

## Guide For Application Form

- 1) Duly signed and completed Forms
- 2) NRIC or Passport for all borrower and mortgagor
- 3) Option to Purchase (for new purchase)  
For Refinance, pls scroll down

### **For Singapore based clients,**

- 4) Latest Notice of Tax Assessment
- 5) Latest 15 months CPF Contribution History (Link: [www.cpf.gov.sg](http://www.cpf.gov.sg))  
Steps: Login to CPF website with Singpass > My statements > Under section B - click Contribution History up to the last 15 months > select the period > Click printer to print (At right hand corner)
- 6) Latest 3 Months Computerized Pay slips (If payslip is not computerized, kindly provide payslips together with 3 months bank statement showing salary crediting)
- 7) HDB page indicating "You do not own an existing HDB flat" or "You do not have a finance loan with HDB - For Singaporeans / SPRs only"

#### **Document 1. My HDBPage – Financial Info** (Link: [www.hdb.gov.sg](http://www.hdb.gov.sg))

Steps: Login to HDB website with Singpass > Click on "My Flat" > Click on "Purchased Flat" > Click on "Financial Info" > **print a copy** (reflecting your NRIC number). – (If you do not own any HDB Flat, just this document will suffice. Otherwise, please proceed to print the document below)

#### **Document 2. My Flat Details** (Link: [www.hdb.gov.sg](http://www.hdb.gov.sg))

Steps: Login to HDB website with Singpass > Click on "My Flat" > Click on "Purchased Flat" > Click on "Flat Details" > **print a copy** (reflecting your NRIC number).

### **Refinancing to include these doc:**

- A) Outstanding Housing Loan Statement
- B) CPF Property Withdrawal Statement (Link: [www.cpf.gov.sg](http://www.cpf.gov.sg))  
• € € € € Steps: Log in to CPF with your Singpass, proceed to "My Statement", click on "Property" in section C ---> "I wish to view my private/public residential withdrawal details")
- C) My Tax Portal Property Portfolio Page (Link: [www.iras.gov.sg](http://www.iras.gov.sg)) - page reflecting URL and Date  
• € € € € Steps: Log in to Iras with your Singpass, proceed to "Property" (on the top of page) > Select & Click on "View Property Portfolio" > Click on "View Details" > PrintScreen and paste on email or print the page (reflecting Property Description, Owner Details and Annual Value & Tax Rate).

### **\*\* For Overseas based clients,**

- 4) For employed clients, to submit latest 12 months pay slips with bank statement showing salary crediting (employed)
- 5) Name Card
- 6) Employment Letter