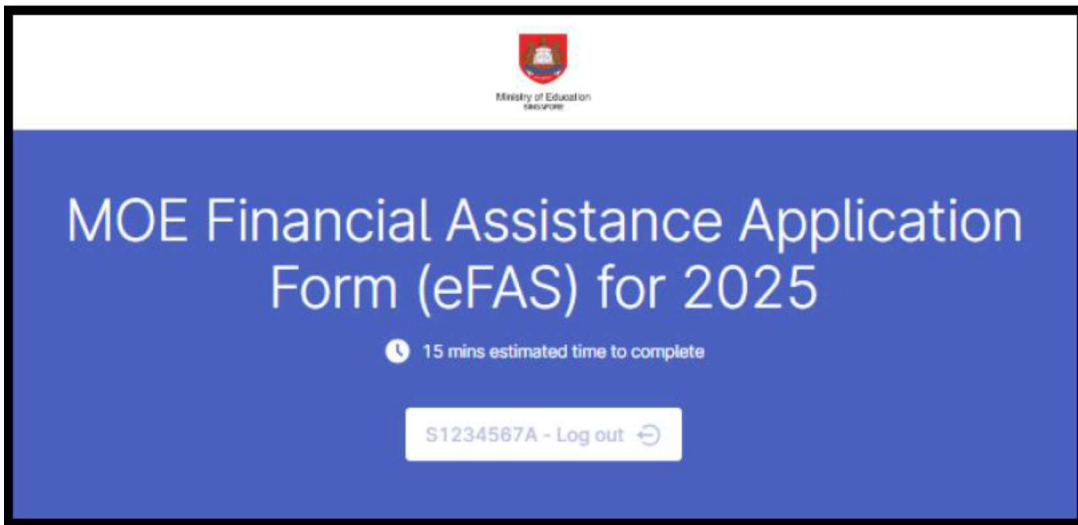


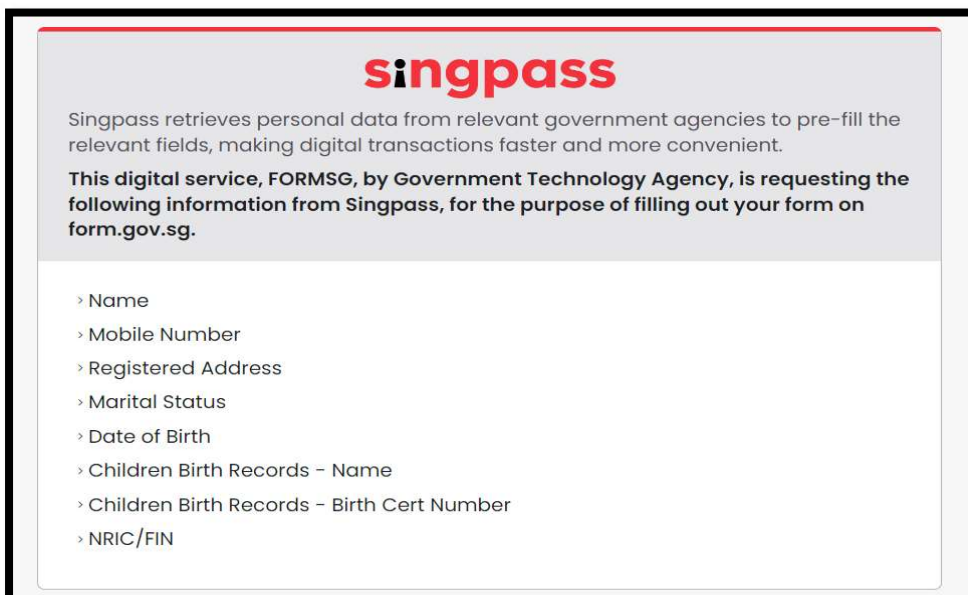
Parent/ Legal Guardian's eFAS User Journey

This section covers the steps that the parent/ legal guardian will have to follow when he applies for MOE FAS through the eFAS form.

