS) on 12 Dec 2017 at 08:30AM at [REDACTED].

2. We would like to invite you to witness your son/ward's enlistment at the unit. Enclosed is a copy of the unit's invitation letter with the programme for the day and also a route map showing you the direction to the unit.

3. Should you need further information on the unit, you may contact the unit at the number stated in the unit's letter for assistance.

4. In addition, we would like to seek your co-operation in ensuring that your son has updated us during the pre-enlistment documentation his bank account details. This is to facilitate payment of his allowance after he is enlisted. If he has not done so or have recently changed his bank account, please advise him to update MINDEF through the NS Portal (<http://www.ns.sg>) before his date of enlistment.

5. For more information on NS, you may refer to the NS Portal or contact us at 1800-3676767 for assistance.

6. We look forward to seeing you at the unit.

Yours faithfully,

PATRICIA LEE (MS)
for Commander
(This letter is computer generated. No signature is required.)

4) CURRENT FULL MONTH PAYSリップ

DESCRIPTION	HR	DAY	RATE	EARNINGS	EMPLOYEE CPF
BASIC WAGE					
BONUS *					
TRANSPORT ALLOW					
TOTAL EARNINGS				8802.00	
TOTAL DEDUCTIONS					-1601.00
				NETT PAY	
				GROSS WAGE	
				CPF WAGE	
				CPF/FWE	

COMPANY NAME, NAME of family member

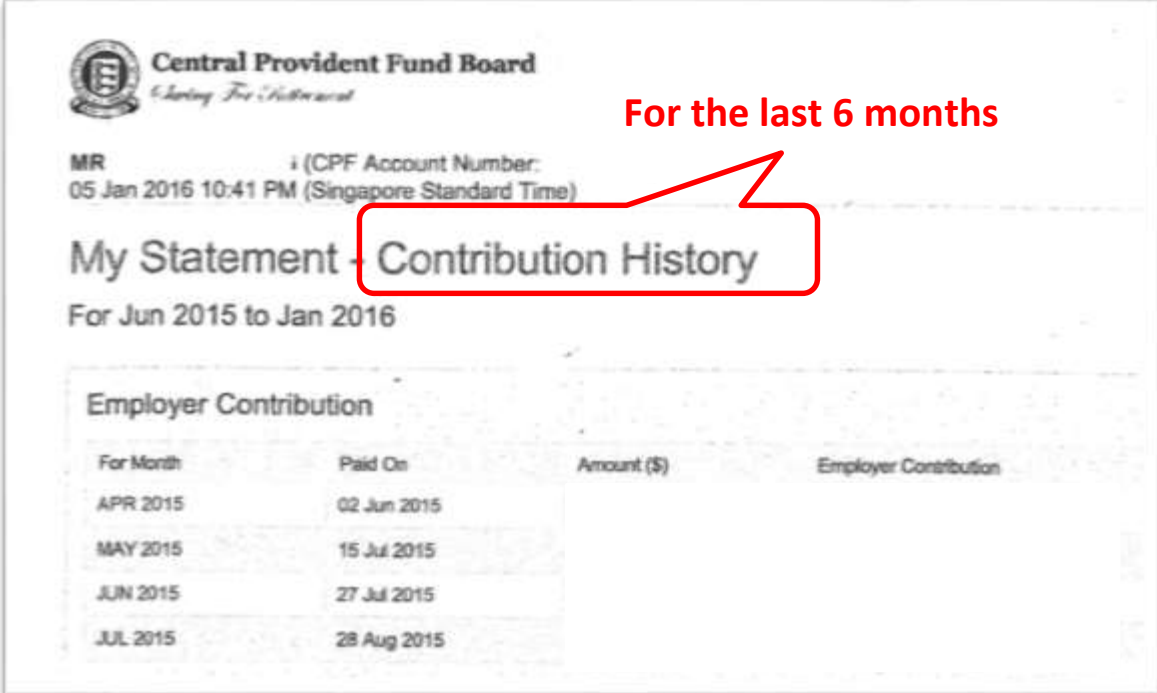
Payment : Current Month

EMPLOYEE CPF

←CURRENT→ ←Y.T.D.→ < BALANCE

5) CPF Contribution History

CPF members with Sing Pass can obtain CPF Contribution and Transaction History Statement from CPF Board website at <http://www.cpf.gov.sg>. Please approach CPF branches or Community Centres in person with NRIC to obtain Sing pass or call CPF hotline:1800-2271188.



Central Provident Fund Board
Charity For Retirement

MR (CPF Account Number:
05 Jan 2016 10:41 PM (Singapore Standard Time)




My Statement - Contribution History

For Jun 2015 to Jan 2016

For Month	Paid On	Amount (\$)	Employer Contribution
APR 2015	02 Jun 2015		
MAY 2015	15 Jul 2015		
JUN 2015	27 Jul 2015		
JUL 2015	28 Aug 2015		

6) Income Tax Documents (for self-employed individual)

Notice of Income Tax Assessment

<p>Tax Reference No : SXXXXXXX Year of Assessment : 20XX Income Tax Date : 10 Jun 20XX</p>	<h3>NOTICE OF ASSESSMENT ORIGINAL</h3>	 INLAND REVENUE AUTHORITY OF SINGAPORE	
<p>Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us.</p> <p>XXXXX XXXXXXX XXXXXXX SINGAPORE XXXXXXX</p>			
	<p>55 Newton Road Revenue House Singapore 307987 Tel: 1800-358 8300 Website: http://www.iras.gov.sg e-Services: https://mytax.iras.gov.sg</p>		
1-1			
	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)
TRADE INCOME	XX,XXX.00		XX,XXX.00
TOTAL INCOME	XX,XXX.00		XX,XXX.00
LESS: Approved Donations			XX,XXX.00
ASSESSABLE INCOME			XX,XXX.00
LESS: PERSONAL RELIEFS			
Earned Income		XX,XXX.00	
Provident Fund/Life Assurance		XX,XXX.00	XX,XXX.00
CHARGEABLE INCOME			XX,XXX.00
FIRST XX,XXX.00		XX,XXX.00	
NEXT XX,XXX.00 @ 7.00%		XX,XXX.00	XX,XXX.00
LESS: TAX SETOFFS			
30 % Tax Rebate (capped at \$1500)			XX,XXX.00
TAX PAYABLE BY 10 Jul 20XX			XX,XXX.00 DR
<p>Thank you for your contribution towards nation building</p>			
			<p>1. Your tax assessment is based on information obtained from the relevant organisations and/or your last year's tax record. Please notify us of any understatement or omission of any income or of any excessive tax relief as there are penalties for failing to do so.</p> <p>2. Pay your income tax by GIRO to enjoy up to 12-month interest free instalments. If you prefer other modes of payment, please pay the amount stated in this Notice by the due date, even if you object to the assessment. You may refer to the attached Statement of Account for your tax balance.</p> <p>3. If you have any objection, please write to us within 30 days stating your reasons.</p>
			 COMPTROLLER OF INCOME TAX