

FOR ENQUIRES

NS Portal Hotline 1800 367 6767
Email contact@ns.gov.sg

IMPORTANT NOTICES

Please take note of the following:

- a. SCDF may visit companies to confirm MUP claims. Employers and ORNSmen must provide the required documents related to the claim.

Regulation 9 of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978

- b. If an ORNSman disagrees with the decision on an MUP claim, he must notify SCDF in writing. He must state the reasons for his disagreement and provide supporting written evidence not later than 3 weeks after the date of the decision.

Regulation 10(2) of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978

- c. Any person who gives false or misleading information in an MUP claim is guilty of an offence. They are liable for conviction and a fine not exceeding \$2,000 or imprisonment for a term not exceeding 12 months or both.

Regulation 11 of the Enlistment (Loss of Salaries & Wages-Reimbursement) Regulations, 1978

- d. If an ORNSman is overpaid MUP, SCDF may remove the extra amount from their future service pay, MUP, awards and/or allowances.

- e. Under the Enlistment Act, when an ORNSman is away from work performing NS training, his employer must continue paying CPF contributions based on his usual civilian salary.

GENERAL INFORMATION

As an ORNSman, you will receive service pay for each day of training that you attend. If you suffer a loss in civilian income as a result of attending the training, you can claim Make-Up Pay (MUP) from SCDF.

MUP is claimable only if there is an overlap between the civilian working hours and your training hours. SCDF does not compensate you for any loss of income incurred outside of your training hours. Non SCDF medical screenings and IPPT Preparatory Training are also not claimable.

When should I submit an MUP claim?

You should submit a claim **2 weeks** before your training starts to enable us to pay your MUP quickly. The deadline for you to submit an MUP claim is 3 months after the payment of service pay. You can submit supporting documents later if they are not available when you first submit the claim. Claims that are submitted more than 3 months after your service pay is credited will not be accepted.

How do I submit an MUP claim?

The easiest way to submit an MUP claim is online. To use this e-service, your employer must first register for it at www.NS.sg.

We strongly encourage employers of ORNSmen to opt for **DIRECT** payment scheme.



SCDF
The Life Saving Force

Make-Up Pay Guide

Essential information that you need to know about your MUP claim



GUIDELINES FOR SELF - EMPLOYED ORNSMEN

Payable Components

- Net Profit/Trade Income/Proprietor's/Partner's Salary
- Commission (For insurance and property industries, etc.)
- Fixed Expenses (e.g. rental, staff salary & CPF)
- Replacement Fee (For hiring locum doctors or relief drivers)

GUIDELINES FOR EMPLOYED ORNSMEN

Payable Components

- Basic Salary
- Allowances which are:
 - a) Received on a regular basis for at least 4 months out of the last 6 months preceding the training
 - b) Included in the ORNSman employment or service contract
 - c) Taxable and subject to CPF contribution

TYPE OF SUPPORTING DOCUMENTS REQUIRED

1. For ORNSman who is employed less than 3 months prior to NS training:

- Letter of Appointment or employment contract
- Latest payslips/pay summary reflecting CPF contribution
- If employed/stationed overseas, please include work permit and employment pass

2. For ORNSman who is a Director of company and claiming Director's fee:

- Submit your Make Up Pay claim form as employed ORNSman
- Business Profile
- Most recent Notice of Assessment issued by IRAS
- Most recent IR8A issued by employer reflecting Director's fee
- Latest Director's Resolution or minutes of AGM stating amount of Director fees approved and payable to the ORNSman for the financial period covering the training (if notice of assessment is not available)

3. For self-employed ORNSman:

Option 1 : Income Tax Option

- Latest income tax Notice of Assessment (NOA)
- For insurance agents or managers, please submit a commission statement
- For remisiers, please submit a statement from the company on the total commission earned during the NS training, derived from trading done

Option 2 : Average Income Option

- Trading, profit & loss (TPL) statement or payslips for the past 6 months preceding the training
- Latest year-end TPL statement declared for taxation along with income tax documents, latest income tax return (Form B) or partnership income tax return (Form P)
- Employment contract or letter of appointment

Option 3 : Replacement Option

- Doctors and drivers can claim the replacement fees incurred as a result of engaging a locum doctor/driver to cover their duties during their absence
- This is only claimable if clinic/business is in operation during NS training

CHECKLIST ON MAKE-UP PAY CLAIM SUBMISSION

- ☐ Employed ORNSman should complete part 1 and part 3 of the MUP application form
- ☐ Employed ORNSman should submit the relevant required supporting documents
- ☐ Self-employed ORNSman should complete part 1 and part 2 of the MUP application form
- ☐ Self-employed ORNSman should submit the relevant supporting documents
- ☐ Please submit **ALL** hardcopy claim documents through email at **contact@ns.sg**.
- ☐ Please take note that all sections must be duly completed to avoid any delay in the claim processing
- ☐ ORNSmen and their employers must ensure that their bank accounts, email addresses and other contact details are updated in NS Portal.