

MAKE-UP PAY CLAIM BY NSMAN

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In accordance with The Enlistment (Loss of Salaries and Wages - Reimbursement) Regulations, 1978.

(for official use)

Please read the instructions overleaf carefully before filling up the claim form. It will take you about 10 minutes to complete this form.

PART 1: TO BE COMPLETED BY NSMAN

NRIC: **S** Name: _____

Period of NS Training: (dd) (mm) (yyyy) to (dd) (mm) (yyyy)

I declare that all information given by me in this form is true and correct and that I would not be receiving any income during my NS training.

Date: _____ Signature: _____

PART 2: FOR SELF-EMPLOYED MAKE-UP PAY CLAIM (TO BE COMPLETED BY NSMAN)

You will need your past 6 months payment data to complete this portion for the average income option.

Occupation: _____ (Eg. Sole Proprietor, Partner, Hawker, Sales Agent etc)

Company Name: _____ Commencement Date: _____

Company Tel: _____ Company Fax: _____

Company Address: _____

Please select the claim option (Note: an option once made is IRREVOCABLE)

Income Tax Option (Based on the trade income in your Income Tax Notice of Assessment for the year)

Average Income Option (Based on the net self-employment income paid in the 6 months preceding the NS Training)

Replacement Option (Based on the fees paid to doctors/drivers for covering the duties of the NSman during NS training)

I declare that all information given by me in this form is true and correct and that I would not be receiving any income during my NS training. I also authorise the Comptroller of Income Tax to disclose my trade/employment income to MINDEF/SPF/SCDF or its authorised agent who will use the information disclosed by the Comptroller of Income Tax for the sole-purpose of computing my make-up pay and adjustments (if I had opted for the Income Tax Option).

Date: _____ Signature: _____

PART 3 : FOR EMPLOYED MAKE-UP PAY CLAIM (TO BE COMPLETED BY EMPLOYER OF NSMAN)

You will need your employee's past 6 months payment records for completing this portion.

To be completed in full by the employer and submitted to MINDEF only if the employer will not be paying the employee his civilian salary for the above mentioned period of NS training. Any amendments made must be initialled.

CPF Submission No. (CSN): - -

Company Name: _____

Company Address: _____

NSman's Designation: _____ NSman's Date of Employment: _____

NSman's Working Day / Timing: _____ (e.g. Mon to Fri : 0900 - 1800 hrs)

Type of Allowance (if any) <small>Note: Cannot include any one-time payment / backdated payments</small>	Nature (To indicate)	Month of -----	Month of -----	Month of -----	Month of -----	Month of -----	Month of -----	Total Amt	Average Amt (per mth)
	Fixed / Variable								
	Fixed / Variable								
	Fixed / Variable								

Remarks (Please state reasons if any of the allowances are not received continuously during the 6 months.)	Current Basic Salary (before CPF deduction)	
	Total Gross Salary (before CPF deduction)	

Based on details stated above, the loss in civilian salary for the NS training is computed as follows:	Computed Amount for NS Training
(E.g.: 10/22 * \$ 3,500.00 = \$ 1,590.91, Public holidays are paid working days & should be included in the computation.)	

CERTIFICATION BY EMPLOYER (NSman is not allowed to certify his own claim)

I hereby certify that our company will NOT pay the NSman (stated in Part 1) his civilian salary for the above stated period of NS training.

Certification Officer's Name: Mr/Ms/Mdm/Dr Designation: _____

NRIC / FIN / Passport No.: _____ Email: _____

Date: _____ Signature: _____ Tel: _____ Fax: _____

For MINDEF NSman, you are encouraged to fax the completed claim to us (For faxed claims, please **DO NOT** send the original copy by mail).

(OCT 10)

- MINDEF NSman: NSmen Payments Centre, 5 Depot Road #13-01 Defence Technology Towers (Tower B) Singapore 109681 (Fax: 6373 1477)
 - SPF NSman: PNS Payments Section, Police HQ, 28 Irrawaddy Road Singapore 329560 (Fax: 6250 2048)
 - SCDF NSman: HQ SCDF, Finance Dept, 91 Ubi Ave 4 Singapore 408827 (Fax: 6848 1628)
- Email: contact@ns.sg ■ NS Portal: <http://www.NS.sg> ■ NS Call Centre: 1800-eNSNSNS (1800-367 6767)

GENERAL GUIDELINES ON MAKE-UP PAY CLAIM BY NSMAN

These instructions are meant for the use of NSmen, Volunteers and Employers. Reference to 'NSman' in the claim form and these guidelines refers to both NSmen and Volunteers.

