



MOSQUE • MADRASAH • WAKAF  
**SHARED SERVICES**

# ISLAMIC EDUCATION FUND (IEF) GRANT MANAGEMENT SYSTEM INSTRUCTION MANUAL

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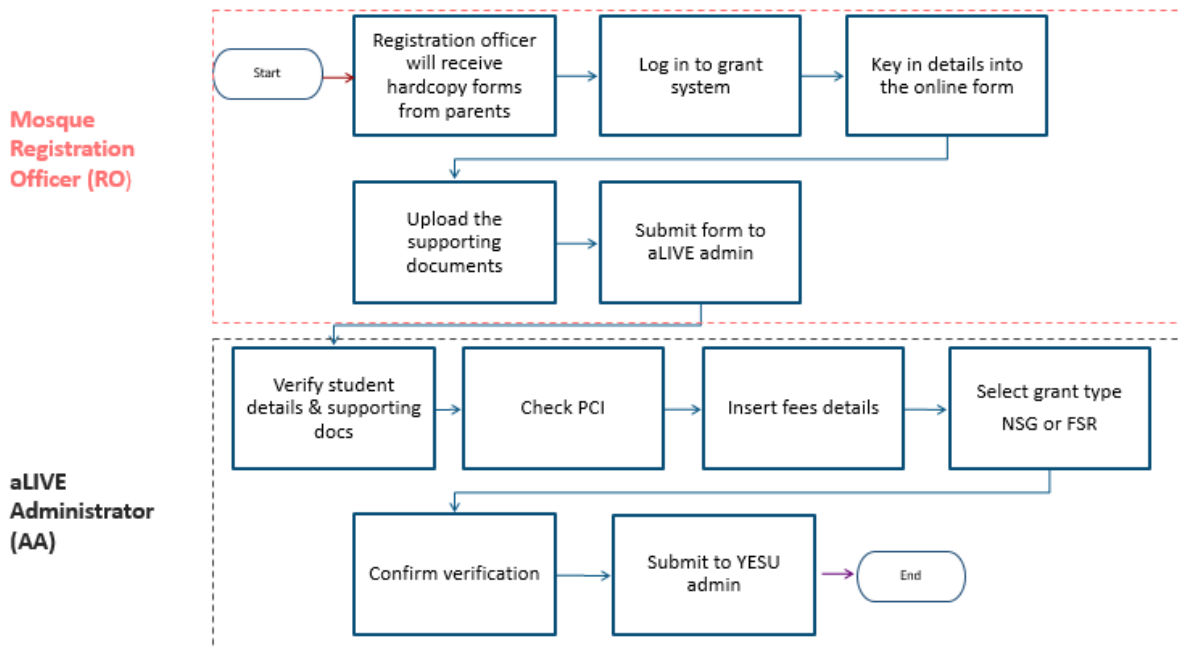
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## About This Manual

This instruction manual provides the detailed information pertaining the usage of Islamic Education Fund (IEF) Grant Management System. The primary purpose of this manual is to educate the basic functionality of the new Grant Management System to mosques Registration Officers (RO) and aLIVE Administrators (AA). This manual also serves to guide RO and AA on how to navigate through the system.

## Roles & Responsibilities of Registration Officers (RO) and aLIVE Administrators (AA)



## Islamic Education Fund (IEF) – Eligibility Criteria

| Per Capita Income (PCI) | Type of Grant                      | Eligibility  | Max Fees Subsidy   |   |
|-------------------------|------------------------------------|--|--|---|
| \$0-500                 | <b>NEEDY STUDENT GRANT (NSG)</b>   | <ul style="list-style-type: none"> <li>enrolled aLIVE / Mosque-Madrasah students</li> <li>Regardless of no. of students per household</li> </ul> | School Fees  | Misc. fees  |
|                         |                                    |  | Up to <b>\$300</b> /student Per year   | <b>90%</b> of misc. fees (capped at <b>\$100</b> /student per year) |
| \$501-750               | <b>FAMILY SUPPORT REBATE (FSR)</b> | <ul style="list-style-type: none"> <li>enrolled aLIVE / Mosque-Madrasah students</li> <li>Must have 2 or more students per household</li> </ul>  | 2 months school fees/student/year<br><b>(max \$30 per student per month)</b> | Not Applicable  |

**Note: No further appeals allowed**

## Timeline of IEF Application Process

| Oct  | Nov – Jan                               | Feb   | Mar - June                | July - Aug                                 |
|--|---|---|---------------------------|--|
| Mosques to submit current year aLIVE student data & fees | System opens for application submission | Mosque submission to YESU by <b>28 Feb yearly</b> | YESU Process applications | Mosque receive IEF reimbursement from MUIS |

## Summary Table for Supporting Documents

| New Application  | Re-Application  | IEF Applicants with MUIS Financial Assistance (new/re-application) |
|--|---|--|
| Scan & upload all the documents (mandatory + supporting) | Scan & upload documents to reflect new changes to family profile<br>IC/BC new household member<br>Updated payslip/CPF | Only scan & upload <b>latest</b> FA report                         |

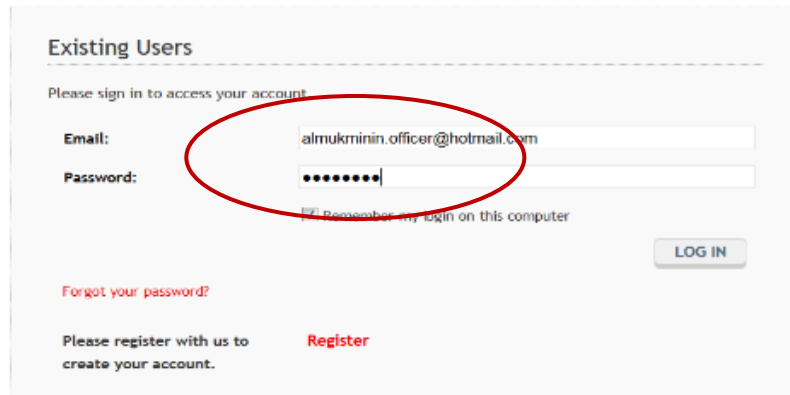
## Contact Details

|   |   |
|---|---|
| <p>For any enquiries related to policies, please contact :-</p> <p>Sarifah Bte Ali Rahman</p> <p>Youth Education Strategic Unit (YESU)</p> <p>Majlis Ugama Islam Singapura</p> <p><b>Tel</b> : 6359 1173</p> <p><b>Fax</b> : 6354 4246</p> <p><b>Email</b> :<br/>sarifah_ALI_RAHMAN@muis.gov.sg</p> | <p>For any enquiries related to system, please contact :-</p> <p>Nur Farhana Ishak</p> <p>Nadir Hakim Roslee</p> <p>Grants (Unit)</p> <p>Mosque-Madrasah-Wakaf Shared Services</p> <p><b>Tel</b> : 6653 3735/3736</p> <p><b>Fax</b> : 6353 3829</p> <p><b>Email</b> :<br/>grantsmanagementsupport@sharedservices.sg</p> |
|---|---|

# **MOSQUE REGISTRATION OFFICER (RO)**

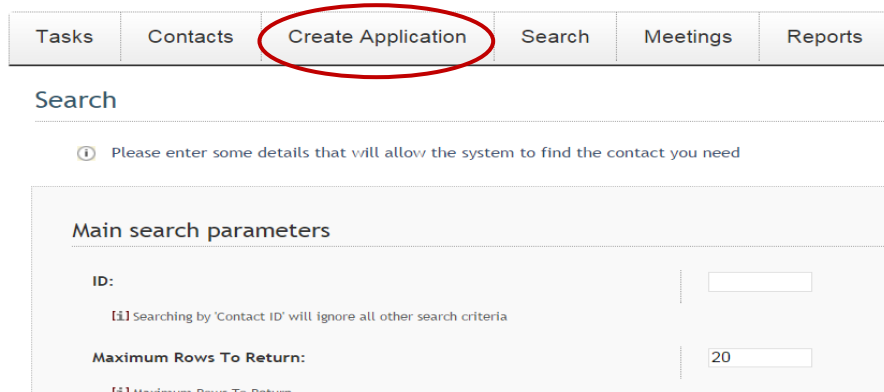
# 1 Submit an Application

- 1.1 Go to URL: <http://m2wss.grantmanagementsoftware.com>
- 1.2 Login with your mosque Registration Officer ID and password.



The screenshot shows the 'Existing Users' login page. It has a title 'Existing Users' and a subtitle 'Please sign in to access your account'. There are two input fields: 'Email:' with the value 'almukminin.officer@hotmail.com' and 'Password:' with masked characters. A red circle highlights both input fields. Below the password field is a checkbox labeled 'Remember my login on this computer'. A 'LOG IN' button is on the right. At the bottom, there is a link 'Forgot your password?' and a 'Register' link.

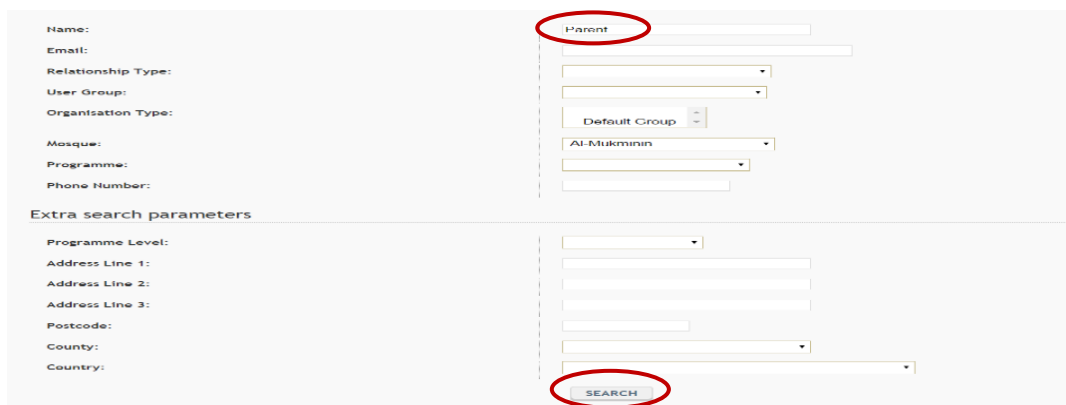
- 1.3 Click on “Create Application” tab on the menu bar.



The screenshot shows the 'Create Application' tab highlighted in the menu bar. Below the menu bar is a 'Search' section with a subtitle 'Please enter some details that will allow the system to find the contact you need'. Underneath is a 'Main search parameters' section with two input fields: 'ID:' and 'Maximum Rows To Return:'. The 'Maximum Rows To Return' field has the value '20'.

# 2 Search for Main Contact (Applicant) Name

- 2.1 When you are at on the “Create Application” page:
  - 2.1.1 Search Parent/Guardian by their Name.
  - 2.1.2 Click “Search”.



The screenshot shows the 'Create Application' form. It has two main sections: 'Main search parameters' and 'Extra search parameters'. The 'Main search parameters' section has a 'Name:' field with the value 'Parent' (highlighted with a red circle), a 'Relationship Type:' dropdown, a 'User Group:' dropdown, a 'Default Group' dropdown, and a 'Mosque:' dropdown. The 'Extra search parameters' section has a 'Programme Level:' dropdown, 'Address Line 1:', 'Address Line 2:', 'Address Line 3:', 'Postcode:', 'County:', and 'Country:' fields. A red circle highlights the 'SEARCH' button at the bottom right.

