PROMAS
Grants Management System (GMS)

Adding Parent in the System

Adding Parent in the system

1. Click on "Contact" Tab
2. Click on "Add Person"

Adding Parent in the system

3. Fill in the necessary details – Name, Madrasah, NRIC, DOB, etc.
4. Do note that Name and Madrasah are Mandatory

Adding Parent in the system

5. Click on "Add" and the Parent will be in the system

Mobile No.:	98765432
Company No.:	
Number to Contact on:	
Marital Status:	Married ▾
Deceased:	☐
External Reference 1:	
External Reference 2:	
Contact Status: *	Active ▾
Sensitivity Level: *	Open Access ▾
Creation Date:	
Date Last Changed:	
User Last Changed:	
Local Currency:	▾

ADD

Creating a New Application

Creating a new application

1. Click on "Create Application" Tab

Creating a new application

2. Search for the main contact by filling in the name field

Search

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

Main search parameters

ID:	
[i] Searching by 'Contact ID' will ignore all other search criteria	
Maximum Rows To Return:	20
[i] Maximum Rows To Return	
Name:	Ahmad Saddiq
Email:	
Relationship Type:	▼
User Group:	▼
Organisation Type:	Default Group

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Creating a new application

3. Click on "Search" at the bottom of the page

Creating a new application

4. Results will be reflected at the bottom of the page

Maximum Rows To Return:	20
[i] Maximum Rows To Return	
Name:	Ahmad Saddiq
Email:	
Relationship Type:	▼
User Group:	▼
Organisation Type:	Default Group
Mosque / Madrasah:	▼
Programme:	▼
Phone Number:	

Extra search parameters

Programme Level:	▼
NRIC:	
Promas Programme Level:	▼
Address Line 1:	
Address Line 2:	
Address Line 3:	
Postcode:	
County:	▼
Country:	▼

SEARCH

5. Click on "Select" and you will be directed to the application form

Add Person   Add Organisation

ID ▲	Title	Party Name	Group Name	Mosque / Madrasah	Job Title	Address	County	Postcode	Country	Phone Number	Email	
1606011	👤	Ahmad Saddiq		Madrasah Wak Tanjong Al-Islamiah		, ,						Select

Promas Application Form

1. Click on Section 1 to begin the Application Form

PROMAS FORM A 2018

PROMAS FORM A 2018

1. SECTION 1 - APPLICATION INFORMATION

2. SECTION 2 - MAIN CONTACT (PARENT /GUARDIAN)

3. SECTION 3 - STUDENTS (BENEFICIARIES) (Repeat)

4. SECTION 4 - HOUSEHOLD MEMBER'S PARTICULARS

5. SECTION 5 - SUPPORTING DOCUMENTS

6. SECTION 6 - DECLARATION/CONSENT

7. SECTION 7 - PER CAPITA INCOME (PCI) & PPO RECOMMENDATION

8. SECTION 8 - SUBSIDY DETAILS & PRINCIPAL RECOMMENDATION

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 you can 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

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Promas Application Form – Section 1

The system will generate a Ref No. for every application
Please note down the Ref. No. at the top right of the physical application form

PROMAS FORM A 2018

Return to Index **Print Form** **Print Form PDF**

| SECTION 1 - APPLICATION INFORMATION ✓ | SECTION 2 - MAIN CONTACT (PARENT /GUARDIAN) | SECTION 3 - STUDENTS (BENEFICIARIES) | SECTION 4 - HOUSEHOLD MEMBER'S PARTICULARS ✓ | SECTION 5 - SUPPORTING DOCUMENTS |
| SECTION 6 - DECLARATION/CONSENT | SECTION 7 - PER CAPITA INCOME (PCI) & PPO RECOMMENDATION | SECTION 8 - SUBSIDY DETAILS & PRINCIPAL RECOMMENDATION |

1. SECTION 1 - APPLICATION INFORMATION

SECTION 1 - APPLICATION INFORMATION

1.1 General Information

Ref No.	1607003
Main Contact	Ahmad Saddiq
Date Created	17-07-2018

Click on "Continue To Next Page" to move on with the Application Form

SAVE DRAFT   **CONTINUE TO NEXT PAGE**   **SAVE DRAFT & SUBMIT FORM**

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Promas Application Form – Section 2

