MTFA FINANCIAL ASSISTANCE
DOCUMENT CHECKLIST

1. You are to upload clear, scanned copies of the required documents to complete your application.
2. If you do not have a scanner, you may refer to the Submission Guideline.
3. Acceptable document upload formats: pdf, doc, docx.
4. Each file should be less than **2 MB**

<p style="color:red; text-align:center">NOTE: Incomplete submissions with incomplete/missing documentation will NOT be processed.
We do **NOT** accept hardcopy submissions</p>

S/N	Documents	Upload As
1	Identification Documents ❑ NRIC/ Birth Certificate of ALL household members ❑ Marriage or divorce certificate ❑ Death certificate (where applicable) ❑ Applicant's latest bank statement, indicating current bank balance	**Scan these documents to ONE file and save it as "Identification Documents"**
2	Education Documents (For Primary and Secondary School Students ONLY) ❑ Latest school report that shows attendance ❑ Each child's latest bank statement, indicating current bank balance For students in ITE/POLY/JC/UNIVERSITY ❑ Student Card	**Scan these documents to ONE file and save it as "Education Certificates"**
3	Income Documents For Family Members who are employed: ❑ Latest payslip (within last 3 months) / Employer's letter (dated in recent 3 months) stating monthly gross salary ❑ CPF Transaction History for last 12 months For Family Members who are self-employed / unemployed / retired / housewife or employed but unable to produce income document: ❑ CPF Transaction History for last 12 months ❑ Self -Declaration (Letter) ❑ Latest Income Tax Notice of Assessment (for self-employed only) Serving NS: ❑ NS Enlistment Letter/11B Card	**Scan these documents to ONE file and save it as "Income Documents"**
4	Other Documents (if applicable) ❑ Recent Doctor's Memo to state ❑ Latest financial aid documents from SSO, MUIS and other organisations (within the last 6 months) ❑ Latest HDB Bills/Town Council/SP documents – (PROVIDE ONE within the last 3 months) ❑ Letter of incarceration (prison) or visit pass (if any)	**Scan these documents to ONE file and save it as "Other Documents"**