2.1.3 The results of the search will be reflected at the bottom of the page.

2.1.4 If **NAME IS NOT FOUND**, please click on **“Add Person”** at the bottom of the page.

Programme Level:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

County:

Country:

SEARCH

[Add Person](#) [Add Organisation](#)

| ID               | Title | Party Name | Group Name | Mosque | Job Title | Address | County | Postcode | Country | Phone Number | Email |
|------------------|-------|------------|------------|--------|-----------|---------|--------|----------|---------|--------------|-------|
| No results found |       |            |            |        |           |         |        |          |         |              |       |

### 3 Add a New Main Contact (Applicant)

3.1 On the **“Add Person”** page, under the **“Standard Details”** section, key in the main applicant name and mosque name from the drop down menu. These 2 fields are mandatory. You will not be allowed to proceed if you do not fill up these 2 fields.

3.2 Click **“Add”** at the bottom of the page and it will be directed to the Application Form.

Standard Details

Person ID:

**Name:** \*

Email:

**Mosque:** \*

Programme Level:

Date of Birth:

Date Last Changed:

User Last Changed:

ADD



## 4 Section 1A – Application Information

4.1 Click on “Section 1A - Application Information” link.

The screenshot shows the top navigation bar with links: Tasks, Contacts, Create Application, Search, Meetings, Reports. Below is the 'Application Form' section with a list of sections: 1. SECTION IA - Application Information (highlighted with a red circle), 2. SECTION IB - Additional Students (Beneficiaries) (Repeat), 3. SECTION II - Main Contact, 4. SECTION III - Family and Financial Details, 5. SECTION IV - Supporting Documents, 6. SECTION V - Declaration/Consent, 7. SECTION VI - Per Capita Income (PCI) & Subsidy Details, 8. SECTION VII - Recommendation Details. A 'SUBMIT FORM' button is at the bottom right.

4.2 Check Main Contact’s (Applicant’s) name. If correct, select from drop down list “New Application”.

4.3 Then click on “Continue to next page”.

The screenshot shows the 'Application Form' with 'SECTION IA - Application Information' selected. The '1.1 General Information' section contains fields for Ref No. (136010), Main Contact (Aminah Bte Md Nor), Date Created, and Application Type (highlighted with a red circle). The dropdown menu for Application Type shows options: No Value, No Value, New Application, and Re Application. Buttons at the bottom include 'SAVE DRAFT', 'CONTINUE TO NEXT PAGE', and 'SAVE DRAFT & SUBMIT FORM'.

## 5 Section 1B – Additional Student (Beneficiaries) Details

5.1 System will be directed to “Section 1B – Additional Students (Beneficiaries) Details” page.

The screenshot shows the 'Application Form' with 'SECTION IB - Additional Students (Beneficiaries)' selected. The '2.1 Student details 1' section contains a '2.1.1 Student Particulars' sub-section with a 'Student Search' link (highlighted with a red circle). Below the link are input fields for Name of Student, NRIC/BC, NRIC Type, Date of Birth, Age, Name of Mosque, and aLIVE Programme Level.

5.2 Click on “Student Search” link.

The screenshot shows the '2.1 Student details 1' section with the '2.1.1 Student Particulars' sub-section. The 'Student Search' link is highlighted with a red circle. Below the link are input fields for Name of Student, NRIC/BC, and NRIC Type.

- 5.3 On the **“Student Particulars”** page, key in student’s NRIC/BC No. and click **“Search”**.
- 5.4 If the student is in the system, search result will reflect **“Student Found”**. (If student is not found, please add the student manually. Refer to **“System FAQ”** on Pg. 28 for further instructions.)
- 5.5 Once student is found, click **“Select”**.

- 5.6 System will be directed to the **“Student Details 1”**. In the Student Particulars Section, select NRIC type from the drop-down menu.
- 5.7 Key in Date of Birth (DD/MM/YYYY).
- 5.8 Select aLIVE Programme Level from the drop-down menu. This is a mandatory field.
- 5.9 If there are more than 1 student, click **“Add Student Details (Min:1)”** and repeat steps 5.6 to 5.8.

- 6.0 Click **“Continue To Next Page”** to proceed if there are no other additional students.

## 6 Section II – Main Contact (Applicant)

6.1 System will be directed to “Section II–Main Contact” page.

The screenshot shows the 'Application Form' interface. At the top, there is a navigation bar with tabs: Tasks, Contacts, Create Application, Search, Meetings, and Reports. Below this, the 'Application Form' title is displayed. A horizontal menu contains several sections: SECTION IA - Application Information, SECTION IB - Additional Students (Beneficiaries), SECTION II - Main Contact (highlighted with a red circle), SECTION III - Family and Financial Details, SECTION IV - Supporting Documents, SECTION V - Declaration/Consent, SECTION VI - PCI(Per Capita Income) & Subsidy Details, and SECTION VII - Recommendation Details. A 'Return to Index' link is visible in the top right corner. The main content area is titled '3. SECTION II - Main Contact' and includes a note: 'Criteria for Representative : Must be residing in the same household as beneficiary/student'. Below this, section '3.1 SECTION II - Parents / Guardian's Particulars' is shown. It contains a form with fields for Name (pre-filled with 'Salleh Bin Buang'), HRIC No. / HRIC Type \*, Relation to Student(s) \*, Date of Birth (with a calendar icon), Home Contact number, Mobile Contact number, and Email. A dropdown menu for 'No Value' is also present.

6.2 Key in this section as reflected in Section II of the hardcopy form (Parent/Guardian’s Particulars).

This screenshot is an annotated version of the form from the previous block. It highlights specific fields with blue boxes and arrows. A large blue box on the left encompasses the fields: Name, HRIC No. / HRIC Type \*, Relation to Student(s) \*, Date of Birth, Home Contact number, Mobile Contact number, Email, Applicant's Monthly Gross Income (\$) \*, and How would you like to be notified of your application status?. Another blue box on the right highlights the 'No Value' dropdown menu. A third blue box at the bottom highlights the '3.2 Home Address of Parent / Guardian' section, which includes an 'Address' field. Arrows point from a central point to each of these three highlighted areas.

6.3 Once done, click “Continue To Next Page” to proceed.

## 7 Section III – Family & Financial Details

- 7.1 System will be directed to “Section III – Family & Financial Details” page.
- 7.2 Key in this section as reflected in Section III of the hardcopy form (ALL Dependents’ Particulars in the same household).
- 7.3 Fill up the fields accordingly and click on the “Add” button after every line for additional dependents.

4. SECTION III - Family and Financial Details

SECTION III - Family and Financial Details

4.1 SECTION III - Other Dependents' Particulars (in the same household, exclude student(s) & applicant)  
Please ensure you select the ADD button for each row you want to Save.

| Name    | NRIC/BC No. | NRIC Type*        | Relation to Beneficiary(s) | Current Employment Status | Income (if any) |        |
|---------|-------------|-------------------|----------------------------|---------------------------|-----------------|--------|
| Sumirah |             | Singapore pink IC | Sister                     | Student                   | \$ 0.00         | DELETE |
| Aminah  |             | Singapore pink IC | Grand Parent               | Un-employed               | \$ 0.00         | DELETE |
|         |             | No Value          | No Value                   | No Value                  | \$              | ADD    |
|         |             |                   |                            |                           |                 | 3      |

**\* Point to Note:**  
Always ensure that the figure in the box is **no. of lines + 1**  
For example: Abu Bin Bakar (Line 1) + 1 = 2

\*Note: It is **mandatory to fill in \$0.00** if the dependent is a student/unemployed.

- 7.4 Scroll down to proceed to next section “4.2 Family Members NRIC”
- 7.5 Upload the NRIC/BC of every family member listed under dependents in “Section 4.2”
- 7.6 Upload the CPF/payslip of all **adults** listed under dependents in “Section 4.3”

4.2 Family Members NRIC - Please attach NRIC/BC of all dependents listed above in section 4.1.

Dependents NRIC/BC

Select file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

Dependents NRIC/BC (2)

Select file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

Dependents NRIC/BC (3)

Select file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

Dependents NRIC/BC (4)

Select file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

Dependents NRIC/BC (5)

Select file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

4.3 Latest Payslips/CPF Contribution for All Adults (listed above)

Please attach latest Payslips/CPF Contribution for All Adults (listed above)

SPOUSE CPF NON-WORKING.pdf VIEW REMOVE

Select replacement file to upload: Choose File No file chosen  
Max File Upload Size (mb): 5 Allowed File Type(s): ALL

7.7 Scroll down to proceed to next section **“4.4 Financial Assistance Scheme”**.

4.2 Section IV - FINANCIAL ASSISTANCE DETAILS

MUIS FINANCIAL ASSISTANCE (FA) CLIENT

Case No \*

FA Referral Mosque

Please attach the FA Report \*

☒ Yes  
☐ No

No Value

Select file to upload : Choose File No file chosen

Max File Upload Size (mb): 5 Allowed File Type(s): ALL

\*Note: Supporting documents are **not required** to be uploaded for IEF applications with FA cases .

- 7.8 Click on “Yes” or “No” option based on what is ticked on Pg.1 of hardcopy form under MUIS Financial Assistance Client.
- 7.9 If YES, key in the Case No. as per what is reflected on hardcopy FA Report.
- 7.10 Select FA Referral Mosque from the drop-down menu.
- 7.11 Attach the FA Report for reference.
- 7.12 Click **“Continue To Next Page”** to proceed to the next section.

## 8 Section IV – Supporting Documents

8.1 Scan and upload all mandatory documents in “Section 5.1 to 5.3”

- i. Main Contact (Applicant) NRIC
- ii. Student NRIC/Birth Certificate
- iii. Latest 3 months pay slip/CPF contribution history/Letter from Employer of ALL Working ADULTS (including self-employed) in the same household.

8.2 Upload the supporting documents in “Section 5.5”

- NRIC/BC of other dependents and other relevant supporting documents.

The screenshot displays the '5. SECTION IV - Main Contact/Beneficiaries Supporting Documents' section of the IEF Grant Management System. It is divided into five sub-sections:

- 5.1 Main Contact (Applicant) NRIC**: Shows an upload area for 'Azizah IC.pdf' with 'VIEW' and 'REMOVE' buttons. Below it, a 'Select replacement file to upload:' button is labeled 'Choose File' with 'No file chosen' and 'Max File Upload Size (mb): 2 Allowed File Type(s): ALL'.
- 5.2 Student (Beneficiaries) NRIC/BC**: Shows an upload area for 'AHMAN AND AZIM BC.pdf' with 'VIEW' and 'REMOVE' buttons. Below it, a 'Select replacement file to upload:' button is labeled 'Choose File' with 'No file chosen' and 'Max File Upload Size (mb): 2 Allowed File Type(s): ALL'.
- 5.3 Main Contact (Applicant) Latest 3 months Payslip/CPF contribution**: Shows an upload area for 'AZIZAH PAYSIP 2017.pdf' with 'VIEW' and 'REMOVE' buttons. Below it, a 'Select replacement file to upload:' button is labeled 'Choose File' with 'No file chosen' and 'Max File Upload Size (mb): 2 Allowed File Type(s): ALL'.
- 5.4 Question is not relevant - please go to next question**: A text-based instruction.
- 5.5 Additional supporting documents**: Contains three upload slots labeled 'Supporting Document 1', 'Supporting Document 2', and 'Supporting Document 3'. Each slot shows an upload area for a file (e.g., 'ADAM MEDICAL REPORT UNFIT TO WORK.pdf' for Document 1) with 'VIEW' and 'REMOVE' buttons. Below each, a 'Select file to upload:' button is labeled 'Choose File' with 'No file chosen' and 'Max File Upload Size (mb): 2 Allowed File Type(s): ALL'.