2. SECTION 2 - MAIN CONTACT (PARENT /GUARDIAN)

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

1. Fill up section 2 according to the application form
2. Once done, click on "Continue To Next Page"

2.1   SECTION 2 - Parents / Guardian's Particulars

Parent/Guardian Name	Ahmad Saddiq
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah ▼
NRIC *	S1695288C
NRIC Type	Singapore Pink IC ▼
Hand Phone number *	98765432
Home Tel:	
Gender	Male ▼
Date of Birth	3rd July 1968
Relation to Student(s) *	No Value ▼
Working *	No Value ▼
Occupation:	
Applicant's Monthly Gross Income (S) (Gross Income refers to basic employment income, overtime pay, allowances, cash awards incentives, and commissions.) *	S
Are you a Zakat Receipent? *	No Value ▼

* Denotes Mandatory Fields

2.2   Home Address of Parent / Guardian

Address *

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Promas Application Form – Section 2

2. SECTION 2 - MAIN CONTACT (PARENT /GUARDIAN)

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

2.1 SECTION 2 - Parents / Guardian's Particulars

|	
Parent/Guardian Name	Ahmad Saddiq
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah ▼
NRIC *	S1695288C
NRIC Type	Singapore Pink IC ▼
Hand Phone number *	98765432
Home Tel:	
Gender	Male ▼
Date of Birth	3rd July 1968
Relation to Student(s) *	Parent ▼
Working *	Yes ▼
Occupation:	Teacher
Applicant's Monthly Gross Income (S) (Gross Income refers to basic employment income, overtime pay, allowances, cash awards incentives, and commissions.) *	S 1800
Are you a Zakat Receipent? *	Yes ▼
Please attach Zakat confirmation letter *	Select file to upload : Choose File No file chosen
	Max File Upload Size (mb): 5 Allowed File Type(s): ALL

If applicant is a Zakat Recipient, attach the Zakat confirmation letter
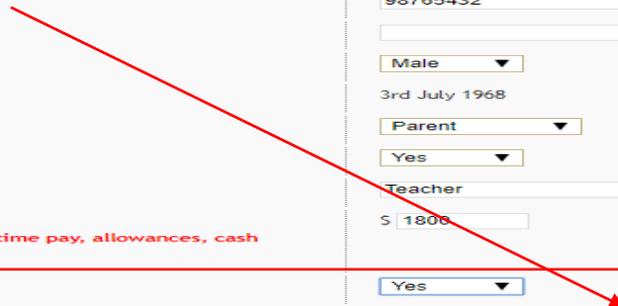
2.2 Home Address of Parent / Guardian

Address *	

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Promas Application Form – Section 3

<u>Adding Student(s) into application form</u>

3. SECTION 3 - STUDENTS (BENEFICIARIES)

SECTION 3 - STUDENTS (BENEFICIARIES)

3.1 Student details 1

3.1.1 Student Particulars

Student Search

1. Click on "Student Search"

NRIC Search

NRIC Number: T1010000J

[i] Please enter the NRIC number of the Student

Search Result: Student Found

SEARCH   SELECT   RETURN

2. Input Student's NRIC and Click "**Search**"
3. If Student is inside the system, Search Result will reflect as **Student Found** (if not, add manually)

Promas Application Form – Section 3

Important Fields to Check (if populated details are incorrect, please make the amendments before proceeding)

3.1 Student details 1

3.1.1 Student Particulars

Student Search

Name of Student	Muhammad
NRIC/BC	T1010000J
NRIC Type	Birth Certificate (Singapore Citizen) ▼
Date of Birth	18 ▼ - 07 ▼ - 2010
Age	8
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah
PROMAS Programme Level *	Primary 4 ▼

1. Please fill in the D.O.B

Please check the populated details:
1. Name of Student
2. NRIC
3. Name of Madrasah
4. Programme Level (e.g. Pri 1, Sec 1, etc.)
5. Once done, proceed to click "**Continue to Next Page**"

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Promas Application Form – Section 3

For Additional Students

1. Click on "**Add Student Details"**
2. Repeat steps from previous slide
3. Once done, proceed to click "**Continue to Next Page"**

Please fill in Non-Fee Assistance of $1200 for Primary School Zakat Recipients

Promas Application Form – Section 4

Other dependents particulars living in same household

1. Fill in this section as per the application form

Important Note:
Input 0 in the box If dependent is not working

2. Click on "**ADD**" to create another line for additional dependent

3. Always have a blank row after the last dependent
4. Once done, click on "**Continue To Next Page**"

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Promas Application Form – Section 5

Attach Mandatory & Supporting Documents

5. SECTION 5 - SUPPORTING DOCUMENTS

SECTION 5 - Supporting Documents (NRIC, BC, Latest Payslip are mandatory)

5.1 Main Contact (Applicant) NRIC

Please attach NRIC *

Select file to upload : Browse... No file selected.