1. Parent/ Legal guardian will be brought to the eFAS login page upon clicking on the eFAS link.



2. Parent/ Legal guardian will need to login with Singpass and FormSG will prefill the following information taken from MyInfo. From Oct 2023, records of children below the age of 21 years old are also available.



3. Instructions and required softcopy supporting documents are clearly listed at the start of the eFAS form.

1. Please click "yes" to read instructions before you proceed. (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 form to the school of any child.

If your family and child is/children are existing beneficiary/beneficiaries of MSF ComCare, your child/children 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. The application will automatically reduce large file size image files to less than 1 MB.

If your PDF document is more than 1MB, click on the link to reduce the file size before attempting to upload the file. <https://www.adobe.com/sg/acrobat/online/compress-pdf.html>

Please ensure that the files are not password protected.


- 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
- 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.
- Latest payslip or a letter from the employer certifying gross monthly income (applicable only for employed household member(s)). You can upload additional payslips at the end of the form.
- Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
- 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.
- 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).
- Copies of NRIC of household members, other than parents and unmarried siblings of the child.
- Where applicable, 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.

From **singpass**



OR

Front and Back of the NRIC



Please ensure that the image of the uploaded NRIC shows the address of the individual.

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

4. Parent/ Legal guardian can select the child/ward from a drop list. The name and UIN of the child will be populated in the form.

2. Please select the number of child/children studying in Government or Government-Aided Schools. Children studying in Government or Government-Aided Primary School, Secondary School, Junior College/Central Institute.

5

Child (1)'s information

3. Child records

Child

Select your child's name

Birth certificate number

4. Current Level of Child (1).

Primary 2 in 2023

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

5. Current Primary School of Child (1).
List of Primary Schools.

Select an option

Drop list to select child's name. BC/NRIC will be auto populated.

5. Parent/ Legal guardian will still have to enter the information of older unmarried siblings who are 21 years old and above.

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

1

17. Age Group of Child - 1
Please select the age group of your unmarried child not studying in Government or Government-Aided Schools (1).

Above 21 years old

18. NAME_N_CHILD1
Please enter the name of your unmarried child not studying in Government or Government-Aided Schools (1).

19. NRIC_N_CHILD1
Please enter the NRIC of your unmarried child not studying in Government or Government-Aided Schools (1).

eFAS form Section I:

6. Parent/Legal guardian enters particulars of child or children studying in GGAS.
7. The eFAS form is designed to accept up to 6 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) for which you are applying for financial assistance under the MOE FAS.

2. Please select the number of child/children studying in Government or Government-Aided Schools.
Children studying in Government or Government-Aided Primary School, Secondary School, Junior College/Central Institute.

6

Child (1)'s information

3. Child records

Child

Select your child's name

Birth certificate number

4. Current Level of Child (1).

Primary 2 in 2023

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

5. Current Primary School of Child (1).
List of Primary Schools.

BUKIT PANJANG PRIMARY SCHOOL

Parent can enter up to 6 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:


8. 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 the rest of Section II of the form.

Section II: Information on Other Household Members

3. 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.

No Yes

4. Upload letter from the approved welfare home.


Choose file or drag and drop here

Maximum file size: 1 MB

9. Parent/Legal guardian provides email address and selects relationship with the child.
10. The Parent/Legal Guardian will receive an email acknowledgement upon successful submission of the form.

Applicant's Information (Parent/Legal Guardian)

4. Name
PHUA CHU KANG

5. Date of birth
23/02/1965

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

7. Mobile number
9876 5432

8. Email Address of Applicant (Parent/Legal Guardian of the Student(s)).

9. Applicant's Relationship with the Child/Children.
 Father
 Mother
 Legal Guardian

10. Marital status
MARRIED

11. Name of your Spouse.

12. Please enter the NRIC of your Spouse.

13. Date of Birth of your Spouse.
dd/mm/yyyy

Select relationship.