8.3 Click “YES” button once you have uploaded all the necessary documents.

8.4 Click “Continue To Next Page” to proceed.

## 9 Section V – Declaration/Consent

9.1 System will be directed to **“Section V – Declaration/Consent”** page.

**6. SECTION V - Declaration/Consent**

SECTION V - Declaration/Consent

**6.1 Declaration by Main Contact**

Saya yang bertandatangan di bawah ini memohon subsidi pendidikan Islam anak saya. Saya memberi kepastian bahawa butir-butir keterangan yang saya nyatakan kepada Pengerusi Majlis Ugama Islam Singapura (MUIS) adalah benar belaka.

I, the undersigned, states that I wish to apply for subsidy for my child's Islamic Education from the Majlis Ugama Islam Singapura. I solemnly declare that the information/details that I have provided to the MUIS are true to the best of my knowledge.

Saya berjanji akan memberitahu Pengerusi Program sekiranya terdapat sebarang perubahan terhadap tahap kewangan saya ataupun keluarga saya.

I promise to inform the Programme Administrator about any changes in my financial status or about any member of my family.

Saya juga sedia maklum bahawa jika saya ingin melayakkan diri untuk subsidi bagi tahun seterusnya, saya perlu memberikan dokumen kewangan terbaru saya kepada Pengerusi Program.

I also acknowledge that for me to be qualified for the subsidy in the following year, I must submit my latest financial document to the Programme Administrator.

Saya juga akan memastikan bahawa anak saya menghadiri program ILM. Sekiranya anak-anak saya tidak menghadrinya tanpa alasan yang munasabah, saya maklum bahawa saya akan dikenakan denda.

I will also make sure that my children or ward/s will attend the program. If he/she/they fail/fails to attend them without valid reason, this subsidy will be terminated.

Saya akur MUIS berhak berkongsi maklumat peribadi saya sekiranya dalam agensi-agensi bantu diri lain dalam urusan membantu keluarga saya memperbaiki taraf kehidupan.

I acknowledge that MUIS reserves the right to share my family personal details with other social agencies in its effort to help improve my family living condition.

**Acceptance of Terms and Conditions \***

☒ I confirm that I have read and accepted the Terms & Conditions of submitting a proposal to MUIS.

Name of Main Contact: Parents

Date: 29-01-2016

9.2 Ensure Main Contact (Applicant) have signed on the hardcopy form before you tick the check box at the **“Acceptance of Terms and Conditions”**.

9.3 If main contact is either guardian or representative, **Section 6.2** will appear.

9.4 Select reason from drop down menu as shown.

9.5 For others, specify the reason in the text box.

9.6 Click **“Continue To Next Page”** to proceed.

6.2 SECTION VI - Consent (if applicable)

---

The following Parent / Guardian / Family Member (aged 21 and above) is unable to provide consent / on behalf:

Name

Reasons for inability to provide consent / on behalf (select one of the following):

No Value  
No Value  
In Prison  
Overseas  
Other

SAVE DRAFT

CONTINUE TO NEXT PAGE

SAVE DRAFT & SUBMIT FORM

## 10 Section VI – Per Capita Income (PCI) & Subsidy Details

10.1 System will be directed to **“Section VI – Per Capita Income (PCI) & Subsidy Details”** page.

10.2 Click **“Continue To Next Page”** to proceed.

7. SECTION VI - Per Capita Income (PCI) & Subsidy Details

---

SECTION VI - Per Capita Income (PCI) & Subsidy Details

This Section is either for Internal use or it is not relevant at this time - please proceed to next section

SAVE DRAFT

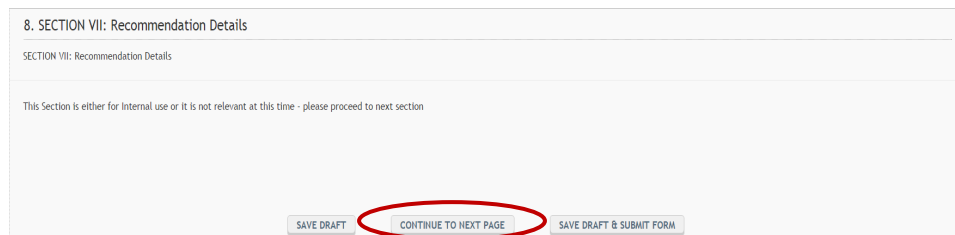
CONTINUE TO NEXT PAGE

SAVE DRAFT & SUBMIT FORM

## 11 Section VII – Recommendation Details

11.1 System will be directed to **“Section VII – Recommendation Details”** page.

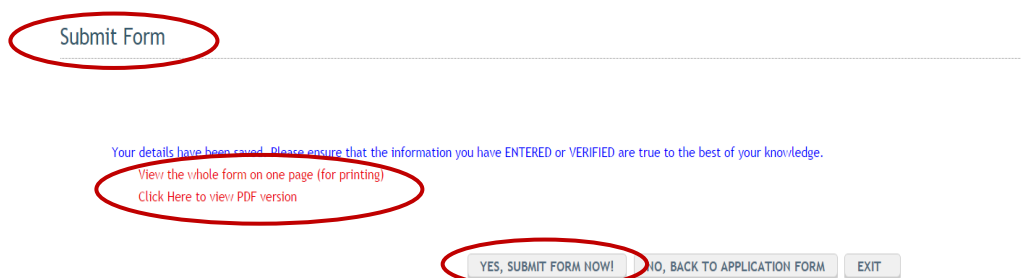
11.2 Click **“Continue To Next Page”** to proceed.



11.2 System will be directed to **“Submit Form”** page.

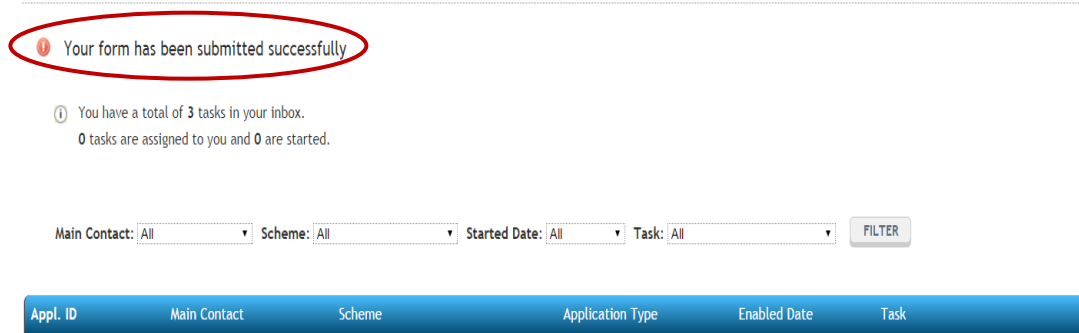
11.3 Click on **“View the whole form on one page (for printing)”** or **“Click Here to view PDF Version”** if you wish to print and check.

11.4 Upon completion, click **“Yes, Submit Form Now!”** to submit the application form.



11.5 Upon successful submission, you will be directed to your main task page.

### Tasks





## 12 Re-Application

12.1 Go to URL: <http://m2wss.grantmanagementsoftware.com>

12.2 Login with your mosque Registration Officer ID and password.

## Existing Users

Please sign in to access your account.

Email:

Password:

☐ Remember my login on this computer

LOG IN

Forgot your password?


Please register with us to create your account.

Register

12.3 Click on **“Create Application”** tab on the menu bar.


|       |          |                    |        |          |         |
|-------|----------|--------------------|--------|----------|---------|
| Tasks | Contacts | Create Application | Search | Meetings | Reports |
|-------|----------|--------------------|--------|----------|---------|

### Search


 Please enter some details that will allow the system to find the contact you need

#### Main search parameters

ID:

 Searching by 'Contact ID' will ignore all other search criteria

Maximum Rows To Return:

 Maximum Rows To Return

#### 12.4 When you are at on the “Create Application” page:

#### 12.4.1 Search Parent/Guardian by their NRIC or Name.

12.4.2 Select your mosque from the drop-down list and click “**Search**”.

### Main search parameters

ID:

Maximum Rows To Return:

Name:

Email:

Relationship Type:

User Group:

Organisation Type:

Mosque:

Programme:

Phone Number:

### Extra search parameters

Programme Level:

NRIC:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

County:

Country:

- 12.5 Scroll to the bottom of the page and check if the Parent's name appears.  
*\* If the name does not appear, click on the **blank space** in the mosque drop down selection and search again.*
- 12.6 The results of the search will be reflected at the bottom of the page.
- 12.7 If **NAME IS NOT FOUND**, please click on **"Add Person"** at the bottom of the page.

The screenshot shows a search form with fields for Programme Level, Address Line 1, Address Line 2, Address Line 3, Postcode, County, and Country. Below the form is a table with the following columns: ID, Title, Party Name, Group Name, Mosque, Job Title, Address, County, Postcode, Country, Phone Number, and Email. The table contains one row with the text "No results found".

- 12.8 Refer to [3 Add a New Main Contact \(Applicant\)](#) at **Page 6** for more details on how to **Add Person**)

## 12a Drop-down New Feature (Section 1A – Application Information)

The screenshot shows the Application Form with the following sections: SECTION IA - Application Information, SECTION IB - Additional Students (Beneficiaries), SECTION II - Main Contact, SECTION III - Family and Financial Details, SECTION IV - Supporting Documents, and SECTION V - Declaration/Consent. The form is currently on SECTION IA - Application Information. The Application Type dropdown menu is open, showing the following options: No Value, No Value, New Application, and Re-Application. The Re-Application option is highlighted.

- 12.9 In Section 1A at Application Type, click on the drop down and select **Re-Application** for existing students who have applied for IEF the previous year.
- 12.10 Ensure that the main contact's name is correct before clicking on the **"Continue to Next Page"**.
- 12.11 Proceed to fill up the rest of the form and if need to refer to [5 Section 1B – Additional Student \(Beneficiaries\) Detail](#) at **Page 7**

## 12b Re-Application (Section IV - Supporting documents)

### 12.12 Scan and upload only required documents in “Section 5.1 to 5.4”

*You may ignore the asterisk in this section, if you have selected “Re-Application” at section 1A.*

- iv. Main Contact (Applicant) NRIC  
(not required to upload for re-application)
- v. Student NRIC/Birth Certificate  
(only scan & upload for new student(s) in the family)
- vi. Latest 3 months pay slip/CPF contribution history/Letter from Employer of ALL Working ADULTS (including self-employed) in the same household. (need to scan & upload latest copy only)

The screenshot displays the 'SECTION IV - Main Contact/Beneficiaries Supporting Documents' interface. It is divided into five sections: 5.1 Main Contact (Applicant) NRIC, 5.2 Student (Beneficiaries) NRIC/BC, 5.3 Main Contact (Applicant) Latest 3 months Payslip/CPF contribution, 5.4 Question is not relevant - please go to next question, and 5.5 Additional supporting documents. Each section (5.1-5.3) includes a 'Please attach' prompt, a file name (e.g., 'Azizah IC.pdf'), 'VIEW' and 'REMOVE' buttons, a 'Select replacement file to upload:' prompt with a 'Choose File' button and 'No file chosen' text, and file upload specifications (Max File Upload Size: 2, Allowed File Type(s): ALL). Section 5.5 contains three 'Supporting Document' entries, each with a file name (e.g., 'ADAM MEDICAL REPORT UNFIT TO WORK.pdf'), 'VIEW' and 'REMOVE' buttons, and a 'Select file to upload:' prompt with a 'Choose File' button and 'No file chosen' text, along with the same file upload specifications.