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

5.2 Student (Beneficiaries) NRIC/BC

Please attach Student (Beneficiaries) NRIC/BC *

Select file to upload : Browse... No file selected.

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 *

Select file to upload : Browse... No file selected.

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

5.4 Latest 3 Months Payslip/CPF Contribution for all adult dependents in household

Please attach latest 3 months Payslip/CPF Contribution for all adult dependents in the household (Working/Non-Working)

Select file to upload : Browse... No file selected.

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

1. According to the Section Name, upload the necessary documents

2. **Mandatory Documents include:**
   a. Main Contact's NRIC
   b. Student's Birth Certificate
   c. Latest 3 Months Payslip or Latest CPF Contribution
   d. Latest CPF contribution for all adults (working/non-working) in the household (if any)
   e. All other dependents' Birth Certificate or NRIC or Student Cards (for students)

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Promas Application Form – Section 5

Attach Mandatory & Supporting Documents

5.5 Additional supporting documents

Please attach NRIC/BC of all other dependents in household

Select file to upload : Browse... No file selected.

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

Supporting Document 2

Select file to upload : Browse... No file selected.

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

Supporting Document 3

Select file to upload : Browse... No file selected.

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

Supporting Document 4

Select file to upload : Browse... No file selected.

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

Supporting Document 5

Select file to upload : Browse... No file selected.

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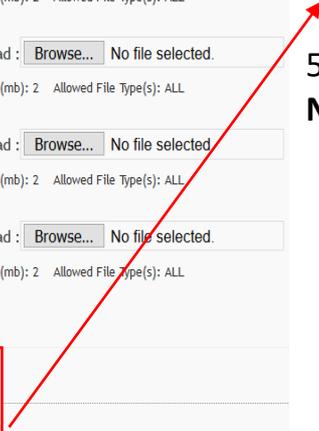
5.6 Confirmation

Have you uploaded all supporting documents? *

○ Yes
○ No

3. Attach all other documents under Section 5.5

4. Check if you have uploaded all documents and select "**Yes**" in **Section 5.6**

5. Once done, proceed to click on "**Continue to Next Page**"

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Promas Application Form – Section 6

<u>Declaration/Consent for Parent</u>

6.1 Declaration by Main Contact (Parent / Guardian)

1. Saya yang bertandatangan di bawah ini memohon bantuan yuran dan/atau bantuan lain bagi pendidikan Madrasah anak saya. Saya mengaku bahawa butir-butir keterangan yang saya nyatakan kepada Pegawai yang bertanggungjawab adalah benar belaka.
I, the undersigned, states that I wish to apply for fee and/or other assistance for my child's Islamic education, I solemnly declare that the information/details given to the Officer-in-Charge are true to the best of my knowledge.

2. Jika saya diterima untuk menerima bantuan ini, saya faham bahawa bantuan ini hanya sehingga setahun. Saya perlu memohon semula pada tahun berikutnya jika saya masih memerlukan bantuan ini.
If I have been accepted to receive the assistance, I understand that it is valid for up to 1 year only. I need to re-apply the following year if I still need the assistance.

3. Saya maklum adanya bantuan ini bergantung pada pungutan Zakat setiap tahun.
I know that the availability of these funds is dependent on annual Zakat.

4. Saya berjanji akan memberitahu Pegawai PROMAS di Madrasah sekiranya terdapat sebarang perubahan terhadap tahap kewangan saya ataupun keluarga saya.
I promise to inform the Madrasah PROMAS Officer about any changes in my financial status or about any member of my family.

5. Saya juga memahami bahawa subsidi ini merupakan bantuan yang sementara dan saya mestilah bertanggungjawab memperbaiki keadaan kewangan keluarga saya. (Bagi permohonan subsidi yuran yang diluluskan, saya hanya perlu membayar baki selebihnya sahaja).
I also understand that this subsidy is temporary and I must take responsibility to improve my family's financial position.(For approved fee subsidy, I am required to pay the remaining amount only).