11. For families not on ComCare or the child is not in an approved welfare home, the parent/ legal guardian will be guided by the form to upload the required income supporting documents depending on his employment status.

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

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

Employed

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

25. Upload file

Choose file or drag and drop here

Maximum file size: 1 MB

Upload latest pay slip of Parent or a letter from the employer certifying gross monthly income.

26. Upload file

Choose file or drag and drop here

Maximum file size: 1 MB

27. Gross Income Declaration (Applicant - Parent of Student(s)).
Please enter gross income (including employee's CPF).

- | +

The screenshot shows a form with a dropdown menu for employment status. A yellow callout box highlights the dropdown options: Employed, Self-employed, and Unemployed. The form also includes two file upload sections (25 and 26) and a gross income declaration section (27).



MOE FAS Application Through FormSG (eFAS) User Guide

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

28. Name of your Spouse.

29. Please enter the NRIC of your Spouse.

30. Date of Birth of your Spouse.

31. Employment Status of your Spouse.

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

32. Upload file

[Choose file](#) or drag and drop here

Maximum file size: 1 MB

Upload latest pay slip of your Spouse or a letter from the employer certifying gross monthly income.

33. Upload File

[Choose file](#) or drag and drop here

Maximum file size: 1 MB

34. Gross Income of your Spouse.
Please enter gross income (including employee's CPF).

14. 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).
15. The form is designed to accept up to 5 unmarried children not studying in GGAS.
16. For unmarried sibling that is below 21 years old, parent/ legal guardian can select the child using the drop list.
17. The name and NRIC of siblings age 21 and above will have to be entered by the parent/ legal guardian.

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

36. Age Group of Child - 1
Please select the age group of your unmarried child not studying in Government or Government-Aided Schools (1).

37. Child records

Child

Birth certificate number

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

39. Age Group of Child - 2
Please select the age group of your unmarried child not studying in Government or Government-Aided Schools (2).

40. NAME_N_CHILD2
Please enter the name of your unmarried child not studying in Government or Government-Aided Schools (2).

41. NRIC_N_CHILD2
Please enter the NRIC of your unmarried child not studying in Government or Government-Aided Schools (2).

42. Employment Status of Child not studying in Government or Government Aided Schools (2).

Parent can enter up to 5 unmarried children not studying in GGAS

Below 21 years old
Select child's name from drop list.

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

Age 21 and above
Enter Name and NRIC manually.



18. The form is designed to accept up to 3 grandparents staying with the student.

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

Parent can enter up to 3 Grandparents

44. Please enter the Name of Grandparent (1).
Name as per NRIC.

Upload NRIC of Grandparent (1) - Front.


45. Upload file


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

Upload NRIC of Grandparent (1) - Back

46. Upload file


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

47. Employment Status of Grandparent (1).

Retired (63 years old and above)
Employed
Self-employed
Unemployed


19. Parent/ Legal guardian can declare other income (e.g. rental income) and total income of the household.
20. Parent/ Legal guardian can also provide other relevant information or upload up to 5 additional supporting documents that can support his application (e.g. Loss of income or reduction in income document, Divorce document from the family court, etc).

Other Relevant Information

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


59. Number of additional documents to upload.

60. Additional supporting document 1


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

61. Additional supporting document 2


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

62. Additional supporting document 3


[Choose file](#) or drag and drop here

Maximum file size: 1 MB

Additional supporting document 4

Option to upload up to 5 additional documents.



eFAS form Section III, IV & V: MOE FAS Benefits.

21. Parent/ Legal guardian will be guided by the form to apply for transport subsidy and to refer to IMDA website for details on subsidised broadband and/or laptop/tablet under the IMDA's digital access programme.

