



# SCDF

The Life Saving Force

... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



## CHECKLIST ON MAKE-UP PAY (MUP) CLAIM SUBMISSION

### Dear Claimant

We understand that you have suffered a loss of income due to the recent NS training or you are seeking a reimbursement because of your employee /co-worker NS training. To facilitate the processing of your application, do ensure that you have completed the following:

**Please select the appropriate category based on the declared employment status** (indicate 'X' on the appropriate box and submit the required documents):

**Employed ORNSmen**

- Complete part 1 and 3 of the Make-Up Pay application form
- Submit required supporting documents (refer to the list of required supporting documents)

**Self-Employed ORNSmen**

- Complete part 1 and 2 of the Make-Up Pay application form
- Submit required supporting documents (refer to the list of required supporting documents)

**Please submit ALL hardcopy claim documents through email at [contact@ns.sg](mailto:contact@ns.sg).**

### Important notes

- All sections must be duly completed to avoid delay in the claim processing.
- Upon receipt of ALL the required documents, we will process your claim and make payment as soon as possible.
- If you need any further assistance, please contact us at [contact@ns.sg](mailto:contact@ns.sg).



**SCDF – A member of the Home Team**