

## **STSPMF Application Form**

(Please submit this form to the school)

**Annex A**  
**[REVISED] Cycle 2 2023**

**All completed STSPMF application forms must be attached with the relevant documents listed below:**

- Photocopy of NRIC/Birth Certificate/Passport of **all family members in the household**.
- Documentary evidence of the gross income of **every member of the household** (excluding full-time students), per the following:

**For household members who are employed, regardless of age:**

- Latest payslip/ letter from employer certifying gross monthly income; **and**
- CPF Transaction Statement or Contribution History for the **past 3 months**; **and**
- Latest IRAS Income Tax Notice of Assessment

**For household members who are unemployed or retired, aged 62 years and below**

- CPF Transaction Statement or Contribution History for the **past 3 months**.

**For household members who are self-employed, private-hire drivers and food-delivery riders:**

- Latest IRAS Income Tax Notice of Assessment; **and**
- CPF Transaction Statement or Contribution History for the **past 3 months**; **and**
  - a. **Income Slip of the last 3 months (applicable for private-hire drivers and food-delivery riders only)**
  - b. **Income Declaration Form Part A (for self-employed persons)**

**For household members who are non-Singaporean or PR:**

- Income Declaration Form **Part B**; **and**
- Latest payslip, if employed.

- Any other documents as and when required by the school for the purpose of verifying income. **The school and STSPMF reserve the right to reject the application if any of the supporting documents are incomplete.**

\* Please note that an active bank account with student's name is required for the student to receive school pocket money from the school (i.e. student's personal bank account or parent/legal guardian-student joint account) through GIRO/bank transfer/cheque, if application is successful.

\* The school issues STSPMF to its recipients and the mode of payment (i.e. GIRO/bank transfer/cheque) is determined by the school (*kindly check with the school for more information on this*).

**Eligibility Criteria**

- a. Student is a Singapore Citizen (SC) or Singapore Permanent Resident (SPR)
- b. Family is living in a 4-room HDB flat or smaller
- c. Family has a gross per capita income (PCI) of **\$690/** month or less
- d. Student is receiving full-time formal education in a mainstream primary / secondary / mixed level / Junior College / Centralised Institute; Institutes of Technical Education; Polytechnic; Specialised; Independent; Specialised Independent; SPED; MOE-designated full-time Madrasahs and Mountbatten Vocational school
- e. Is not concurrently receiving school pocket money fund from disbursing agencies
- f. Is not concurrently receiving other similar monthly school pocket money schemes (*Note that applicants under the MOE Financial Assistance Scheme are eligible*)
- g. Have not received the maximum 24 months of STSPMF assistance during their entire primary to secondary schooling years or 48 months for post-secondary schooling years.

**Additional criteria for students in JC, ITE or Polytechnic applying for STSPMF:**

h. Student is 20 years or younger at point of application

\*Note that successful applicants will be notified via email (if a valid one is indicated in this application) **or** a physical letter sent to residential address indicated. Unsuccessful applicants will only be notified via email if a valid email address is indicated in this application.

**Information on STSPMF Applications through schools**

The Straits Times School Pocket Money Fund provides pocket money for children from low-income families through disbursing schools on a monthly basis.

a) Beneficiaries enrolled in primary education will receive \$65/month

b) Beneficiaries enrolled in secondary education will receive \$100/month

c) Beneficiaries enrolled in post-secondary education will receive \$125/month

\* STSPMF beneficiaries are provided with a maximum of 24 months of assistance during their entire primary to secondary schooling years.

\* For STSPMF beneficiaries enrolled in post-secondary education, the maximum period of assistance is 48 months **regardless** of the duration of assistance received previously in their primary-to-secondary schooling years.

\*Note: Maximum period of assistance awarded per application is 12 months. Applications are not auto-renewed and have to be applied on a yearly basis.

(I) Applicant's Details (Parent/legal guardian of student)					
Name (as in NRIC/FIN):			NRIC/FIN:		
Address (as in NRIC/FIN):  Postal Code: (                      )			Date of Birth: (yyyy/mm/dd)		
Nationality: Singaporean / Singaporean PR / Others (please state: _____)*			Gender: Male / Female*		
Race: Chinese / Malay / Indian / Eurasian  Others (please state: _____)*			Marital status:  Single / Married / Divorced / Separated / Widowed/  Others (please state: _____)*		
Applicant contact information:  Home: _____  Mobile: _____  Email address: _____  (Please indicate a valid email address if you wish to receive an email notification on the outcome of the application )			Type of Flat (based on address in NRIC/FIN):  <input type="checkbox"/> 1 / 2 / 3 / 4 Room HDB flat <input type="checkbox"/> Interim Rental Housing (by HDB) <input type="checkbox"/> Transitional Shelter <input type="checkbox"/> Crisis Shelter <input type="checkbox"/> Homeless		
(II) Applicant's child/children/ward(s) who wish to benefit from the fund					
All the children/ward(s) have to be from the <u>same</u> school.					
Name of school: _____					
Name (full name in NRIC/Birth Certificate)	BC/NRIC	Date of birth (yyyy/mm/dd)	Level & Stream (in 2022)	Nationality of student (SC/PR)	Email address