12.13 Click “YES” button once you have uploaded all the necessary documents.

12.14 Click “Continue To Next Page” to proceed.

12.15 Proceed to fill up the rest of the form

# **aLIVE ADMINISTRATOR (AA)**

## Verification of Form

- 1.1 Go to URL: <http://m2wss.grantmanagementsoftware.com>
- 1.2 Login with your aLIVE Administrator ID and password.
- 1.3 Click on **“Verification”** link.

Tasks

① You have a total of 1 tasks in your inbox.  
0 tasks are assigned to you and 0 are started.

Main Contact: All Scheme: All Started Date: All Task: All FILTER

| Appl. ID | Main Contact          | Scheme                 | Application Type | Enabled Date | Task         |
|----------|-----------------------|------------------------|------------------|--------------|--------------|
| 56437    | Zakaria Bin Jamal Din | Islamic Education Fund |                  | 29-01-2016   | Verification |

- 1.4 Right-click on the on each of the links in the **“Documents”** tab and **“open link in new tab”**. Verify that all document uploaded by RO is correct before proceeding to next section.

Tasks Contacts Meetings Reports

Verification

① App. ID: 56437 Applicant: Zakaria Bin Jamal Din Program: Islamic Education Fund Description: Project Title Task: Verification

Summary Documents Meetings Contacts Payments

Correspondence log

Comment Type -- OK

Add comment | Add file attachment | Create a letter

| Title                             | Comment Type     | Created By         | Date             |
|-----------------------------------|------------------|--------------------|------------------|
| Main Contact NRIC (IC - Sample)   | NRIC Attachment  | almukminin.officer | 29-01-2016 03:09 |
| Section IV - FINANCIAL ASSISTANCE | Report           | almukminin.officer | 29-01-2016 03:09 |
| Latest CPF contribution of NO     | Support Document | almukminin.officer | 29-01-2016 03:09 |
| Form Created: Application Fo      | Forms            | almukminin.officer | 29-01-2016 02:45 |

Open link in new tab  
Open link in new window  
Open link in incognito window  
Save link as...  
Copy link address  
Inspect

Instructions

Please fill-up section 2.2, Section 7 and 8 of the application form and check all necessary documents are attached.

Activities

To Do

Application Form DONE

Done

Not Applicable

Next Steps

REASSIGN

SUBMIT

- 1.5 After verification, read the **Instructions** box to take note that aLIVE Administrator is required to fill up Sections 2.2, 7 & 8.
- 1.6 Click on the **“Application Form”** link in the **To Do** box to access the form.

Verification

① App. ID: 56437 Applicant: Zakaria Bin Jamal Din Program: Islamic Education Fund Description: Project Title Task: Verification

Summary Documents Meetings Contacts Payments

Correspondence log

Comment Type -- OK

Add comment | Add file attachment | Create a letter

| Title  | Comment Type     | Created By         | Date             |
|--|------------------|--------------------|------------------|
| Main Contact NRIC (IC - Sample)                              | NRIC Attachment  | almukminin.officer | 29-01-2016 03:09 |
| Section IV - FINANCIAL ASSISTANCE DETAIL (Pay Slip - Sample) | FA Report        | almukminin.officer | 29-01-2016 03:09 |
| Latest CPF contribution of NON-WORKING A (Pay Slip - Sample) | Support Document | almukminin.officer | 29-01-2016 03:09 |
| Form Created: Application Form                               | Forms            | almukminin.officer | 29-01-2016 02:45 |

Instructions

Please fill-up section 2.2, Section 7 and 8 of the application form and check all necessary documents are attached.

Activities

To Do

Application Form DONE

Done

Not Applicable

Next Steps

REASSIGN

## Section 1A – Application Information (Complete)

- 1.1 Click on the “Section 1A – Application Information (Complete)”.

Application Form

App. ID: 56437   Applicant: Zakaria Bin Jamal Din   Program: Islamic Education Fund   Description: Project Title   Task: Verification

**Application Form**

- 1. SECTION IA - Application Information (Complete)
- 2. SECTION IB - Additional Students (Beneficiaries) (Repeat) (Complete)
- 3. SECTION II - Main Contact (Complete)
- 4. SECTION III - Family and Financial Details (Complete)
- 5. SECTION IV - Supporting Documents (Incomplete)
- 6. SECTION V - Declaration/Consent (Complete)
- 7. SECTION VI - PCI(Per Capita Income) & Subsidy Details (Complete)
- 8. SECTION VII: Recommendation Details (Complete)

Click on any of the underlined headings above to go to that section. You must answer every question in that section before proceeding to the next section. Once you have completed all sections, ensure that all data is correct before submission.

[View the whole form on one page \(for printing\)](#)

SUBMIT FORM

- 1.2 Verify the name of Main Contact (Applicant).

- 1.3 If correct, click “Continue To Next Page” to proceed. If incorrect, notify RO to make the necessary changes. Refer to “System FAQ” on Pg. 27 for further instructions.

1. SECTION IA - Application Information

SECTION IA - Application Information

1.1 General Information

|              |                      |
|--------------|----------------------|
| Ref No.      | 66062                |
| Main Contact | Sarinah Bte Abdullah |
| Date Created | 16-02-2016           |

SAVE DRAFT   CONTINUE TO NEXT PAGE   SAVE DRAFT & SUBMIT FORM

## Section 1B – Additional Students (Beneficiaries)(Repeat)(Complete)

1.4 System will be directed to “Section 1B: Additional Student (Beneficiaries)” page.

Application Form

[Return to Index](#)

SECTION IA - Applicant Information   **SECTION IB - Additional Students (Beneficiaries)**   SECTION II - Main Contact   SECTION III - Family and Financial Details   SECTION IV - Supporting Documents

SECTION V - Declaration/Consent   SECTION VI - Active Cases   SECTION VII - Family Details   SECTION VIII - Recommendation Details

2. SECTION IB - Additional Students (Beneficiaries)

SECTION IB - Additional Students (Beneficiaries)

2.1 Student details 1

2.1.1 Student Particulars

Student Search

Name of Student

NRIC/BC

NRIC Type

Date of Birth

Age

Name of Mosque

aLIVE Programme Level \*

1.5 Verify the student details at “2.1.1 Student Particulars” :-

- 1.5.1 Student's Name
- 1.5.2 NRIC
- 1.5.3 NRIC Type
- 1.5.4 Date of Birth
- 1.5.5 Name of Mosque
- 1.5.6 aLIVE Programme Level

SECTION IB - Additional Students (Beneficiaries)

2.1 Student details 1   **2.2 Student details 2**

2.1.1 Student Particulars

Student Search

Name of Student

NRIC/BC

NRIC Type

Date of Birth

Age

Name of Mosque

aLIVE Programme Level \*

Noor Aidil Bin Zakaria

Singapore pink IC

25 08 2004

11

Al-Mukminin

Level Tweens4

- 1.6 After verification, scroll down to section **“2.1.2 Fee Details”**.
- 1.7 Enter number of months applicable.
- 1.8 The figures should reflect in the **“Total amount of school fees (Before Subsidy)”**
- 1.9 The maximum subsidy school fees should not be more than \$300.

2.1.2 Fee details

|  |          |        |       |
|--|----------|--------|-------|
| Monthly School Fee                           | \$ 35.00 | \$     | \$ 30 |
| Number of months                             | 12       |        |       |
| Total amount of school fees (Before Subsidy) | \$ 420   |        |       |
| Applied Subsidy School Fee (Max \$300)       | \$       | \$ 300 |       |

- 1.10 Enter the other fees details (i.e. registration fees, school uniform, books if applicable).
- 1.11 Enter **“Amount”** and specify details in the **“Others (please specify)”**.
- 1.12 The figures should reflect in the **“Total Amount of Misc Fees (Before Subsidy)”**.
- 1.13 The maximum miscellaneous fee to be reflected should not be more than \$100 or 90% of the total misc. fees.

|   |          |
|---|----------|
| Registration Fees   | \$ 50.00 |
| School Uniform  | \$ 25    |
| Books   | \$ 40    |
| Others (please specify)                                     | \$       |
| Total Amount of Misc Fees (Before Subsidy)                  | \$ 115   |
| Applied Subsidy Misc (Max \$100) 90% of the Total Misc Fees | \$ 100   |
| NSG Applied Subsidy   | \$ 400   |
| FSR Applied Subsidy   | \$ 60    |

Amount Specify

DELETE STUDENT DETAILS ADD STUDENT DETAILS (MIN: 1)

- 1.14 For additional students, click on **“2.2 Student details 2”** and repeat steps **1.12 – 1.18**. Do the same for subsequent student details tabs if applicable.

SECTION IB - Additional Students (Beneficiaries)

2.1 Student details 1 2.2 Student details 2

2.1.1 Student Particulars

Student Search

Name of Student Noor Aidi Bin Zakaria

NRIC/BC

NRIC Type Singapore pink IC

Date of Birth 25 08 2004

Age 11

Name of Mosque Al-Mukmin

aLIVE Programme Level \* Level Tweens4



## Section II – Main Contact (Applicant) (Complete)

- 1.15 System will be directed to “Section II – Main Contact” page.
- 1.16 Verify parents/guardian’s particular at “3.1 Parents / Guardian’s Particulars” and “3.2 Home Address of Parent / Guardian”.

3. Main Contact

Criteria for Representative : Must be residing in the same household as beneficiary/student

3.1 SECTION II - Parents / Guardian's Particulars

For Guardians or Representatives filling this application form, please complete Section VI - Consent Declaration in Section V.

|   |                                       |   |                      |
|---|---------------------------------------|---|----------------------|
| Name  | Julia Erina Binte Muhammad Hairin     |   |                      |
| NRIC No. / NRIC Type *  | <input type="text"/>                  | <input type="text" value="No Value"/>   |                      |
| Relation to Student(s) *                                      | <input type="text" value="No Value"/> |   |                      |
| Date of Birth   | <input type="text"/>                  | <input type="text"/>  | <input type="text"/> |
| Home Contact number   | <input type="text"/>                  |   |                      |
| Mobile Contact number   | <input type="text"/>                  |   |                      |
| Email   | <input type="text"/>                  |   |                      |
| Applicant's Monthly Gross Income (\$) *                       | <input type="text" value="\$"/>       | (Gross Income refers to your basic employment income, overtime pay, allowances, cash awards incentives, and commissions.) |                      |
| How would you like to be notified of your application status? | <input type="text" value="No Value"/> |   |                      |

3.2 Home Address of Parent / Guardian

Address

## Section III – Family and Financial Details (Complete)

- 1.17 System will be directed to “Section III – Family and Financial Details” page.
- 1.18 Verify all details for “4.1 – Other Dependents’ Particulars”.
- 1.19 Verify the supporting documents in “4.2 – NRIC/BC of all dependents in section 4.1”

*For re-application, no need to upload NRIC/BC for existing family members.*

4. SECTION III - Family and Financial Details

SECTION III - Family and Financial Details

4.1 SECTION III - Other Dependents' Particulars (in the same household, exclude student(s) & applicant)

Please ensure you select the ADD button for each row you want to Save.