1. An NSman will receive service pay for each day of NS training he attends. There is no need for an NSman to submit a claim for service pay. If he suffers a loss in his civilian income as a result of attending his NS training, he can claim Make-Up Pay from MINDEF/SPF/SCDF by submitting this Make-Up Pay claim form. **NSmen are to note that make-up pay is claimable only if there is an overlap between the civilian working hours and the NS training hours. MINDEF/SPF/SCDF does not compensate NSman for any loss of income suffered outside the duration of NS training.**
2. Claims should be submitted 2 weeks before training commences to enable us to pay make-up pay promptly. For claims that are submitted after NS training, the NSman would be paid service pay first. Make-up pay would be paid after the claim is approved. **Claimants must take note that make-up pay claim must be submitted within 3 months from the payment of service pay. Supporting documents can be submitted later if they are not available at the point of submitting the claim (For details on supporting documents, please visit our website at www.NS.sg). Claims which are submitted later than 3 months from payment of service pay will not be accepted.**
3. Make-up pay claims can also be submitted online. To use this e-service, employers must first register for it at www.NS.sg.
4. NSmen's attention is drawn to:
 - a. **Regulation 9 of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978:**
Authorised personnel from MINDEF may conduct visits to companies to verify the make-up pay claims. Employers/NSmen are requested to give access to the required documents related to the claim.
 - b. **Regulation 10(2) of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978:**
If there is any dispute on the decision given on the make-up pay claim, the NSman must notify MINDEF/SPF/SCDF in writing, stating the grounds of the dispute and supported by the necessary documentary evidence, not later than 3 weeks from the date on which the decision on the claim is given.
 - c. **Regulation 11 of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978:**
Any person who gives false or misleading information in respect of make-up pay claims shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 12 months or to both.
5. NSmen are to note that if there is any overpayment of make-up pay due to whatever reason, MINDEF/SPF/SCDF reserves the right to offset the excess quantum from their future NS payments, which could be in the form of service pay, make-up pay, awards and allowances.

GUIDELINES FOR EMPLOYED NSMAN

6.

Payable Components
<ul style="list-style-type: none"> ▪ Basic Salary ▪ Allowances which are: <ul style="list-style-type: none"> - received on a regular basis for at least 4 months out the last 6 months preceding the NS training - taxable and subject to CPF contribution - included in the NSman's employment or service contract <p style="font-size: small; margin-top: 5px;">Note: for special circumstances which deviate from these conditions – Please indicate reasons in the remarks column. Failing which the allowance may be disapproved.</p>
7. Employers should use the same formula used by the company for pro-rated pay computation for computing NSman's loss of income.
 Example: NS Training from 13 to 26 Sep 2010 (14 days)
 Company is on a 5-day work week and NSman's income consists of fixed basic salary \$3,000.00 per month and an average overtime allowance of \$500.00 per month.
 NSman's Loss of Income Due to NS Training:
 = $\frac{\text{Total Salary} \times \text{Number of working days during the ICT period}}{\text{Number of working days in the month}}$
 = $\frac{(\$ 3,000.00 + \$ 500.00) \times 10 \text{ (less Sat \& Sun during the ICT period)}}{22 \text{ (less Sat \& Sun in Apr 10)}}$
 = \$ 1,590.91 (Public holidays should be considered as paid working days and should be included in the computation of loss of income.)
8. Under the Enlistment Act, when the employee is away from work performing NS training, his employer is required to continue paying CPF contributions based on his usual civilian remuneration. The employer has to pay the CPF contributions on the wages given by the employer and the payments given by MINDEF/SPF/SCDF as though the employee has not been away from work. The CPF contributions payable by the employer and the amount which the employer can recover from the employee's wages are based on the CPF Board's guidelines.

GUIDELINES FOR SELF-EMPLOYED NSMAN

9. There are 3 options for self-employed NSmen to claim make-up pay. An option once made is irrevocable.
10. **Income Tax Option**
 - The monthly income would be based on the Trade Income shown in the Income Tax Notice of Assessment (NA) for the year of NS training.
 - Since the trade income for the year of training would not be available at the time of submission of the claim, a provisional payment would be made based on the latest available trade/self-employment income. An adjustment would be made when the trade income for the year of NS training is available.
 - The adjustment may result in either an arrears or an overpayment which will be recovered from you. If there is any outstanding claim, the overpayment will be offsetted before paying the second claim.
 - The trade income for the provisional payment and subsequent adjustment will be obtained directly from IRAS for claimants using this option.
11. **Average Income Option**
 - The monthly income would be based on the average net self-employment income paid in the 6 months immediately before the NS training.
12. **Replacement Option**
 - For NSmen who are **doctors or drivers**, they can claim the replacement fees incurred as a result of engaging a locum doctor or relief driver to cover their duties during their absence.

13.

Claimable Income/Components	Non Claimable Income/Components
<ul style="list-style-type: none"> ▪ Net Profit / Trade Income / Proprietor's / Partner's Salary ▪ Commission (for Insurance Industry) <ul style="list-style-type: none"> - 1st Year, Single Premium and Production Commission (based on personal sales effort) - An additional 42% of 1st year commission in place of Renewal Commissions for Life Insurance Agents - Accident and general insurance commission ▪ Fixed Expenses (e.g. rental, staff salary & CPF) can be claimed if : <ul style="list-style-type: none"> - Average Income Option is selected and Company has to be closed during the NS training and - The claim is submitted at least 2 weeks before the commencement of NS training. ▪ Replacement fee (for hiring locum doctors or relief drivers) can be claimed if : <ul style="list-style-type: none"> - Clinic/business has to be in operation during NS training and - Replacement rates must be consistent with those rates used for private engagement. For locum doctors, guidelines from Singapore Medical Association will also be taken into consideration. 	<ul style="list-style-type: none"> ▪ Interest Income earned on Fixed Deposits ▪ Rental Income ▪ Profit on Sales of Fixed Assets ▪ Ex-gratia Income ▪ Hire-purchase instalment payments ▪ Commission which you continue to receive during NS training (eg. Overriding Commission, Trailer fees, etc) ▪ Capital Gain