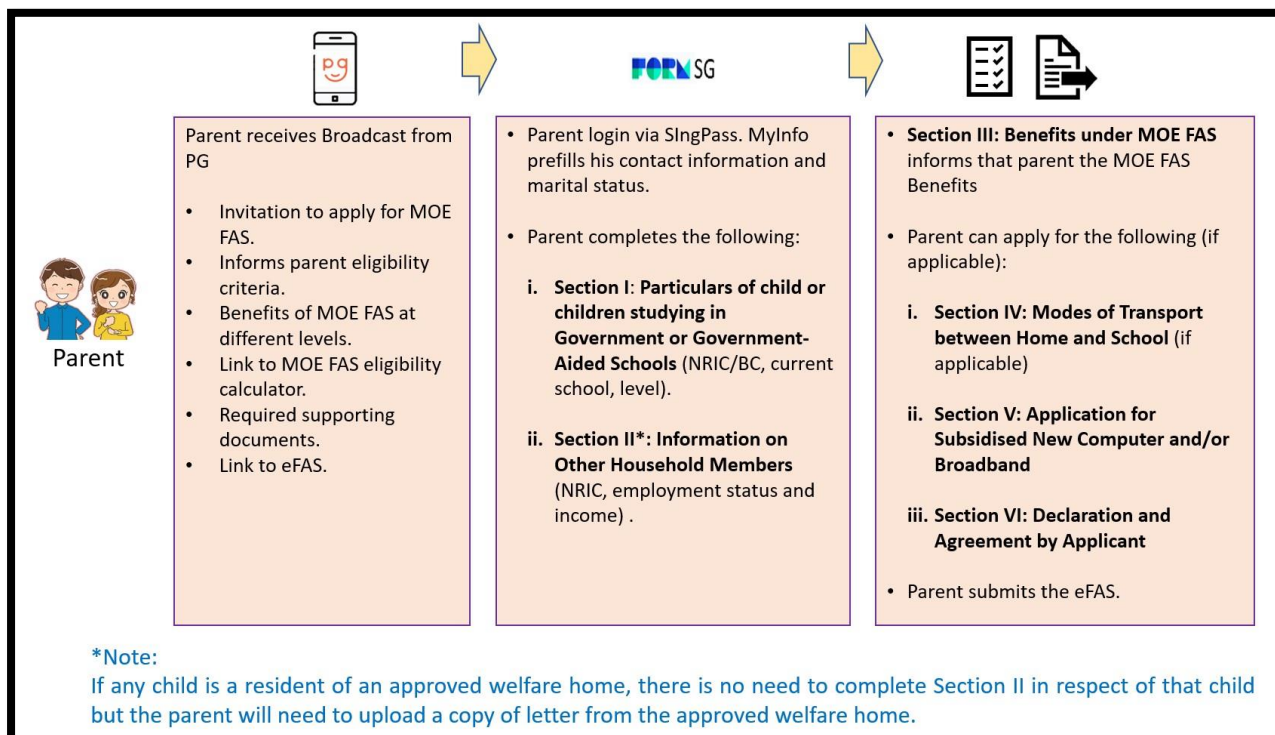


# MOE FAS Application Through FormSG (eFAS) User Guide for Parents/Legal Guardian

## 1. Parent's eFAS User Journey

- 1.1 This section covers the steps that the parent will have to follow when he applies for MOE FAS through the eFAS form.
- 1.2 The diagram below illustrates the parent's eFAS user journey when he login to FormSG using SingPass.



- 1.3 The eFAS form is formatted like the hardcopy form so that the applicant who is applying to renew MOE FAS will be familiar with the requirements in the different sections.
- 1.4 Parent/Legal Guardian will be brought to the eFAS login page upon clicking on the eFAS link.



- 1.5 Parent/Legal Guardian will need to login with Singpass and FormSG will prefill the following information taken from the parent's MyInfo:
- i) Name
  - ii) NRIC
  - iii) Residential Address
  - iv) Contact Number
  - v) Marital Status
- 1.6 Instructions and required softcopy supporting documents are clearly listed at the start of the eFAS form.

1. Display Instructions? (optional)

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
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NOTE:  
if you have children studying in different Government or Government-aided schools, you need to submit only 1 application.

If your child is/children are beneficiary/beneficiaries of MSF ComCare, they will be auto-granted MOE FAS. You do not need to apply for MOE FAS separately.