Gross income refers to your basic employment income, overtime pay, allowances, cash awards, incentives, and commissions.

\*Note: National Service Men's / Students' Income to be stated as \$0.

| Name                 | NRIC/BC No.          | NRIC Type*                                     | Relation to Beneficiary(s)            | Current Employment Status               | Income (if any)                      |                                       |
|----------------------|----------------------|--|---------------------------------------|---|--------------------------------------|---------------------------------------|
| ADAM BIN MOHAMED HOH | <input type="text"/> | <input type="text" value="Singapore Pink IC"/> | <input type="text" value="Father"/>   | <input type="text" value="Unemployed"/> | <input type="text" value="\$ 0.00"/> | <input type="button" value="DELETE"/> |
| <input type="text"/> | <input type="text"/> | <input type="text" value="No Value"/>          | <input type="text" value="No Value"/> | <input type="text" value="No Value"/>   | <input type="text" value="\$"/>      | <input type="button" value="ADD"/>    |
|                      |                      |  |                                       |   |                                      | <input type="text" value="2"/>        |

4.2 Family Members NRIC - Please attach NRIC/BC of all dependents listed above in section 4.1.

Dependents NRIC/BC

Dependents NRIC/BC (1)

Dependents NRIC/BC (2)

Dependents NRIC/BC (3)

Dependents NRIC/BC (4)

Dependents NRIC/BC (5)

Adam IC.pdf

VIEW REMOVE

Select replacement file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

Select file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

Select file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

Select file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

Select file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

4.3 Latest Payslips/CPF Contribution for All Adults (listed above)

Please attach latest Payslips/CPF Contribution for all Adults (listed above)

ADAM DECLARATION LETTER HOH WORKING.pdf

VIEW REMOVE

Select replacement file to upload:  No file chosen

Max File Upload Size (MB): 5 Allowed File Type(s): ALL

## 1.20 Continue to verify for the next section “4.4 – Financial Assistance Details”.

4.4 Section IV - FINANCIAL ASSISTANCE DETAILS

MUIS FINANCIAL ASSISTANCE (FA) CLIENT

Case No \*

FA Referral Mosque

Please attach the FA Report \*

☒ Yes  
☐ No

No Value

Select file to upload:  No file chosen

Max File Upload Size (mb): 5 Allowed File Type(s): ALL

## Section IV – Supporting Documents (Complete)

1.21 System will be directed to “Section IV – Supporting Documents” page.

1.22 View and verify each uploaded document for each of these sections :-

- 5.1 – Main Contact (Applicant) NRIC
- 5.2 – Student (Beneficiaries) NRIC/BC
- 5.3 – Main Contact (Applicant) Latest 3 months Payslip/CPF contribution
- 5.5 – Additional Supporting Documents

1.23 Click “Continue To Next Page” to proceed once all documents have been verified.

5. SECTION IV - Main Contact/Beneficiaries Supporting Documents

SECTION IV - Main Contact/Beneficiaries Supporting Documents (NRIC, BC, Latest Payslip are mandatory)

5.1 Main Contact (Applicant) NRIC

Please attach NRIC \*

Azizah IC.pdf

Select replacement file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

5.2 Student (Beneficiaries) NRIC/BC

Please attach Student (Beneficiaries) NRIC/BC \*

AIMAN AND AZIM BC.pdf

Select replacement file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

5.3 Main Contact (Applicant) Latest 3 months Payslip/CPF contribution

Please attach Main Contact Latest 3 months Payslip/CPF contribution \*

AZIZAH PAYSIP 2017.pdf

Select replacement file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

5.4 Question is not relevant - please go to next question

5.5 Additional supporting documents

Supporting Document 1

ADAM MEDICAL REPORT UNFIT TO WORK.pdf

Select replacement file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

Supporting Document 2

Select file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

Supporting Document 3

Select file to upload:  No file chosen

Max File Upload Size (mb): 2 Allowed File Type(s): ALL

## Section V – Declaration/Consent (Complete)

- 1.24 System will be directed to “Section V – Declaration/Consent” page.
- 1.25 Ensure that the checkbox in Section “6.1 – Declaration by Main Contact (Applicant)” is ticked before proceeding.

6. SECTION V - Declaration/Consent

SECTION V - Declaration/Consent

6.1 Declaration by Main Contact

Saya yang bertandatangan di bawah ini memohon subsidi pendidikan Islam anak saya. Saya memberi kepastian bahawa butir-butir keterangan yang saya nyatakan kepada Peguam benar belaka.  
I, the undersigned, states that I wish to apply for subsidy for my child's Islamic Education from the Majlis Ugama Islam Singapura. I solemnly declare that the information/data true to the best of my knowledge.

Saya berjanji akan memberitahu Pengurus Program sekiranya terdapat sebarang perubahan terhadap tahap kewangan saya ataupun keluarga saya.  
I promise to inform the Programme Administrator about any changes in my financial status or about any member of my family.

Saya juga sedia maklum bahawa jika saya ingin melayakkan diri untuk subsidi bagi tahun seterusnya, saya perlu memberikan dokumen kewangan terbaru saya kepada Pengurus. I also acknowledge that for me to be qualified for the subsidy in the following year, I must submit my latest financial document to the Programme Administrator.

Saya juga akan memastikan bahawa anak saya menghadiri program ini. Sekiranya anak-anak saya tidak menghadirinya tanpa alasan yang munasabah, saya maklum bahawa saya akan memastikan bahawa anak saya menghadiri program ini. If he/she/they fail/fails to attend them without valid reason, this subsidy will be terminated.

Saya akur Muis berhak berkongsi maklumat peribadi saya sekeluarga dengan agensi-agensi bantu diri lain dalam urusan membantu keluarga saya memperbaiki taraf kehidupan. I acknowledge that Muis reserves the right to share my family personal details with other social agencies in effort to help improve my family living condition.

Acceptance of Terms and Conditions \*

☒ I confirm that I have read and accepted the Terms & Conditions of submitting a proposal to MUIS.

Name of Main Contact: Parents

Date: 29-01-2016

- 1.26 If “Guardian/Representative is selected at “Section II – Main Contact” – ‘Relation to Student’ field, verify that “Section 6.2 - CONSENT DECLARATION (To be filled by Guardian & Representatives only)” has been filled up.

6.2 SECTION VI - CONSENT DECLARATION (To be filled by Guardian & Representatives only)

The following Parent / Guardian / Family Member (aged 21 and above) is unable to provide consent / on behalf:

Name of parent who is unable to provide consent (as in NRIC):

Reasons for inability to provide consent or on behalf (select one of the followings):

Wardah

Other

Currently unable to contact

- 1.27 Click “Continue To Next Page” to proceed.

## Section VI – Per Capita Income (PCI) & Subsidy Details (Complete)

- 1.28 System will be directed to “Section VI – Per Capita Income (PCI) & Subsidy Details” page.
- 1.29 Based on the “Gross per capita income”, select the suitable grant from the drop down menu.
- 1.30 Do refer to the **Eligibility Criteria in RED** for the respective grants and its income range. Any grants above respective range should be deemed “Not Eligible”.

7.1 Per Capita Income

|                              |           |           |          |
|------------------------------|-----------|-----------|----------|
| Total Household Gross Income | \$ 756.00 | \$ 904.00 | \$ 1,660 |
| No. of Household members     | 6         |           |          |
| Gross per capita income      | \$ 276.67 |           |          |

Please select relevant Grant for this application: \*

No Value  
 Needy Student Grant (NSG)  
 Family Support Rebate (FSR)

**ELIGIBILITY CRITERIA**

1. NEEDY STUDENT GRANT - PCI must be between \$0- \$500.
2. FAMILY SUPPORT REBATE - PCI must be between \$501- \$750 & Two or more children in Mosque Madrasah

7.2 Question is not relevant - please go to next question

7.3 Question is not relevant - please go to next question

7.4 Question is not relevant - please go to next question

- 1.31 If “**Needy Student Grant (NSG)**” is selected, **Section 7.2 – Needy Student Grant Subsidy Details** will appear with the value of Total Applied Subsidy as shown below.

Please select relevant Grant for this application: \*

Needy Student Grant (NSG)

**ELIGIBILITY CRITERIA**

1. NEEDY STUDENT GRANT - PCI must be between \$0- \$500.
2. FAMILY SUPPORT REBATE - PCI must be between \$501- \$750 & Two or more children in Mosque Madrasah

7.2 Needy Student Grant Subsidy Details

|                       |     |
|-----------------------|-----|
| Total Applied Subsidy | 318 |
|-----------------------|-----|

- 1.32 If “**Family Support Rebate (FSR)**” is selected, **Section 7.3 – Family Support Rebate Subsidy Details** will appear with the value of Total Applied Subsidy as shown below.

Please select relevant Grant for this application: \*

Family Support Rebate (FSR)

**ELIGIBILITY CRITERIA**

1. NEEDY STUDENT GRANT - PCI must be between \$0- \$500.
2. FAMILY SUPPORT REBATE - PCI must be between \$501- \$750 & Two or more children in Mosque Madrasah

7.2 Question is not relevant - please go to next question

7.3 Family Support Rebate Subsidy Details

|                       |    |
|-----------------------|----|
| Total Applied Subsidy | 60 |
|-----------------------|----|

- 1.33 Select the year of application from the dropdown

Please Select Application Year \*

**ELIGIBILITY CRITERIA**

1. NEEDY STUDENT GRANT - PCI must be between \$0- \$500.
2. FAMILY SUPPORT REBATE - PCI must be between \$501- \$750 & Two or more children in Mosque Madrasah

FY 2018 ▼  
 No Value  
 FY 2017  
 FY 2018  
 FY 2019

- 1.34 Once done, click “**Continue To Next Page**” to proceed.

