

LIST OF DOCUMENTS TO BRING FOR BOOKING OF CENTRALE 8 AT TAMPINES



Buyers must submit their application for purchase of a DBSS flat in the prescribed E-Application Form **together** with photocopies of the following documents (where applicable) in respect of **all persons (applies to Applicants and Essential Occupiers) listed in the E-Application Form** for verification of their eligibility. These documents include:

1. **Proof of Identity/Citizenship**

- (a) For Singapore Citizen : Identity Card
- (b) For Singapore Permanent Resident : Singapore Blue Identity Card
- (c) For Non-Citizen : Passport

2. **Proof of Relationship and Marital Status**

- (a) Birth Certificate (to prove relationship between parents/children, siblings etc.); and/or
- (b) Marriage Certificate; and/or
- (c) Divorce documents (for persons who are divorced); and/or
- (d) Deed of Separation (for persons who are legally separated); and/or
- (e) Death Certificate (if applicable).

3. **Proof of Income**

- (a) Employed person
 - (i) Original payslip as at date of application; or
 - (ii) Income letter from employer as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory) stating the current gross monthly income of the employed person.
- (b) Self-Employed person
 - (i) Income tax assessment for the past 12 months; or
 - (ii) Statement of Annual Accounts certified by an Audit Firm to confirm income for the past 12 months; and
 - (iii) Valid Accounting & Corporate Regulatory Authority (ACRA) Computer Information (Business Profile) / Valid license of business / trade; and
 - (iv) Statutory Declaration* to declare the average monthly income for the past 12 months.
- (c) Commission-based person
 - (i) 12 months commission statements/ payslips as at date of application; or
 - (ii) Letter from employer stating past 12 months' commissions as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
- (d) Part-time worker
 - (i) Monthly-rated part-time employee with fixed monthly salary is required to submit an original letter from employer stating his/her permanent staff status and salary received as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
 - (ii) Hourly-rated part-time employee with variable salary is required to submit the latest 12 months payslips or original letter from employer stating past 12 months salary as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
- (e) Odd-Job worker

Latest Notice of Assessment from IRAS OR recent letter from employer certifying salaries for the last 12 months.
- (f) Unemployed person
 - (i) Statutory Declaration* to declare the period of unemployment with no income; or
 - (ii) Copy of Student Pass or Letter from School/College/Institute of Learning for persons who are 18 years old and above: to confirm student status.

4. **HDB Loan Applicants**

- (a) Employed Applicants (with monthly CPF contributions)
 - (i) Past 15 months' CPF contributions history
 - (ii) 3 months payslips as at date of application; or
 - (iii) income letter from employer (which must bear either the company's letterhead or stamp and the name and designation of the signatory) certifying job designation, commencement and income for last 3 months; or
 - (iv) 12 months commission statements or payslips; or
 - (v) letter from employer stating past 12 months commissions
- (b) Employed Applicants (without monthly CPF contributions)
 - (i) 12 months payslips as at date of application; or
 - (ii) income letter from employer (which must bear either the company's letterhead or stamp and the name and designation of the signatory) certifying job designation, commencement and income for last 12 months; or
 - (iii) Credit Bureau report (A copy can be obtained via www.creditbureau.com.sg or at any SingPost branches)
 - (iv) past 12 months bank statements/passbook
- (c) Self-Employed person
 - (i) Income tax assessment for the past 12 months; or
 - (ii) Statement of Annual Accounts certified by an Audit Firm to confirm income for the past 12 months; and
 - (iii) Valid Accounting & Corporate Regulatory Authority (ACRA) Computer Information (Business Profile)/Valid licence of business/trade
 - (iv) Credit Bureau report (A copy can be obtained via www.creditbureau.com.sg or at any SingPost branches)
 - (v) past 12 months bank statements/passbook
- (d) Application for 2nd HDB Loan
 - (i) Completion Statement of immediate past flat sold; and
 - (ii) Divorce documents showing the division of proceeds of matrimonial flat (if the immediate past flat is sold with ex-spouse)

***Statutory Declaration may be executed at the Sales Office at HDB Hub or at any HDB Branch Office.**

Note: Applicants applying for the Additional CPF Housing Grant ("AHG") will be required to submit their proof of income for the past **12 months** at the time of application.