**Please prepare softcopies of the following documents before you begin completing the application form.**

(Supporting documents should be in .pdf,.jpg,.png,.gif,.jpeg format of file size no more than 1MB each.)

a. CPF Transaction Statement or Contribution History for past 12 months.  
[https://www.cpf.gov.sg/content/dam/web/member/faq/general-information---useful-tips/documents/Guide\\_to\\_view\\_and\\_save\\_CPF\\_statements.pdf](https://www.cpf.gov.sg/content/dam/web/member/faq/general-information---useful-tips/documents/Guide_to_view_and_save_CPF_statements.pdf)

b. Latest Income Tax Notice of Assessment for household members with other sources of income and self-employed household member(s).  
If the household member is not required to pay tax, the member can provide the page from IRAS's myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.

c. Latest payslip or a letter from the employer certifying gross monthly income (applicable only for employed household member(s)).

d. Proof of other sources of income (e.g. rental, pension, and etc), if applicable.

e. For household members who are unemployed and below age 63 and are not undertaking full-time studies or undergoing full-time National Service – There should be no CPF contribution for the recent 6 months.

f. Student/Matriculation card for full-time student at tertiary institutions (e.g. ITE, Polytechnics, Universities, Private schools) / Identification card for full-time National Servicemen (if applicable).

g. Copies of NRIC (front and back) of household members, other than parents and unmarried siblings of the child.

h. Where applicable, provide documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.

i. Any other documents as and when required by the school for the purpose of verifying the income.

- 1.7 Parent/Legal Guardian provides email address and selects relationship with the child.
- 1.8 The Parent/Legal Guardian will receive an email acknowledgement and a copy of the eFAS in PDF format upon successful submission of the form.

**Applicant's Information (Parent/Legal Guardian)**

2. Name  
PHUA CHU KANG

3. Registered address  
411 CHUA CHU KANG AVE 3, #12-3, SINGAPORE 238823

4. Mobile number  
+65 98765432

5. Email Address of Applicant (Parent/Legal Guardian of the Student(s))  
me@example.com

6. Applicant's Relationship with the Child/Children  
(A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please upload the relevant documents to indicate that you are the legal guardian of the child or children in the "Other Supporting Documents" section.)

Father  
 Mother  
 Legal Guardian

7. Marital status  
MARRIED

Select relationship with child/Children

SINGLE
MARRIED
WIDOWED
DIVORCED

eFAS form Section I:

- 1.9 Parent/Legal Guardian enters particulars of child or children studying in GGAS.
- 1.10 The eFAS form is designed to accept up to 5 children studying in GGAS. For family with more children in GGAS, the parent will need to use the hardcopy form instead.

**Section I: Particulars of child or children studying in Government or Government-aided Schools**

Please indicate the details of the child (or children, if you have more than one school-going child) in respect of which you are applying for financial assistance under the MOE FAS.

8. Please select the number of child/children studying in Government or Government-Aided Schools.

2

9. BC/NRIC of Child (1)

T0790000C

10. Name of Child (1)

Child 1

11. Current Level of Child (1)

Primary 2

**Please note that the MOE FAS application form will be submitted to this school.**

12. Current School of Child (1).  
Please select the school from the list below.

BUKIT PANJANG PRIMARY SCHOOL

Parent can enter up to 5 children studying in GGAS

The eFAS application form will be emailed to the POCs of the school of the first child

eFAS form Section II:

- 1.11 Parent/Legal Guardian need not submit an application if any of the children studying in GGAS is receiving MSF ComCare assistance. If any child is a resident of an approved welfare home, the Parent/Legal Guardian can choose “Yes” and upload the letter from the approved welfare home approval supporting document in eFAS. The parent can skip Section II of the form.

**Section II: Information on Other Household Members**

9. Name of your Spouse  
Name as per NRIC

10. Please enter the NRIC of your Spouse

Enter NRIC or FIN

11. Is any child a resident of an approved welfare home?  
There is no need to complete Section II in respect of that child if you can provide a copy of letter from the approved welfare home

X NO      ✓ YES

12. Upload letter from the approved welfare home.

UPLOAD FILE

Max File Size: 1 MB

1.12 For families not on ComCare, the parent/Legal Guardian will be guided by the form to upload the required income supporting documents depending on his employment status.