## Section VII – Recommendation Details (Complete)

- 1.35 System will be directed to “**Section VII – Recommendation Details**” page.
- 1.36 For Section “**8.1 – Problem Code**”, tick accordingly to the option which corresponds with what is ticked on the hardcopy form. If the reason is not stated in **Problem Code**, you may write in the “**Recommendation Box**” below.
- 1.37 For the following “**Section 8.2 – Breakdown of details**”, fill up the following:
  - 1.37.1 Student Names
  - 1.37.2 Total Amount Paid by Parent
  - 1.37.3 Co-Payment by Parent (**ONLY APPLICABLE** if mosque is paying a portion of the total amount)
  - 1.37.4 Co-Payment by Mosque (**ONLY APPLICABLE** if mosque is paying a portion of the total amount)

8.2 Breakdown of details (To be Filled by aLIVE Admin in the Mosque(when the Mosque wishes to donate additional amount to cover the shortfall, over an above the IEF Grant)

| Name of Students | Total Amount Paid by Parent | Co Payment by Parent                            | Co Payment by Mosque |            |
|------------------|-----------------------------|---|----------------------|------------|
| Asri             | \$ 130                      | \$ 80   | \$ 50                | <b>ADD</b> |
|                  |                             | Total Co Payment by Mosque for this application | \$ 50                |            |

For e.g.  
 Total Payment → \$130  
 Mosque co-pay → \$50  
 Parents pay remaining \$80

- 1.38 Click on “**ADD**” twice to repeat steps 1.35 for additional students.
- 1.39 Once verified all sections and act on sections **2.2, 7 & 8**, tick all the checkboxes in “**Section 8.3 – For Mosque Verification**”.
- 1.40 For “**Section 8.4 – Remarks**”, administrators are to select an option from the drop down menu:
  - 1.40.1 Select “**Verified**” if you have verified and done proper checks.
  - 1.40.2 Select “**Rejected**” if the applicant is not eligible for any of the grants.
  - 1.40.3 Select “**Request more information**” if there are missing/incomplete information required from your RO and state the missing/incomplete in the box below. The form will automatically be sent back to your RO to act upon the missing details once you submit the form.

Please select the Next Steps for this application \*

Please provide a brief description of your recommendation \*

Verified  
 No Value  
 Verified  
 Rejected  
 Request more information

Verified

Verified.

991

SAVE DRAFT CONTINUE TO NEXT PAGE SAVE DRAFT & SUBMIT FORM

- 1.41 Once done, click “**Continue To Next Page**” to proceed.

## Submit Form

- 1.42 System will be directed to “**Submit Form**” page
- 1.43 To submit the application form, click on the “**Yes, Submit Form Now!**” button.

### Submit Form

---

Your details have been saved. Please ensure that the information you have ENTERED or VERIFIED are true to the best of your knowledge.

[View the whole form on one page \(for printing\)](#)

[Click Here to view PDF version](#)

YES, SUBMIT FORM NOW!


NO, BACK TO APPLICATION FORM


EXIT

- 1.44 Upon successful submission, you will be redirected to your main task page.

### Tasks

---

 Your form has been submitted successfully

 You have a total of 3 tasks in your inbox.  
0 tasks are assigned to you and 0 are started.

Main Contact:  Scheme:  Started Date:  Task:

| Appl. ID | Main Contact | Scheme | Application Type | Enabled Date | Task |
|----------|--------------|--------|------------------|--------------|------|
|----------|--------------|--------|------------------|--------------|------|

# **SYSTEM FREQUENTLY ASKED QUESTIONS (FAQ)**

## Q1. How to add students who are not found in the system?

### Student Search

The screenshot shows the 'NRIC Search' section of the 'Student Search' page. A red oval highlights an error message: 'No Student was found with the NRIC Number entered'. Below this message is a small instruction: '[1] Please enter the NRIC number of the Student'. The 'NRIC Number:' field is empty. At the bottom right, there are three buttons: 'SEARCH', 'SELECT', and 'RETURN'.

## Solution:

1. Click on “**Contacts**” tab and then click on “**Add Person**”.

The screenshot shows the 'Contacts' tab selected in the top navigation bar. A dropdown menu is open, and the 'Add Person' option is highlighted with a red oval. Other options in the menu include 'Edit My Details', 'Simple Contact Search', 'Advanced Contact Search', and 'Organisation Search'. The background shows a search form with a red error message: 'No Student was found with the NRIC Number entered'.

2. System will be directed to “**Add Person**” page.
3. Key in these mandatory details:-
  - a. Name of Student
  - b. Mosque (select from drop down menu)
  - c. NRIC/BC of Student

The screenshot shows the 'Add Person' page with the 'Standard Details' section. The following fields are highlighted with red ovals: 'Name', 'Mosque', and 'NRIC'. The 'Name' field has a red asterisk indicating it is mandatory. The 'Mosque' field is a dropdown menu with 'Al-Mukminin' selected. The 'NRIC' field has a red asterisk indicating it is mandatory. Other fields include 'Person ID', 'Email', 'Programme Level', 'Date of Birth', 'Age', 'Gender', 'NRIC Type', 'Home Phone No.', and 'Extension'.

4. Once done, click “**Add**” and system will be directed to new student’s details page.



5. To go back to your registered application, click on the “Tasks” tab.

Tasks Contacts Create Application Search Meetings Reports

View Asri Bin Anwari

App. ID: 59973 Applicant: Asri Bin Anwari Program: Islamic Education Fund Description: Project Title Task: Submit Application (Internal)

Personal details Addresses Bank details Linked parties Comments Applications Audit User Groups Publications Mailing Lists Meetings Scientific Publications Internal

Standard Details

Person ID: 59821

Name: Asri Bin Anwari

Email:

Mosque: Al-Mukminin

Programme Level:

Date of Birth:

6. Check your previous application ID.
7. Click on “**Submit Application (internal)**” link.
8. You will be redirected back to the application form. You may continue from where you left off at the Student Search page.

Tasks

<sup>①</sup> You have a total of 13 tasks in your inbox.  
0 tasks are assigned to you and 0 are started.

Main Contact: All Scheme: All Mosque: All Started Date: All Task: All FILTER

| Appl. ID | Main Contact | Scheme                 | Application Type | Mosque      | Enabled Date | Task                          |
|----------|--------------|------------------------|------------------|-------------|--------------|-------------------------------|
| 59981    | Ali Bin Abu  | Islamic Education Fund |                  | Al-Mukminin | 03-02-2016   | Submit Application (Internal) |

## Q2: What if system prompts regarding incomplete sections of application form?

Upon submission if you encounter this page – “**Problem with your input**”, please **note down** the respective sections with missing mandatory fields.

Problem with your input

---

We had a problem with your input:

- 2.1.1: response(s) missing
- 4.1: (ID:24) response(s) missing
- 5.1: response(s) missing
- 5.2: response(s) missing
- 5.3: response(s) missing
- 5.6: response(s) missing
- 6.1: response(s) missing

Please back up using your browser, correct the above error, and resubmit your entry.

- a. For example, “5.1: response(s) missing” → This refers to Section 5.1 of the application form.

### Solution:

1. Click on the **back arrow** on browser.
2. Click on “**NO, BACK TO APPLICATION FORM**” to be redirected back to the application form.

Submit Form

---

Your details have been saved. Please ensure that the information you have ENTERED or VERIFIED are true to the best of your knowledge.  
[View the whole form on one page \(for printing\)](#)  
[Click Here to view PDF version](#)

3. Click on each section which has “**(Incomplete)**” written at the end of section header and amend those sections. **Incomplete** means that there are missing information in **mandatory fields**.

Application Form

---

Application Form

- 1. SECTION IA - Application Information (Complete)
- 2. SECTION IB - Additional Students (Beneficiaries) (Report) **(Incomplete)**
- 3. SECTION II - Main Contact (Complete)
- 4. SECTION III - Family and Financial Details **(Incomplete)**
- 5. SECTION IV - Supporting Documents **(Incomplete)**
- 6. SECTION V - Declaration/Consent **(Incomplete)**
- 7. SECTION VI - PCI (Per Capita Income) & Subsidy Details (Complete)
- 8. SECTION VII: Recommendation Details (Complete)

4. Once done with all amendments, re-submit form by clicking on “**Yes, Submit Form Now!**”

Submit Form

---

Your details have been saved. Please ensure that the information you have ENTERED or VERIFIED are true to the best of your knowledge.  
[View the whole form on one page \(for printing\)](#)  
[Click Here to view PDF version](#)

### Q3: What actions should RO take if AA selects “Request for more information” in *Section VII – Recommendation Details*?

#### AA’s Action

1. In **Section VII – Recommendation Details**, AA will select “**Request for more information**” if document is incomplete. AA will also state a brief description of the incomplete/missing documents to be sent back to RO.
2. Click “**Continue To Next Page**” and submit form in the next page.

8.4 Remarks

Please select the Next Steps for this application \*

Please provide a brief description of your recommendation \*

Request more information ▼

You did not attach the father's CPF statement, please attach and re-submit.

#### Solution:

#### RO’s Action

1. RO will receive incomplete application form in the task list.

Tasks

① You have a total of 2 tasks in your inbox.  
1 tasks are assigned to you and 0 are started.

Main Contact: All Scheme: All Mosque: All Started Date: All Task: All FILTER

| Appl. ID | Main Contact | Scheme                 | Application Type          | Mosque     | Enabled Date | Task                          |
|----------|--------------|------------------------|---------------------------|------------|--------------|-------------------------------|
| 74431    | Salihah      | Islamic Education Fund | Needy Student Grant (NSG) | An-Nahdhah | 23-02-2016   | Submit Application (Internal) |

2. Click on “**Submit Application (Internal)**” link.
3. Click **Section VII – Recommendation Details**.
4. View comments from AA in **Section 8.5 Remarks**.

8.4 Question is not relevant - please go to next question

8.5 Remarks

Please provide a brief description of your recommendation \*

Missing NRIC of dependent and CPF Statement.

5. Make the necessary changes (i.e upload missing documents).
6. Once done making the necessary amendments, re-submit form.

## Q4: How to search for application and check for application status?

1. Click on “Simple Application Search”.

Islamic Religious Council of Singapore

Tasks | Contacts | Create Application | Search | Meetings | Reports

Tasks

Simple Application Search

Advanced Application Search

Your form has been submitted successfully

You have a total of 1 tasks in your inbox.  
0 tasks are assigned to you and 0 are started.

2. Delete the number “20” in the “Maximum Rows To Return”.
3. Click on “Search”.

Searching by the 'Application ID' will ignore all other search criteria

Maximum Rows To Return: 20

Maximum Rows To Return

Applicant Name:

Project Title:

Application Status:

Mosque:

Scheme:

External Reference:

Approved  
Closed  
Decision  
Draft  
Incomplete  
Monitoring  
Pending Appeal

SEARCH

4. Scroll down to view the search results.
5. Status would reflect as “Submitted” after RO submit application form to AA.