6. Saya juga akan memastikan bahawa anak saya menghadiri Madrasah sebagaimana yang diarahkan oleh pihak Madrasah dan lulus peperiksaan tengah dan akhir tahun. Sekiranya anak/-anak saya tidak menghadirinya tanpa alasan yang munasabah atau gagal dalam peperiksaan tengah dan akhir tahun, saya maklum bahawa bantuan ini akan diberhentikan.
I will also make sure that my child/ren or ward/s will attend the Madrasah which has been commanded by Madrasah and passing his/her/their mid year and final year examinations. If he/she/they fails/fail to attend them without valid reason or fail his/her/their mid and end of year examinations, this subsidy will be terminated.

7. Saya bersetuju untuk bekerjasama dengan pihak Madrasah (dari segi kehadiran dan sokongan lain*) dalam hal berkaitan dengan persekolahan anak saya dan juga skim ini.
I agree to cooperate with Madrasah (in terms of attendance & other corroboration) in matters pertaining with my child(ren) schooling and this scheme.*

8. Saya akur Muis berhak berkongsi maklumat peribadi saya sekeluarga dengan agensi-agensi bantu diri lain dalam urusan membantu keluarga saya memperbaiki taraf kehidupan kami.
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 this application to MUIS.

Name of Main Contact (Applicant):

Ahmad Saddiq

Date:

25-07-2018

1. Ensure that Main Contact has signed on the hard copy, then tick on the check box
2. Proceed to click on "**Continue To Next Page**"

Promas Application Form – Section 6

Declaration/Consent for Guardian/Representative

1. Click on the Check Box

Acceptance of Terms and Conditions *	☑ I confirm that I have read and accepted the Terms & Conditions of this application to MUIS.
Name of Main Contact (Applicant):	Ahmad Saddiq
Date:	25-07-2018

2. If Main Contact is either a Guardian or Representative, Section 6.2 will appear
3. Select Reason from drop down as shown
4. For others, specify reason in the text box
5. Proceed to click on "**Continue To Next Page**"

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	Parents Name
Reasons for inability to provide consent / on behalf (select one of the following):	No Value ▼

No Value
In Prison
Overseas
Other

Promas Application Form – Section 7

Attendance, Results & Recommendation

1. For Section 7.1, you may ignore this section

7.1	Per Capita Income			
	Total Household Gross Income	$ 1,800.00	$	$ 1,800
	No. of Household members			
	Gross per capita income	$		

2. For Section 7.2, please input the student's attendance (at time of application) & also indicate whether the students did pass the previous year's examinations

7.2	Students Attendance Details			
	Name of Students	**Attendance in school in the past 8 months (Jan-August) at time of application (%)**	**Did the pupil pass the recent Mid-Year examination?**	**Comments / Remarks**
DELETE	~~Fsafyna binte Suzaidy~~	95	Yes	DELETE
DELETE	~~Fsyafeana binte Suzaidy~~	90	Yes	DELETE
	Name of Students	**Attendance in school in the past 8 months (Jan-August) at time of application (%)**	**Did the pupil pass the recent Mid-Year examination?**	**Comments / Remarks**
			No Value ⌄	

Only input numbers, do not input symbols (e.g. %)

3. Click "**ADD**" if there are more than 1 student & **always leave a Blank row after the last student**

ADD   100   ADD

Promas Application Form – Section 7

Attendance, Results & Recommendation

4. For Section 7.3, please select PPO's Recommendation for the application from the drop down
5. Write comments/remarks on the text box given

