

Checklist

Note:

1. Please write your child/children who is/are studying in Primary/Secondary/Pre-U in Section I.
2. Do not use correction fluid/tape on the application form. Kindly strike through and countersign/initial on the amendments made.

Documents to be submitted

Please submit the following documents as indicated in the table below together with the application form.

Documents to be submitted	Employment Status			
	Employee	Self-employed	Unemployed	Full-time student at tertiary institutions/ National Servicemen
CPF transaction statement/ contribution history (past 12 months)	✓	✓	✓	
Latest Income Tax Notice of Assessment (NOA)	✓ ²	✓	✓ ²	
Latest pay slip/ letter from employer	✓			
Annex II – Declaration of Self-employment	✓ ³	✓ ⁴		
Annex II – Declaration of Unemployment			✓ ⁵	
Proof of other sources of income ⁶	Where applicable ⁷			
Student matriculation card/ National Servicemen identity card				✓
Any other document as and when required for verifying the income	Where applicable			

² Tax NOA is required for employed or unemployed household member with other sources of income.

³ For employee who also has trade income and whose latest NOA is not reflective of the current trade income status.

⁴ For self-employed who are not required to pay tax or whose latest NOA is not reflective of the current income status.

⁵ For household members who are **unemployed and below age 63** and are not undertaking full-time studies or undergoing full-time National Service.

⁶For example, tenancy agreement for rental income, income statements for private car hirer, IR8A for verification of Director's fees etc.

⁷ For household members with other sources of income e.g. pension, rental income and etc. Please take note **NOT** to double count such income when processing the FAS application if the income has already been reflected in the NOA.

Please submit duly completed form to the general office.