13 result(s) found

| Num | App ID | Mosque        | Applicant Name                | Address | Project Title               | Programme              | Created    | Status    | Work Type |
|-----|--------|---------------|-------------------------------|---------|-----------------------------|------------------------|------------|-----------|-----------|
| 1   | 835138 | Ahmad Ibrahim | Sadiyah Binte HAMZAH          |         | Project Title               | Islamic Education Fund | 11-01-2017 | Draft     | View      |
| 2   | 789690 | Ahmad Ibrahim | Muhammad Rizzhan Bin Ramli    |         | Project Title               | Islamic Education Fund | 01-12-2016 | Submitted | View      |
| 3   | 787517 | Ahmad Ibrahim | Zaiton Bte Abdul Aziz         |         | Project Title               | Islamic Education Fund | 30-11-2016 | Submitted | View      |
| 4   | 303820 | Ahmad Ibrahim | Faridah Beevi Binte Mohd Isa  |         | Needy Student Grant (NSG)   | Islamic Education Fund | 14-04-2016 | Approved  | View      |
| 5   | 302636 | Ahmad Ibrahim | Nur Rizlin Binte Ramli        |         | Needy Student Grant (NSG)   | Islamic Education Fund | 14-04-2016 | Draft     | View      |
| 6   | 267182 | Ahmad Ibrahim | Mardiana Binte Hassan         |         | Needy Student Grant (NSG)   | Islamic Education Fund | 08-04-2016 | Draft     | View      |
| 7   | 265452 | Ahmad Ibrahim | Zubaidah Bte Suhadi           |         | Needy Student Grant (NSG)   | Islamic Education Fund | 07-04-2016 | Draft     | View      |
| 8   | 264269 | Ahmad Ibrahim | Zaiton Binte Abdul Aziz       |         | Needy Student Grant (NSG)   | Islamic Education Fund | 07-04-2016 | Approved  | View      |
| 9   | 199895 | Ahmad Ibrahim | Ismail Bin Sirwan             |         | Family Support Rebate (FSR) | Islamic Education Fund | 27-03-2016 | Draft     | View      |
| 10  | 199712 | Ahmad Ibrahim | Asri Bin Murshid              |         | Family Support Rebate (FSR) | Islamic Education Fund | 27-03-2016 | Draft     | View      |
| 11  | 199539 | Ahmad Ibrahim | Intan Primula Jaar Bte Arshad |         | Needy Student Grant (NSG)   | Islamic Education Fund | 27-03-2016 | Approved  | View      |
| 12  | 199366 | Ahmad Ibrahim | Haji Ahmad Bin Sakijan        |         | Needy Student Grant (NSG)   | Islamic Education Fund | 27-03-2016 | Approved  | View      |
| 13  | 187540 | Ahmad Ibrahim | Muhammad Rizzhan Bin Ramli    |         | Needy Student Grant (NSG)   | Islamic Education Fund | 23-03-2016 | Approved  | View      |

## System Status: What does it mean?

|                         |             |                              |  |               |                        |            |                       |  |                      |
|-------------------------|-------------|------------------------------|--|---------------|------------------------|------------|-----------------------|--|----------------------|
| <a href="#">1637007</a> | Al-Mukminin | Sharul Musalim Bin Abd Saman |  | Project Title | Islamic Education Fund | 19-10-2017 | <a href="#">Draft</a> |  | <a href="#">View</a> |
|-------------------------|-------------|------------------------------|--|---------------|------------------------|------------|-----------------------|--|----------------------|

**Draft** → Application is in RO's inbox

|                         |             |                       |                         |               |                        |            |                           |  |                      |
|-------------------------|-------------|-----------------------|-------------------------|---------------|------------------------|------------|---------------------------|--|----------------------|
| <a href="#">1154313</a> | Al-Mukminin | Suriati Binte Ibrahim | #07-75 Singapore 642276 | Project Title | Islamic Education Fund | 20-04-2017 | <a href="#">Submitted</a> |  | <a href="#">View</a> |
|-------------------------|-------------|-----------------------|-------------------------|---------------|------------------------|------------|---------------------------|--|----------------------|

**Submitted** → Application has been submitted from RO to AA

|                         |             |                              |                           |                           |                        |            |                                      |  |                      |
|-------------------------|-------------|------------------------------|---------------------------|---------------------------|------------------------|------------|--------------------------------------|--|----------------------|
| <a href="#">1622019</a> | Al-Mukminin | Annie Muliani Binte Md Yunos | #06-781 Singapore 640 416 | Needy Student Grant (NSG) | Islamic Education Fund | 04-10-2017 | <a href="#">Pending Verification</a> |  | <a href="#">View</a> |
|-------------------------|-------------|------------------------------|---------------------------|---------------------------|------------------------|------------|--------------------------------------|--|----------------------|

**Pending Verification** → Application has been submitted from AA to YESU Admin

|                         |             |                          |                             |                           |                        |            |                                  |  |                      |
|-------------------------|-------------|--------------------------|-----------------------------|---------------------------|------------------------|------------|----------------------------------|--|----------------------|
| <a href="#">1637021</a> | Al-Mukminin | Abdul Saman Bin Abdullah | #05-529 Singapore (640 943) | Needy Student Grant (NSG) | Islamic Education Fund | 19-10-2017 | <a href="#">Pending Approval</a> |  | <a href="#">View</a> |
|-------------------------|-------------|--------------------------|-----------------------------|---------------------------|------------------------|------------|----------------------------------|--|----------------------|

**Pending Approval** → YESU Admin has approve/reject

|                         |                          |                                       |  |                           |                        |            |                          |                      |                      |
|-------------------------|--------------------------|---------------------------------------|--|---------------------------|------------------------|------------|--------------------------|----------------------|----------------------|
| <a href="#">1333318</a> | Hjh Rahimabi Kebun Limau | Hernani Widyawati Binte Mohamed Salim |  | Needy Student Grant (NSG) | Islamic Education Fund | 29-04-2017 | <a href="#">Approved</a> | <a href="#">Fees</a> | <a href="#">View</a> |
|-------------------------|--------------------------|---------------------------------------|--|---------------------------|------------------------|------------|--------------------------|----------------------|----------------------|

**Approved** → Application has been approved by MUIS (pending for payment)

|                         |             |                              |                           |              |                        |            |                        |  |                      |
|-------------------------|-------------|------------------------------|---------------------------|--------------|------------------------|------------|------------------------|--|----------------------|
| <a href="#">1245316</a> | Al-Mukminin | Hamidah Binte Mohamad Kassim | #02-410 Singapore 600 233 | Not Eligible | Islamic Education Fund | 26-04-2017 | <a href="#">Closed</a> |  | <a href="#">View</a> |
|-------------------------|-------------|------------------------------|---------------------------|--------------|------------------------|------------|------------------------|--|----------------------|

**Closed** → Application has completed the whole process (approved/rejected)

|                         |             |                    |                           |               |                        |            |                          |  |                      |
|-------------------------|-------------|--------------------|---------------------------|---------------|------------------------|------------|--------------------------|--|----------------------|
| <a href="#">1106144</a> | Al-Mukminin | Nora Bte Abd Hamid | #07-687 Singapore 640 170 | Project Title | Islamic Education Fund | 13-04-2017 | <a href="#">Canceled</a> |  | <a href="#">View</a> |
|-------------------------|-------------|--------------------|---------------------------|---------------|------------------------|------------|--------------------------|--|----------------------|

**Cancelled** → Applications which were "deleted"

## Q5: What actions should AA take if YESU reverts with incomplete documentation/missing supporting documents?

1. AA will receive incomplete documentation form in AA's task list.
2. Click on **"Incomplete Documentation"** link.

### Tasks

① You have a total of 1 tasks in your inbox.  
0 tasks are assigned to you and 0 are started.

Main Contact: All Scheme: All Mosque: All Started Date: All Task: All FILTER

| Appl. ID | Main Contact | Scheme                 | Application Type          | Mosque     | Enabled Date | Task                     |
|----------|--------------|------------------------|---------------------------|------------|--------------|--------------------------|
| 74431    | Salihah      | Islamic Education Fund | Needy Student Grant (NSG) | An-Nahdhah | 23-02-2016   | Incomplete Documentation |

3. System will be directed to **"Correspondence log"** page.
4. Click on **"Form Created: YESU Recommendation Form"**. This document reflects comments from YESU Admin.
5. Read the comments and prepare the incomplete documentations before proceeding.
6. Once you have prepared the necessary documents, click on **"Add file attachment"**.

Summary Documents Meetings Contacts Payments

### Correspondence log

Comment Type: -- OK

Add comment Add file attachment Create a letter

| Title  | Comment Type | Created By        | Date             |
|--|--------------|-------------------|------------------|
| Form Created: YESU Recommendation Form   | Forms        | YESU              | 24-02-2016 09:40 |
| Latest CPF Contribution for Non-Working (3660-illustration-of-a-blank-frame-border-pv.png) | NWA CPF      | annahdhah.officer | 24-02-2016 09:40 |

Activities

To Do

Please attach all Mandatory documents N/A DONE

Done

Not Applicable

Next Steps

REASSIGN

7. System will be directed to the **"Add file attachment"** page.
8. Select **Comment Type** (as what is requested from YESU Admin) from drop down menu.
9. Browse and attach the missing documents in **"Filename"**.
10. Once done attaching the required documents, click **"Proceed"**.

Tasks Contacts Search Meetings Reports

### Add file attachment

App. ID: 74431 Applicant: Salihah Program: Islamic Education Fund Description: Needy Student Grant (NSG) Task: Incomplete Documentation

Add file attachment

Title: \*

Comment Type: \*

Filename: \*

PROCEED

File Attachments

- Archive
- Default
- FA Report
- File Attachments
- Forms
- Letters
- Miscellaneous
- NRIC Attachment
- NWA CPF
- Payslip/CPF
- Student NRIC/BC
- Support Document

11. System will be directed to **“Correspondence log”** page.
12. Click on **“Done”** in the **To Do** box.
13. Click the **“Documents Completed”** in the **Next Steps** box.
14. Application form will be sent back to YESU Admin.

Summary
Documents
Meetings
Contacts
Payments

Correspondence log

Comment Type
--
OK

Add comment | Add file attachment | Create a letter

| Title  | Comment Type    | Created By        | Date             |
|--|-----------------|-------------------|------------------|
| Birth Cert   | Student NRIC/BC | annahdhah.admin   | 24-02-2016 10:12 |
| Form Created: YESU Recommendation Form   | Forms           | YESU              | 24-02-2016 09:40 |
| Main Contact (Applicant) NRIC (51af1ca775a2642284.jpg)                                     | NRIC Attachment | annahdhah.officer | 24-02-2016 07:59 |
| Latest CPF Contribution for Non-Working (3660-illustration-of-a-blank-frame-border-pv.png) | NWA CPF         | annahdhah.officer | 24-02-2016 07:59 |

Activities

To Do

Please attach all Mandatory documents

N/A
DONE

Done

Not Applicable

Next Steps

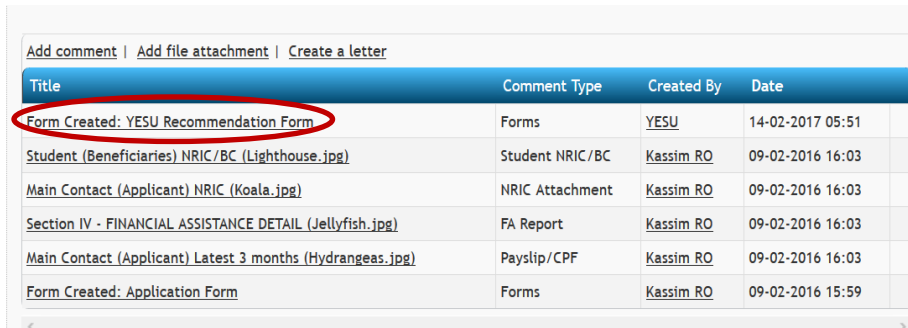
REASSIGN

DOCUMENTS COMPLETED

Journal Comment
Started: 24-02-2016 09:45
Held by: annahdhah.admin

## Q6: What actions should AA take if YESU reverts and mention that form was incomplete?

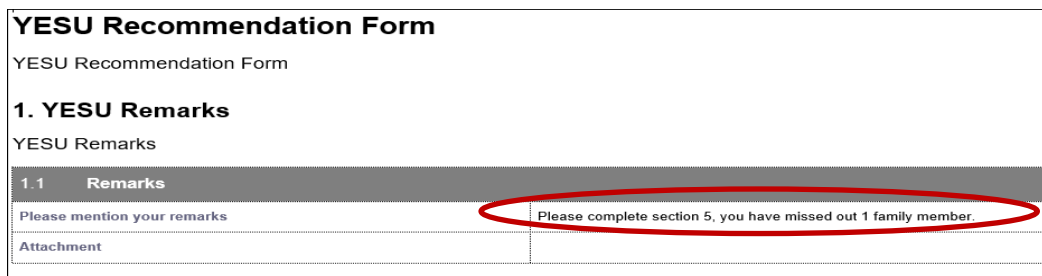
1. AA will receive incomplete documentation form in AA's task list.
2. Click on **"Incomplete Documentation"** link.
3. System will be directed to **"Correspondence log"** page
4. Click on **"Form Created: YESU Recommendation Form"**. This document reflects comments from YESU Admin.