Promas Application Form – Section 8
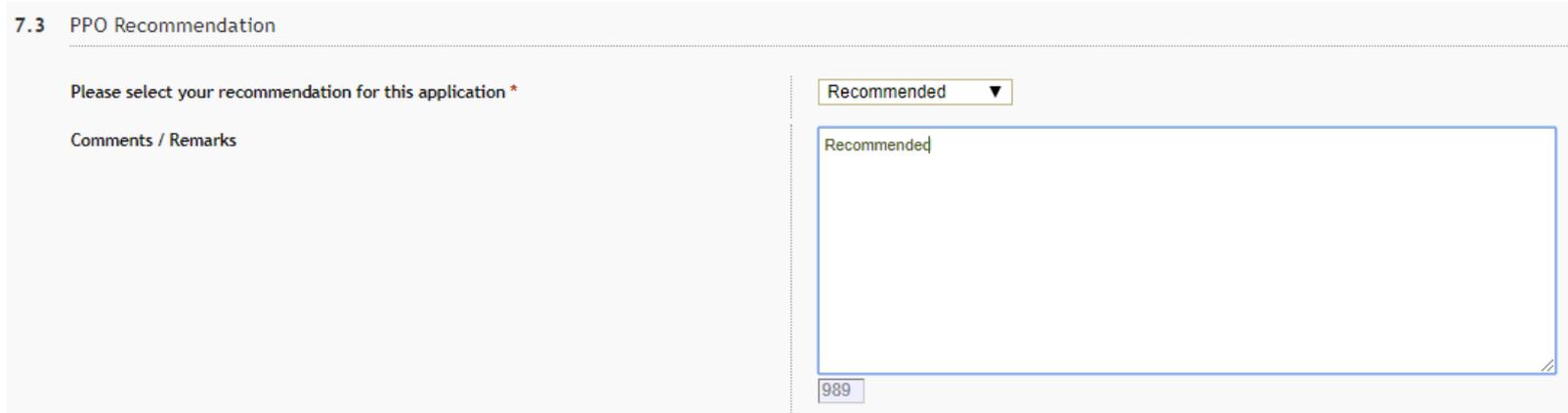
Principal's Recommendation

8. SECTION 8 - SUBSIDY DETAILS & PRINCIPAL RECOMMENDATION

SECTION 8 - SUBSIDY DETAILS & PRINCIPAL RECOMMENDATION

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

1. You may skip Section 8 & proceed to click on "**Continue To Next Page**"
2. You will be directed to the "Submit Form Page"

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Promas Application Form

Submitting the Application 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. To submit the application form, click on "**Yes, Submit Form Now!**"
2. Once successfully submitted, you will be directed to the main page where the application will be in your task as "**PPO Recommendation**"

🔴 Your form has been submitted successfully

ⓘ You have a total of 5 tasks in your inbox.
   0 tasks are assigned to you and 0 are started.

Main Contact: [All ▼] Scheme: [All ▼] Mosque / Madrasah: [All ▼] Started Date: [All ▼] Task: [All ▼] [FILTER]

Appl. ID ▼	Main Contact	Scheme	Application Type	Mosque / Madrasah	Enabled Date	Task				
1626003	Ahmad Saddiq	PROMAS		Madrasah Wak Tanjong Al-Islamiah	25-07-2018	PPO Recommendation				

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PPO Recommendation

Promas Application Form

PPO Recommendation

🔴 Your form has been submitted successfully

ℹ️ You have a total of **5 tasks** in your inbox.
0 tasks are assigned to you and **0** are started.

Main Contact: All ▼   Scheme: All ▼   Mosque / Madrasah: All ▼   Started Date: All ▼   Task: All ▼   [FILTER]

Appl. ID ▼	Main Contact	Scheme	Application Type	Mosque / Madrasah	Enabled Date	Task				
1626003	Ahmad Saddiq	PROMAS		Madrasah Wak Tanjong Al-Islamiah	25-07-2018	PPO Recommendation				

1. Click on the "**PPO Recommendation**" on the Task Column
2. You will be directed to the "Task Page"

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Promas Application Form

PPO Recommendation

1. You will be directed to the "Task Page"
2. Click on the "**PROMAS FORM A 2018**" under the "**TO DO**" Column

Promas Application Form

PPO Recommendation

3. After clicking, you will be directed to the application form
4. Click on "**Section 7**" for the PPO's Recommendation

PROMAS FORM A 2018

ⓘ 🗄 **App. ID:** 1626003   **Applicant:** Ahmad Saddiq   **Program:** PROMAS   **Description:** Project Title   **Task:** 🗨 PPO Recommendation

PROMAS FORM A 2018

1. SECTION 1 - APPLICATION INFORMATION (Complete)

2. SECTION 2 - MAIN CONTACT (PARENT /GUARDIAN) (Complete)

3. SECTION 3 - STUDENTS (BENEFICIARIES) (Repeat) (Complete)

4. SECTION 4 - HOUSEHOLD MEMBER'S PARTICULARS (Complete)

5. SECTION 5 - SUPPORTING DOCUMENTS (Complete)

6. SECTION 6 - DECLARATION/CONSENT (Complete)

7. SECTION 7 - PER CAPITA INCOME (PCI) & PPO RECOMMENDATION (Complete)

8. SECTION 8 - SUBSIDY DETAILS & PRINCIPAL RECOMMENDATION (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 you can 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

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Promas Application Form

PPO Recommendation

3. After clicking, you will be directed to **Section 7** of the form. Here you will be able to see the PCI section Filled.

