



SCDF
The Life Saving Force
... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



TYPES OF SUPPORTING DOCUMENTS REQUIRED

1. Documents required for ORNSmen who are employed less than 3 months prior to NS training:

- Letter of appointment from your company
- Latest payslips / pay records
- CPF receipts (Form 90/90A)

2. Documents required for ORNSmen who are Director of a Company and claiming Director's Fees:

- Most recent Notice of Assessment issued by IRAS
- Most recent IR8A issued by employer
- Latest Directors' Resolution or minutes of AGM stating amount of Director fees approved and payable to the NSman for the financial period covering the training (if Notice of Assessment is not Available)
- Directors' Resolution stating that the NSman will not be paid Director Fees while on NS training.

3. Documents required for ORNSmen who are employed by an overseas company and stationed overseas:

- Letter of appointment
- Work permit
- Employment pass
- Payslips / pay records for 6 months prior to NS training

4. Documents required for self-employed make-up pay claim:

Option 1 : Income Tax Option

- a) A copy of Contract Agreement or Letter of Appointment (For first time claimants or when there are changes to previous claims)



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For Insurance Agents / Managers

- A commission statement (certified by the company) showing the breakdown of commissions into the 1st year, renewal, overriding, single premium and bonus commissions for the year immediately preceding NS training.

For Remisers

- A statement from the company on the amount of commission earned by the ORNSmen during the NS training derived from trading done. A 'nil' return is required if no commission was paid to them during the NS training.

Option 2 : Average Income Option

- a) Trading, Profit & Loss (TPL) statement for the 6 months immediately preceding the NS training
- b) Latest Available Year-end TPL statement declared for Taxation
- c) Income Tax Documents
- d) Latest Income Tax Return (Form B), Notice of Assessment or Partnership Income Tax Return (Form P)
- e) A copy of Contract Agreement or Letter of Appointment (For first time claimants or when there are changes to previous claims)

For Insurance Agents / Managers

- A commission statement (certified by the company) showing the breakdown of commissions into the 1st year, renewal, single-premium, overriding and bonus commissions for each of the 6 months immediately preceding NS training.

For Remisers

- A statement from the company on the amount of commission earned by the ORNSmen during the NS training derived from trading done. A 'nil' return is required if no commission was paid to them during the NS training.



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