Correspondence log table showing various entries. The first entry, 'Form Created: YESU Recommendation Form', is circled in red.

| <a href="#">Add comment</a>   <a href="#">Add file attachment</a>   <a href="#">Create a letter</a> |                 |            |                  |
|---|-----------------|------------|------------------|
| Title   | Comment Type    | Created By | Date             |
| <b>Form Created: YESU Recommendation Form</b>   | Forms           | YESU       | 14-02-2017 05:51 |
| <a href="#">Student (Beneficiaries) NRIC/BC (Lighthouse.jpg)</a>                                    | Student NRIC/BC | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) NRIC (Koala.jpg)</a>   | NRIC Attachment | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Section IV - FINANCIAL ASSISTANCE DETAIL (Jellyfish.jpg)</a>                            | FA Report       | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) Latest 3 months (Hydrangeas.jpg)</a>                           | Payslip/CPF     | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Form Created: Application Form</a>  | Forms           | Kassim RO  | 09-02-2016 15:59 |

5. Read the comments before proceeding.



YESU Recommendation Form

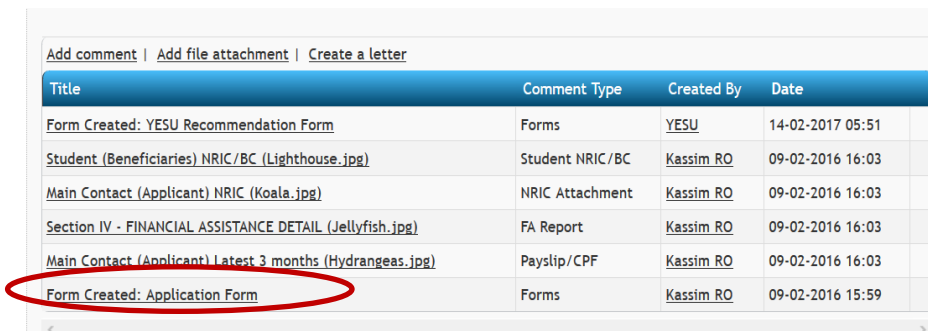
YESU Recommendation Form

**1. YESU Remarks**

YESU Remarks

| 1.1 Remarks   |
|---|
| Please mention your remarks                                     |
| Please complete section 5, you have missed out 1 family member. |
| Attachment  |

6. Click on **"Form created: Application Form"** to access the online form.



Correspondence log table showing various entries. The last entry, 'Form Created: Application Form', is circled in red.

| <a href="#">Add comment</a>   <a href="#">Add file attachment</a>   <a href="#">Create a letter</a> |                 |            |                  |
|---|-----------------|------------|------------------|
| Title   | Comment Type    | Created By | Date             |
| <a href="#">Form Created: YESU Recommendation Form</a>  | Forms           | YESU       | 14-02-2017 05:51 |
| <a href="#">Student (Beneficiaries) NRIC/BC (Lighthouse.jpg)</a>                                    | Student NRIC/BC | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) NRIC (Koala.jpg)</a>   | NRIC Attachment | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Section IV - FINANCIAL ASSISTANCE DETAIL (Jellyfish.jpg)</a>                            | FA Report       | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) Latest 3 months (Hydrangeas.jpg)</a>                           | Payslip/CPF     | Kassim RO  | 09-02-2016 16:03 |
| <b>Form Created: Application Form</b>   | Forms           | Kassim RO  | 09-02-2016 15:59 |

7. Click on the Section that was missing an information and fill-in accordingly.



**Application Form**

- [1. SECTION IA - Application Information \(Complete\)](#)
- [2. SECTION IB - Additional Students \(Beneficiaries\) \(Repeat\) \(Complete\)](#)
- [3. SECTION II - Main Contact \(Complete\)](#)
- [4. SECTION III - Family and Financial Details \(Complete\)](#)
- [5. SECTION IV - Supporting Documents \(Complete\)](#)
- [6. SECTION V - Declaration/Consent \(Complete\)](#)
- [7. SECTION VI - Per Capita Income \(PCI\) & Subsidy Details \(Complete\)](#)
- [8. SECTION VII: Recommendation Details \(Complete\)](#)

Click on any of the underlined headings above to go to that section. You must answer all questions and submit the form. Please ensure that all data is correct before submission.

[View the whole form on one page \(for printing\)](#)

[Click Here to view PDF version](#)

8. Once done, click on **“Continue To Next Page”** at every section till you reach the last page. (**double check again if need to**)
9. To submit the application form, click on the **“Yes, Submit Form Now!”** button.

**Submit Form**

Your details have been saved. Please ensure that the information you have ENTERED or VERIFIED are true to the best of your knowledge.

[View the whole form on one page \(for printing\)](#)

[Click Here to view PDF version](#)

[YES, SUBMIT FORM NOW!](#) [NO, BACK TO APPLICATION FORM](#) [EXIT](#)

10. You will be directed to **“Correspondence log”** page.
11. Click on **“Done”** in the **To Do** box.
12. Click the **“Documents Completed”** in the **Next Steps** box.

**Summary Documents Meetings Contacts Payments**

**Correspondence log**

Comment Type:  --

[Add comment](#) | [Add file attachment](#) | [Create a letter](#)

| Title  | Comment Type    | Created By       | Date             |
|--|-----------------|------------------|------------------|
| Birth Cert   | Student NRIC/BC | annahdah.admin   | 24-02-2016 10:12 |
| Form Created: YESU Recommendation Form   | Forms           | YESU             | 24-02-2016 09:40 |
| Main Contact (Applicant) NRIC (51af1ca775a2642284.jpg)                                     | NRIC Attachment | annahdah.officer | 24-02-2016 07:59 |
| Latest CPF Contribution for Non-Working (3660-illustration-of-a-blank-frame-border-pv.png) | NWA CPF         | annahdah.officer | 24-02-2016 07:59 |

**Activities**

**To Do**

Please attach all Mandatory documents

**Done**

**Not Applicable**

**Next Steps**

Started: 24-02-2016 09:45 Held by: annahdah.admin

13. Application form will be sent back to YESU Admin.

## Q7: What actions should AA take if YESU reverts and PCI/Headcount does not tally?

1. AA will receive incomplete documentation form in AA's task list.
2. Click on **"Incomplete Documentation"** link.
3. You will be directed to **"Correspondence log"** page
4. Click on **"Form created: Application Form"** to access the online form.

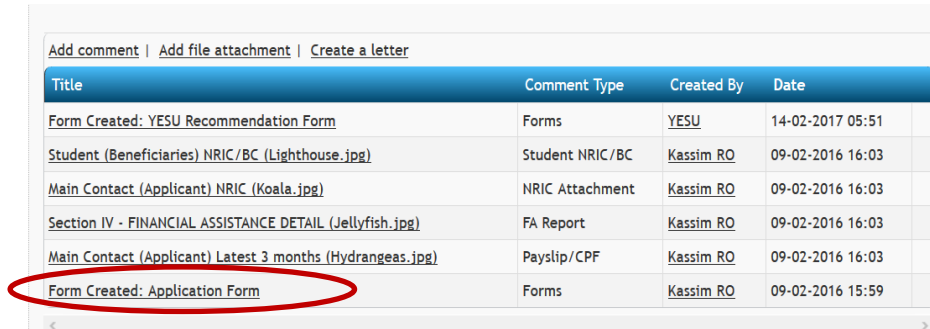
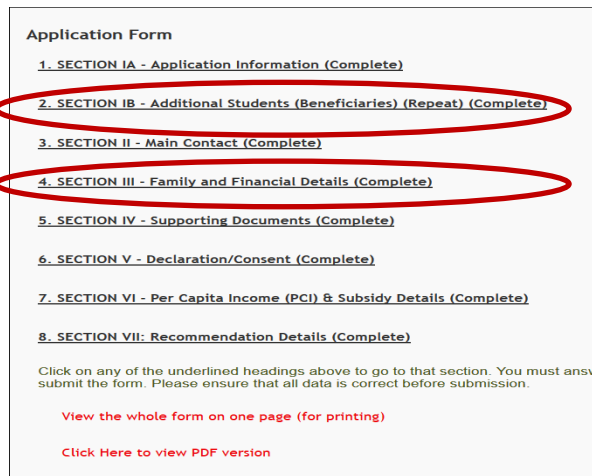


Table with 4 columns: Title, Comment Type, Created By, Date. The entry 'Form Created: Application Form' is circled in red.

| Title   | Comment Type    | Created By | Date             |
|---|-----------------|------------|------------------|
| <a href="#">Form Created: YESU Recommendation Form</a>                    | Forms           | YESU       | 14-02-2017 05:51 |
| <a href="#">Student (Beneficiaries) NRIC/BC (Lighthouse.jpg)</a>          | Student NRIC/BC | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) NRIC (Koala.jpg)</a>                 | NRIC Attachment | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Section IV - FINANCIAL ASSISTANCE DETAIL (Jellyfish.jpg)</a>  | FA Report       | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Main Contact (Applicant) Latest 3 months (Hydrangeas.jpg)</a> | Payslip/CPF     | Kassim RO  | 09-02-2016 16:03 |
| <a href="#">Form Created: Application Form</a>                            | Forms           | Kassim RO  | 09-02-2016 15:59 |

5. Go to the sections circled in **red** below and click on **"Save Draft"** then click on **"Continue to Next Page"**.



Application Form

1. [SECTION IA - Application Information \(Complete\)](#)
2. [SECTION IB - Additional Students \(Beneficiaries\) \(Repeat\) \(Complete\)](#)
3. [SECTION II - Main Contact \(Complete\)](#)
4. [SECTION III - Family and Financial Details \(Complete\)](#)
5. [SECTION IV - Supporting Documents \(Complete\)](#)
6. [SECTION V - Declaration/Consent \(Complete\)](#)
7. [SECTION VI - Per Capita Income \(PCI\) & Subsidy Details \(Complete\)](#)
8. [SECTION VII: Recommendation Details \(Complete\)](#)

Click on any of the underlined headings above to go to that section. You must answer all questions and submit the form. Please ensure that all data is correct before submission.

[View the whole form on one page \(for printing\)](#)

[Click Here to view PDF version](#)

6. Once at 4. Section III – Family and Financial Details, DO NOT skip any section and click on **"Continue to Next Page"** until you reach the page to submit the form again **\*note: the PCI/Headcount might not change until you re-submit the form.**
7. Once submitted, you will be directed to the **"Correspondence log"** page.
8. Click on the form again and check the PCI/Headcount again.