Section III: Benefits under MOE FAS (For Primary and Secondary levels only)

If your application is successful, your child or children identified in Section I above will enjoy full subsidy of school fees and standard miscellaneous fees, and will be eligible for free textbooks and school attire comprising of 2 sets of uniforms, 2 sets of PE attire, a pair of shoes and 2 pairs of socks. The school will notify you on the collection of the free textbooks and school attire from the school's vendors. The school will also notify you on school meals subsidy that will be given to your child or children.

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.

19. Do you need transport subsidy?

No

Yes

20. Mode of Transport

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children studying in the School will use to travel between home and school:

Public Transport (Subsidy of \$17 per month)

School Bus (Applicable to Primary level only) (Subsidy of 65% of the monthly fare)

Section V: Subsidised Broadband and/or Laptop/Tablet

If you are interested to apply for subsidised broadband and/or laptop/tablet under IMDA DigitalAccess@Home, you can apply via www.digitalaccess.gov.sg or contact 6377 3800 or e-mail: digitalaccess@imda.gov.sg. You can also approach the School for a hard copy of the application form.

eFAS form Section VI:

22. 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)

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

1. I hereby declare that none of the child / children identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning. ("MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised independent schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.)

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

2. I undertake to notify my child's / children's current school in writing if, after submitting this form, any of my child / children receives financial assistance from more than one MOE-funded school or institute of higher learning.

3. 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 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 3(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 GIRO, cash, or such other means as the School or MOE may require.

4. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. 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; or

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

5. I agree that any financial assistance provided to 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 if:

(i) I 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 3(i)(a) to (d) of this Section VI;

(ii) MOE assesses, based on the new information provided under paragraph 4 of this Section VI, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;

(iii) I fail to notify that child's school as required under paragraph 2 of this Section VI or fail to provide any such additional information as required pursuant to paragraph 4 of this Section VI, to the satisfaction of either MOE or the relevant school(s); or

(iv) my declaration in paragraph 1 of this Section VI is false or, after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or

(v) that child subsequently fails to meet any of the eligibility criteria in Annex I; or

(vi) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.

6. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraphs 5(iii) to 5(vi) arise, as a debt due and payable.

7. I agree and consent to the MOE, or any school(s) in which my child / children identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.

8. I hereby declare that the information provided in this application form is true to the best of my knowledge.

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

[Submit now](#)

Acknowledgement Email to Parent/ Legal guardian (from Oct 2023)

23. An acknowledgement email will also be sent to the Parent/ legal Guardian concurrently as shown below.

From: MOE_FAS@MOE.GOV.SG

To: <Email of Parent/ Legal Guardian>

Subject: [DO NOT REPLY] Acknowledgement for MOE FAS Application via FormSG (6507bb012ccd0f001276d678)

Dear NAME_OF_PARENT (Parent/Legal Guardian of the Students)

We have received your application for MOE FAS for the following children:

1. CHILD 1 NAME (T*****11F) / ABC PRIMARY SCHOOL
2. CHILD 2 NAME (T*****22F) / XYZ SECONDARY SCHOOL
3. CHILD 3 NAME (T*****33F) / ABC PRIMARY SCHOOL

For any queries on your MOE FAS application, please contact ABC PRIMARY SCHOOL, the processing school you have indicated in your application.

Please note that if you have any additional information or supporting documents to provide, you should submit it directly to the school instead of submitting another application form.

We seek your understanding that during the year-end peak period for MOE FAS application, the processing time is approximately one month.

Thank you.

Ministry of Education
<http://www.moe.gov.sg>

CONFIDENTIALITY: If this email has been sent to you by mistake, please notify the sender and delete it immediately. As it may contain confidential information, the retention or dissemination of its contents may be an offence under the Official Secrets Act.

24. This email serves as a reminder to the Parent/ Legal guardian:

- i) Which processing school have been selected;
- ii) Parent should follow up with the processing school on the outcome of their application;
- iii) Parent should submit additional documents to the processing school instead of submitting another eFAS application