4. Once PCI fulfills the policy criteria of <$500, proceed to click on "**Continue to Next Page**"
5. Skip Section 8 as this is for Principal and click on "**Continue to Next Page**"

Promas Application Form

PPO Recommendation

6. Click on "**Yes, Submit Form Now!**" to submit the form to the Principal for his Recommendation.

7. Upon successful submission, you will be directed to the main page where you will see the application is no longer in your task.

8. Application will now be in the Principal's Task & once Principal recommend, application will move to MPP's Approval.

Adding Student

If student is not in the system

Adding Student

If student is not in the system

1. Click on "Student Search" in Section 3

3.2.1 Student Particulars

Student Search

Name of Student	
NRIC/BC	
NRIC Type	No Value ▼
Date of Birth	-- ▼ -- ▼ 📅
Age	
Name of Madrasah	
PROMAS Programme Level *	No Value ▼

Adding Student

If student is not in the system

2. Input student's NRIC No. according to the application form
3. Click on Search & if student is not in the system, it will throw an error as below

Adding Student

If student is not in the system

4. Go to Contacts Tab & Click on "Add Person" in a New Tab

Adding Student

If student is not in the system

5. Fill in the student's details as per the application form

Standard Details

Person ID:	
Name: *	NUR BINTE AHMAD DAHLAN
Email:	
Mosque / Madrasah: *	Madrasah Wak Tanjong Al-Islamiah ▼
Programme Level:	▼
Promas Programme Level:	Primary 1 ▼
Date of Birth:	16 ▼ 08 ▼ 2011 📅
Age:	
Gender:	Female ▼
NRIC:	T1112345H
NRIC Type:	Birth Certificate (Singapore Citizen) ▼

Student's Details to input:
1.   Name
2.   Madrasah Name
3.   Promas Programme Level
4.   DOB
5.   Gender
6.   NRIC
7.   NRIC Type (Birth Certificate)

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Adding Student

If student is not in the system

6. Once student's details are inputted, click on "ADD" at the bottom of the page

Mosque / Madrasah: *	Madrasah Wak Tanjong Al-Islamiah ▼
Programme Level:	▼
Promas Programme Level:	Primary 1 ▼
Date of Birth:	16 ▼ 08 ▼ 2011
Age:	
Gender:	Female ▼
NRIC:	T1112345H
NRIC Type:	Birth Certificate (Singapore Citizen) ▼
Home Phone No.:	
Extension:	
Mobile No.:	
Company No.:	
Number to Contact on:	
Marital Status:	▼
Deceased:	
External Reference 1:	
External Reference 2:	
Contact Status: *	Active ▼
Sensitivity Level: *	Open Access ▼
Creation Date:	
Date Last Changed:	
User Last Changed:	
Local Currency:	▼
	ADD

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Adding Student

If student is not in the system

7. Go back to the application form in the other tab and click on "Search" & student will be found

NRIC Search

NRIC Number:	T1112345J
[i] Please enter the NRIC number of the Student	
Search Result:	Student Found

SEARCH   SELECT   RETURN

8. Click on "Select" and the student details will be auto-populated

3.2.1 Student Particulars

Student Search

Name of Student	NUR BINTE AHMAD DAHLAN
NRIC/BC	T1112345J
NRIC Type	Birth Certificate (Singapore Citizen) ▼
Date of Birth	16 ▼ - 08 ▼ - 2011
Age	7
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah
PROMAS Programme Level *	Primary 1 ▼

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Editing Student Details

Editing Student Details

After doing a student search in Section 3 and some of the student's details are incorrect, you may correct the student's details as per the application form

3.2.1 Student Particulars

Student Search

Name of Student	NUR BINTE AHMAD DAHLAN
NRIC/BC	T1112345J
NRIC Type	Birth Certificate (Singapore Citizen) ▼
Date of Birth	16 ▼ - 08 ▼ - 2011
Age	7
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah
PROMAS Programme Level *	Primary 1 ▼

For e.g. the student above is <u>supposed to be in **Primary 2** instead of **Primary 1**</u>

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Editing Student Details

1. Go to the "Contacts" Tab, Open "Advanced Contact Search" in a new tab

Editing Student Details

2. Find the Field "NRIC" and input student's NRIC

Name:	
Email:	
Relationship Type:	
User Group:	
Organisation Type:	Default Group
Mosque / Madrasah:	
Programme:	
Phone Number:	