1.13 The form cannot be submitted if the required income documents are not uploaded.

20. Employment Status of Applicant (Parent/Legal Guardian of the Student(s))

Employed

21. Upload CPF Transaction Statement or Contribution History for past 12 months of Parent

UPLOAD FILE

Max File Size: 1 MB

22. Upload latest pay slip of Parent

UPLOAD FILE

Max File Size: 1 MB

23. Gross Income Declaration (Applicant - Parent of Student(s))

Please enter gross income (including employee's CPF)

Employed

Self-employed

Unemployed

Detailed description: This image shows a screenshot of a web form. The main form is titled '20. Employment Status of Applicant (Parent/Legal Guardian of the Student(s))' and has a dropdown menu with 'Employed' selected. Below this are three sections for document uploads: '21. Upload CPF Transaction Statement or Contribution History for past 12 months of Parent', '22. Upload latest pay slip of Parent', and '23. Gross Income Declaration (Applicant - Parent of Student(s))'. Each upload section has a blue 'UPLOAD FILE' button and a 'Max File Size: 1 MB' note. A separate callout box on the right shows a list of three options: 'Employed', 'Self-employed', and 'Unemployed', with 'Employed' selected.

1.14 Parent/Legal Guardian with “Married” marital status will be guided to provide the information of his spouse.

24. Employment Status of your Spouse

Unemployed

If your spouse is on a visitor's pass, please upload a copy of the visitor's pass instead of the CPF Statement

25. Upload CPF Transaction Statement or Contribution History for past 12 months of your Spouse

UPLOAD FILE

Max File Size: 1 MB

26. Gross Income of your Spouse (including employee's CPF)

Unemployed

Detailed description: This image shows a screenshot of a web form for a spouse. The main form is titled '24. Employment Status of your Spouse' and has a dropdown menu with 'Unemployed' selected. Below this is a note: 'If your spouse is on a visitor's pass, please upload a copy of the visitor's pass instead of the CPF Statement'. This is followed by two sections for document uploads: '25. Upload CPF Transaction Statement or Contribution History for past 12 months of your Spouse' and '26. Gross Income of your Spouse (including employee's CPF)'. Each upload section has a blue 'UPLOAD FILE' button and a 'Max File Size: 1 MB' note.

- 1.15 Parent/Legal Guardian will be guided by the form to provide information of unmarried child/children (if any) not studying in GGAS and Grandparents (if any).
- 1.16 The form is designed to accept up to 4 unmarried children not studying in GGAS and 3 grandparents (staying with the family).

14. Please select the number of unmarried child(ren) not studying in Government or Government-Aided Schools.

1

15. Please enter the name of your unmarried child not studying in Government or Government-Aided Schools (1)  
Name as per BC/NRIC

16. Birth Cert/NRIC of Child not studying in Government or Government Aided School (1)

Enter NRIC or FIN

17. Employment Status of Child not studying in Government or Government Aided Schools (1)

18. Please select the number of Grandparents staying in the same residential address

1

19. Please enter the Name of Grandparent (1)  
Name as per BC/NRIC

20. Upload NRIC of Grandparent (1)

[📎 UPLOAD FILE](#)

Max File Size: 1 MB

21. Employment Status of Grandparent (1)

Parent can enter up to 4 unmarried children not studying in GGAS

Below primary school attending age (e.g. Nursery, Kindergarten)

Full-time student in other educational institution (e.g. Independent Schools, Specialised schools, Special education (SPED) schools)

Full-time student in tertiary institutions (e.g. ITE, Polytechnics, Universities, private schools) or Full-time NSmen

Employed

Self-employed

Unemployed

Parent can enter up to 3 Grandparents

Retired (63 years old and above)

Employed

Self-employed

Unemployed

- 1.17 Parent/Legal Guardian can declare other income (e.g. rental income) and total income of the household.
- 1.18 Parent/Legal Guardian can also provide/upload any other relevant information that can support his application (e.g. Loss of income or reduction in income document, Divorce document from the family court, etc).

**Other Income and Total Income declaration**

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22. Other Income Declaration  
E.g. Rental Income

23. Total Household Income Declaration  
Please enter total household income (income of parent, working children and working grandparents)

**Other Relevant Information**

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24. Please provide any other information that may be relevant to your application. (optional)

25. Any other supporting documents to upload?

X NO	✓ YES
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## eFAS form Section III, IV & V: MOE FAS Benefits.

