

Documents Required for Personal Credit/Charge Card Application

Singapore Citizen / Permanent Resident	Expatriates
<u>Salaried Employee</u> <ul style="list-style-type: none"> ✓ NRIC – front and back; and ✓ Proof of home or billing address, if it differs from your NRIC (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Latest three months computerized pay slips, or latest 12 months CPF contribution* • If length of employment is less than three months, an Employment Letter certifying employment and monthly salary dated within three months 	<u>Salaried Employee</u> <ul style="list-style-type: none"> ✓ Valid Passport (with at least six months validity); and ✓ Employment Pass – front and back (with at least six months validity); and ✓ Proof of residential address (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Latest three months computerized pay slips • If length of employment is less than three months, an Employment Letter certifying employment and monthly salary dated within three months
<u>Self-Employed</u> <ul style="list-style-type: none"> ✓ NRIC – front and back; and ✓ Proof of home or billing address, if it differs from your NRIC (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Last two years Income Tax Notice of Assessment^ 	<u>Self-Employed</u> <ul style="list-style-type: none"> ✓ Valid Passport (with at least six months validity); and ✓ Employment Pass – front and back (with at least six months validity); and ✓ Proof of residential address (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Last two years Income Tax Notice of Assessment^

*Steps to Download CPF Contribution details

1. To download your latest CPF Contribution details, go to [my cpf digital services](#) and log in with your Singpass
2. Click on “my cpf”> “My statements”> “Transaction history”> Select required month range> “Filter”> “Employment contributions” under Transaction Types> “Apply” > Click on PDF icon on the top right-hand corner to download a copy of your CPF contribution details

^Steps to Download Income Tax Notice of Assessment

1. To download your latest Income Tax Notice of Assessment, go to [myTax Portal](#) and log in with your Singpass or Singpass Foreign use Account (SFA)
2. Click on “Inbox”> “View Notices”> “Individual”
3. Select the latest available “Notice of Assessment (Individual)” to generate your Income Tax Notice of Assessment in PDF



Documents Required for Business Credit Card Application

Singapore Citizen / Permanent Resident	Expatriates
<ul style="list-style-type: none"> ✓ NRIC – front and back; and ✓ Proof of home or billing address, if it differs from your NRIC (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Last two years Income Tax Notice of Assessment[^], not Form B 	<ul style="list-style-type: none"> ✓ Valid Passport (with at least six months validity); and ✓ Employment Pass – front and back (with at least six months validity); and ✓ Proof of residential address (e.g., a copy of your Utility Bill, Telephone Bill or Bank Statement with your name and address); and ✓ Latest income documents: <ul style="list-style-type: none"> • Last two years Income Tax Notice of Assessment[^], not Form B
Business documents required	
<ul style="list-style-type: none"> ✓ Director's or Board Resolution: for all businesses except Partnership companies and Sole Traders ✓ ID (NRIC/Passport) and Proof of residence: If your company has shareholders with 25% or more shareholdings OR people with controls through exercising significant influence, then please submit the ID (NRIC/Passport) and Proof of Residence ✓ If you have indicated Additional Authorized Signatories in Director's Resolution, please submit their ID copies (NRIC/Passport) and Proof of residence ✓ For Partnership Application, please submit all partner's ID copies (NRIC/Passport) and Proof of residence 	

[^]Steps to Download Income Tax Notice of Assessment

1. To download your latest Income Tax Notice of Assessment, go to [myTax Portal](#) and log in with your Singpass or Singpass Foreign use Account (SFA)
2. Click on "Inbox"> "View Notices"> "Individual"
3. Select the latest available "Notice of Assessment (Individual)" to generate your Income Tax Notice of Assessment in PDF