Extra search parameters

Programme Level:	
NRIC:	
Promas Programme Level:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
Postcode:	
County:	
Country:	

SEARCH

3. After inputting student's NRIC, click on Search at the bottom of the page

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Editing Student Details

The student will appear at the bottom of the page
4. Click on "View"

	ID ▲	Title	Party Name	Group Name	Mosque / Madrasah	Job Title	Address	County	Postcode	Country	Phone Number	Email	
☐	1709040	👤	NUR BINTE AHMAD DAHLAN		Madrasah Wak Tanjong Al-Islamiah		, ,						View

5. Click on "Edit These Details"

View NUR BINTE AHMAD DAHLAN

| Personal details | Addresses | Bank details | Linked parties | Comments | Applications | Audit | User Groups | Publications | Mailing Lists | Meetings | Scientific Publications | Interests | Gifts | Interests declared |

Edit these details   Create user account for contact

6. Correct the wrong details to the right one – for e.g. **in this case we are changing level from Primary 1 to Primary 2**

Promas Programme Level: Primary 2 ▼

Date of Birth: Primary 1
                                                            Primary 2

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Editing Student Details

7. After correcting the details, click on update at the bottom of the page

Editing Student Details

8. After Updating, go to the application form in the other tab and do a "Student Search" again

9. After doing the student search, the student details will reflect the correct details as per the application form

3. SECTION 3 - STUDENTS (BENEFICIARIES)

SECTION 3 - STUDENTS (BENEFICIARIES) Students can only be added only after Main Contact Zakat Status will be selected in section 2

3.1 Student details 1   **3.2 Student details 2**

3.2.1 Student Particulars
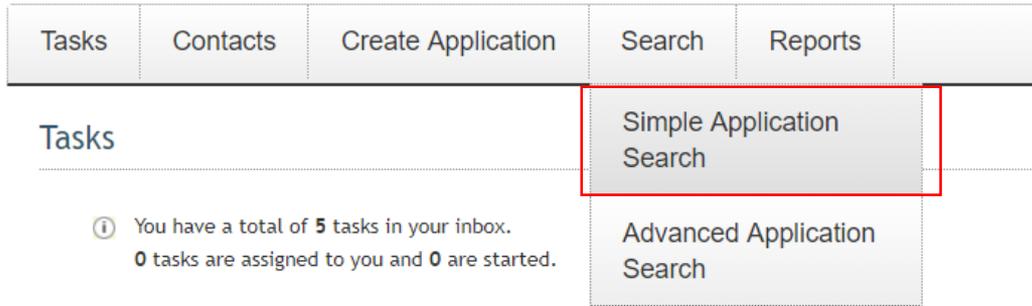
Student Search

Name of Student	NUR BINTE AHMAD DAHLAN
NRIC/BC	T1112345J
NRIC Type	Birth Certificate (Singapore Citizen) ▼
Date of Birth	16 ▼ - 08 ▼ - 2011
Age	7
Name of Madrasah	Madrasah Wak Tanjong Al-Islamiah
PROMAS Programme Level *	Primary 2 ▼

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Checking Status of Submitted Applications

Checking Status of Submitted Applications

To check all the applications that have been submitted by a Madrasah or to see the status of the applications
1. Go to the "Search" Tab & Click on "Simple Application Search"

Checking Status of Submitted Applications

2. Clear the maximum rows to return **from 20 to blank**

3. Ensure that the **Madrasah is correct** and click on "Search" at the bottom of the page

4. All the applications that was submitted by the Madrasah will appear at the bottom of the page

If Application is Returned

If Application is Returned

1. If the application is missing some documents (i.e. Identification Documents, CPF/Payslip) or if there are mistakes in the application, MPP will return the form back to the Madrasahs
2. In your task page, the task shown will be "Incomplete Documentation"

Tasks

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

| Main Contact: | All | Scheme: | All | Mosque / Madrasah: | All | Started Date: | All | Task: | All | FILTER |

Appl. ID ▼	Main Contact	Scheme	Application Type	Mosque / Madrasah	Enabled Date	Task				
2724500	████████	PROMAS		████████	11-12-2018	Incomplete Documentation		🏷	👤	
2637184	████████	PROMAS		████████	31-10-2018	Incomplete Documentation		🏷	👤	