1.19 Parent/Legal Guardian will be guided by the form to apply for transport subsidy and subsidised computer under the IMDA's digital access programme.

### Section IV: Modes of Transport between Home and School

The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

The school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to the effective month of the MOE FAS.

14. Do you need transport subsidy?

<input type="radio"/> X NO	<input checked="" type="radio"/> YES
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15. Mode of Transport

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child identified in Section I above will use to travel between home and school that this form is being submitted to. The other Government and Government-aided schools will follow-up on the transport requirement for your children in their schools.

Note:

- The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

- The school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to the effective month of the MOE FAS.

- Public Transport (Subsidy of \$17 per month)
- School Bus (Applicable to Primary level only) (Subsidy of 65% of the monthly fare)

### Section V: Application for Subsidised New Computer and/or Broadband\*

\*Subject to availability.

16. Do you wish to apply for a subsidised new computer and/or Broadband?

<input type="radio"/> X NO	<input checked="" type="radio"/> YES
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17. IMDA's digital access programme.

Please place a tick (✓) against the box below if you wish to apply for a new computer and/or broadband.

- I wish to apply for a subsidised new computer and/or broadband through the Info-communications Media Development Authority (IMDA)'s digital access programme. If my child is / children are found eligible for benefits under the MOE FAS, I consent to, and have obtained the consent from the rest of my household for, my child's / children's school(s) to provide my household's particulars to IMDA or its lead agencies so that they may contact me to follow-up on my application.



**eFAS form Section VI:**

1.20 Finally, Parent/Legal Guardian must check the 2 boxes in this section to declare that the submission is true and to agree to the terms of the MOE FAS application.

**Section VI: Declaration and Agreement by Applicant  
(whether Parent or Legal Guardian)**

30. Please place a tick (✓) against the box for your declaration.

I hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / children if any of the information is subsequently found to be false.

31. Please place a tick (✓) against the box for your agreement to the terms listed in Section VI of this form.

1. I agree that where I, the undersigned, am the parent / legal guardian of the child / children identified in Section I above:

(i) unless I have already completed a separate form applying to make withdrawals from the said child's Edusave account / each of the said children's Edusave account for the purposes set out below, I shall, by completing this form, be regarded as making an application to the School for withdrawals to be made from the said child's Edusave account / each of the said children's Edusave accounts:

(a) on a monthly basis, for the payment of second-tier miscellaneous fees payable to the School in respect of that child;

(b) on a monthly basis, where the School is an autonomous school, for the payment of autonomous school fees payable to the School in respect of that child; and

(c) where I have consented to my child's / each of the said children's participation in an enrichment programme approved by the School, whether conducted locally or overseas, payment of the whole or part of the expenses payable (as determined by the School) for such enrichment programme, in respect of that child.

(d) where I have consented to my child's / each of the said children's purchase of a personal learning device for use under a digital learning programme approved by the Government and conducted by the School, for payment of the whole or part of the expenses payable (as determined by the School) for such personal learning device, in respect of that child.

(ii) the application arising from paragraph 1(i) of this Section VI will be in effect as long as my child/any of my children is on the MOE FAS, and will remain in effect even if my child is / any of my children are not placed on the MOE FAS in any subsequent academic year with the School, and will further remain in effect until I notify the School otherwise in writing; and

(iii) where the balance in my child's Edusave Account / any of my children's Edusave accounts is insufficient to pay any fees or expenses in respect of which I have applied for the withdrawal of moneys from my child's / that child's Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in cash, GIRO, or such other means as the School or MOE may require.

2. I agree that MOE, or any school(s) in which the child / children identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:

(i) assess or reassess the financial situation of my household; and

(ii) to reassess the financial assistance to be provided to my child or children in the course of the calendar year.

3. I agree that any financial assistance provided to the child / any of the children identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child should I:

(i) as the parent / legal guardian of that child, notify the School that I no longer wish for monies to be withdrawn from the Edusave account of that child for the purposes stated in paragraph 1(i)(a) to (d) of this Section VI; or

(ii) fail to provide any such additional information as required pursuant to paragraph 2 of this Section VI, to the satisfaction of either MOE or the relevant school(s).

4. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household, for this to be done.

I agree to the terms listed in Section VI of this form.

**SUBMIT**