\*Delete where appropriate

**(III) Particulars of ALL household members**  
(excluding the above student(s) applying for the fund)

**Definition of household members:**

Household Members = Immediate Family (spousal or parent-child relationship, whether blood, adopted or through re-marriage) residing **in the same house** i.e. **applicant's** parents, spouse and child/ren.

Name	NRIC	Age	Relationship to Beneficiary(ies)	Gross monthly income from employment*	Other sources of monthly income*
				<b>Total amount [A]:</b>	<b>Total amount [B]:</b>

**\*Gross monthly income from employment:** monthly wage includes overtime pay, allowances and bonuses. **It is calculated by taking a 3-month average based on latest CPF statements, not based on income slip.** *Private-hire Drivers and Food-delivery Riders can deduct 60% from the 3-month average as deemed expenses to compute their gross monthly income, as per IRAS guidelines.*

**\*Other sources of monthly income:** monthly rental income, CPF Payouts (under CPF LIFE, Retirement Sum Scheme), pension payments, payouts from insurance, ElderShield, IDAPE, annuity, and alimony/maintenance payments (received for maintenance of child/ren and/or ex-spouse).

**Total no. of household members [C] :**

<b>Gross Monthly Household Income</b> <b>[A] + [B]:</b>	<b>Gross Monthly Per Capita Income</b> <b>([A] + [B]) divide by [C]:</b>
<i>[Gross income of household members (immediate family members in the same address) is <u>calculated by taking a 3-month average based on latest CPF contribution of each household member and adding up</u>]</i>	<i>(Gross Monthly Per Capita Income is taken by dividing the income of household members by number of household members living in the same address)</i>

(IV) Declaration of consent			
<ol style="list-style-type: none"> <li>1. I declare that [my child/children/ward (s)] * is/are currently <b>NOT</b> receiving The Straits Times School Pocket Money Fund (STSPMF) from any other STSPMF disbursing agency/school and have <b>not</b> applied for STSPMF at another disbursing agency/school.</li> <li>2. I declare that [my child/children/ward (s)] * is/are <b>NOT</b> receiving other similar monthly pocket money from other schemes. (MOE FAS is acceptable)</li> <li>3. I acknowledge that for the purpose of facilitating my application for the STSPMF, that is administered by the STSPMF through disbursing agencies and schools,               <ol style="list-style-type: none"> <li>a) any and all agencies and schools that have any of my prior financial assistance or social assistance records may share the relevant information with STSPMF.</li> <li>b) that the record of this application, if approved, may be shared with STSPMF Trustees, the school and any agency or persons authorised by The Straits Times School Pocket Money Fund for the purpose of rendering me or assessing my eligibility for financial or other assistance in future occasions; or for research studies in which I, as a specific individual, shall not be identified; or for any other purpose prescribed or permitted under Singapore law.</li> </ol> </li> <li>4. I acknowledge that the information I have provided is accurate. I understand that [my/ my child / my children / my ward(s)*] data will be stored in the STSPMF portal and consent for the data to be shared with STSPMF and across other agencies for analysis and enhancement of service delivery.</li> <li>5. I am aware that the school and/or STSPMF has the right to recover in full the STSPMF that was given to me, if I have provided inaccurate information, or withheld any relevant information from the school.</li> <li>6. I am aware that the STSPMF assistance is given for the benefit of [my child/ children/ ward(s)], for use as pocket money in school.</li> </ol> <p style="margin-top: 20px;">Declared by:</p>			
<div style="border-top: 1px solid black; margin-top: 5px;"></div>	<div style="border-top: 1px solid black; margin-top: 5px;"></div>	<div style="border-top: 1px solid black; margin-top: 5px;"></div>	<div style="border-top: 1px solid black; margin-top: 5px;"></div>
Name of Parent/Guardian *	Signature	NRIC	Date

**(V) MEDIA COVERAGE**

This section seeks the consent of the STSPMF applicant to be featured and interviewed for articles on STSPMF.

I, \_\_\_\_\_ (Parent's/Guardian's Name), NRIC No \_\_\_\_\_, consent/do not consent\* to my family/me\* being featured.

Declared by:

\_\_\_\_\_  
Parent's/Guardian's Signature and Date

**(VI) For official use only**

Remarks, if any:

\_\_\_\_\_  
\_\_\_\_\_