3. Click on the "Incomplete Documentation" to view the application task page

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If Application is Returned
Incomplete Documentation

ⓘ 🗄 **App. ID:** 2724500 **Applicant:** MOHAMED GHAZALI BIN AHMAD **Program:** PROMAS **Description:** Project Title **Task:** 👤 Incomplete Documentation

Summary	Documents	Contacts	Financial Amounts

Correspondence log

Comment Type   [-- ▾]   [OK]

Add comment | Add file attachment | Create a letter

Title	Comment Type	Created By	Date ▼
Form Created: MPP Recommendation Form	Forms	Hidayah Ahmad	20-12-2018 08:47
Additional supportinguments (Nur Sufiyah Bcert (1).pdf)	Support Document	▬▬▬▬▬	11-12-2018 03:48
Main Contact (Applicant) NRIC (ADIBAH.pdf)	NRIC Attachment	▬▬▬▬▬	11-12-2018 03:48
Main Contact (Applicant) Latest 3 months (ContributionHistoryStatement-ghazali.pdf)	Payslip/CPF	▬▬▬▬▬	11-12-2018 03:48
Student (Beneficiaries) NRIC/BC (Nur Adibah BCert.pdf)	Student NRIC/BC	▬▬▬▬▬	11-12-2018 03:48
Latest 3 Months Payslip/CPF Contribution (Noor Saadah contribution oct 2018.pdf)	NWA CPF	▬▬▬▬▬	11-12-2018 03:48
Form Created: PROMAS FORM 2018	Forms	▬▬▬▬▬	11-12-2018 03:35

‹   ›

✔ Activities

To Do

Please Check MPP Recommendation form & attach all Mandatory documents   [N/A] [DONE]

Done

Not Applicable

✔ Next Steps

[DOCUMENTS COMPLETED]

⊞ Journal Comment **Started:** 27-12-2018 00:51
Held by: ▬▬▬▬▬

✔ Other actions

4. Click on the "MPP Recommendation Form" and download the word document to view the remarks given by MPP

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If Application is Returned

MPP Recommendation Form

MPP Recommendation Form

1. MPP Remarks

MPP Remarks

1.1	Remarks
Ref No.	2637184
Please mention your remarks	Salam, Pls upload the i/c of the beneficiaries' mother
Attachment	

5. Upload the necessary documentations or edit the application according to the remarks given by MPP

If Application is Returned

Incomplete Documentation

ⓘ 🗄 **App. ID:** 2724500   **Applicant:** MOHAMED GHAZALI BIN AHMAD   **Program:** PROMAS   **Description:** Project Title   **Task:** 👤 Incomplete Documentation

Summary	**Documents**	Contacts	Financial Amounts

Correspondence log

Comment Type   [-- ▾]   [OK]

6. Click on "Add file attachment" to upload a document

Add comment | **Add file attachment** | Create a letter

Title	Comment Type	Created By	Date ▼
Form Created: MPP Recommendation Form	Forms	Hidayah Ahmad	20-12-2018 08:47
Additional supportinguments (Nur Sufiyah Bcert (1).pdf)	Support Document	▉▉▉	11-12-2018 03:48
Main Contact (Applicant) NRIC (ADIBAH.pdf)	NRIC Attachment	▉▉▉	11-12-2018 03:48
Main Contact (Applicant) Latest 3 months (ContributionHistoryStatement-ghazali.pdf)	Payslip/CPF	▉▉▉	11-12-2018 03:48
Student (Beneficiaries) NRIC/BC (Nur Adibah BCert.pdf)	Student NRIC/BC	▉▉▉	11-12-2018 03:48
Latest 3 Months Payslip/CPF Contribution (Noor Saadah contribution oct 2018.pdf)	NWA CPF	▉▉▉	11-12-2018 03:48
Form Created: PROMAS FORM 2018	Forms	▉▉▉	11-12-2018 03:35

7. Click on "Promas Form" to edit the application form
8. Click on "Done" once the changes has been made
9. Click on "Documents Completed" to move the application back to MPP

Activities

To Do

Please Check MPP Recommendation form & attach all Mandatory documents   [N/A] [DONE]

Done

Not Applicable

Next Steps

[DOCUMENTS COMPLETED]

⊞ Journal Comment **Started:** 27-12-2018 00:51
Held by: ▉▉▉

Other actions

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Contact Details

For System Related Queries

Muhd Nadir

Tel: 66533736

Email: grantsmanagementsupport@sharedservices.sg