

IMPORTANT NOTES:

1. You are encouraged to check your eligibility for an HDB loan and / or apply for the HLE Letter prior to the selection appointment at the HDB loan counters or on the HDB InfoWEB at www.hdb.gov.sg/hle. Please note that the computation of loan at the counters and on the HDB InfoWEB is an estimate guide only.
2. Please bring along ALL the necessary documents listed overleaf for our assessment of your eligibility.
3. All payments shall be made payable to: **"UOB FOR PROJECT A/C 3013009307 OF HOI HUP SUNWAY J.V. PTE LTD."**
4. If you are unable to come for selection, you may authorize someone, aged 21 years and above in writing (please state his NRIC number) to select a flat on your behalf. A copy of Standard Authorization Form can be obtained from our website at www.thepeakattpy.com or can be faxed to you at your request. The authorized person must bring along his / her Identity Card, signed Authorization Form and Identity Cards of the Applicants before he / she is allowed to book a flat. If you do not select a flat in this exercise within the specified time or fail to turn up before the scheduled appointment time, your application will be cancelled.

REFERENCE LIST OF DOCUMENTS REQUIRED FOR THE SELECTION EXERCISE.

(A) Documents Required for Assessment of Eligibility to Buy DBSS Flat

Identification Check (compulsory)

1. Singapore Pink IC / Singapore Blue IC / Passport (for Non Citizen) ^

Marital Status Check (to submit the following, if any)

2. Marriage Certificate
3. Deed of Separation
4. Decree Nisi, Decree Nisi Absolute or Interim Judgement, Certificate of Making Interim Judgement Final & Order of Court / Divorce Certificate for Muslim Divorce
5. Death Certificate of Spouse

Relationship Check (to submit the following, if any)

6. Order of Court / Custody docs for Muslim
7. Birth Certificate
8. Legal Adoption papers
9. Birth Certificate for siblings relationship
10. Parent's Death Certificate & Marriage Certificate (for Orphan Scheme)

Income Check (to submit the following,if any)

11. Employed person
 - a. Original payslip as at date of application; or
 - b. Income letter from employer as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory) stating the current gross monthly income of the employed person.
12. Self-Employed person
 - a. Income tax assessment for the past 12 months; or
 - b. Statement of Annual Accounts certified by an Audit Firm to confirm income for the past 12 months; and
 - c. Valid Accounting & Corporate Regulatory Authority (ACRA) Computer Information (Business Profile) / Valid license of business / trade; and
 - d. Statutory Declaration* to declare the average monthly income for the past 12 months.
13. Commission-based person
 - a. 12 months commission statements / payslips as at date of application; or
 - b. Letter from employer stating past 12 months' commissions as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
14. Part-time worker
 - a. Monthly-rated part-time employee with fixed monthly salary is required to submit a letter from employer stating his/her permanent staff status and salary received as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
 - b. Hourly-rated part-time employee with variable salary is required to submit the 12 months payslips or Letter from employer stating past 12 months salary as at date of application (which must bear either the company's letterhead or stamp and the name and designation of the signatory).
15. Odd-Job worker
Latest Notice of Assessment from IRAS OR recent letter from employer certifying salaries for the last 12 months.
16. Unemployed person
 - a. Statutory Declaration* to declare the period of unemployment with no income; or
 - b. Copy of Student Pass or Letter from School / College / Institute of Learning for persons who are 18 years old and above: to confirm student status.

* Statutory Declaration may be executed at the Sales Office at HDB Hub or at any HDB Branch Office.

^ If you are in the service of SAF/Civil Defence/Police Force, you are required to obtain a certified true copy of your Singapore pink/blue Identity card from your Personnel Department on the appointed date.

(B) Documents Required for DBSS Application with CPF Housing Grant Request (Compulsory, in accordance to Grant applied for)

17. For Family Grant (Living Near Parents / Married Child):
a. Singapore Pink IC / Singapore Blue IC of Parents / Married Child ^
b. Birth Certificate of Married Child
c. Marriage Certificate of Parents / Married Child.
18. For Additional CPF Housing Grant (average gross household income < \$5,000 for past 12 months):
a. For Employed Person
i. Past 12 months payslips as at the time of application; or
ii. CPF statement; or
b. For Self Employed Person
i. Income tax assessment

(C) Documents Required for DBSS Application under Priority Scheme

19. Third Child Priority Scheme (TCP):
Birth certificates of 3 children
(3rd child must be Singapore citizen born on or after 01/01/1987)
20. Married Child Priority Scheme (MCPS):
a. Singapore Pink IC / Singapore Blue IC of Parents / Married Child ^
b. Birth Certificate of Married Child
c. Marriage Certificate of Parents / Married Child
d. Latest property tax returns if the Parents / Married Child live in a private property

(D) Documents Required for Application of HDB Loan

21. Application for HDB Loan by Employed Applicants (Compulsory)
a. Past 15 months' CPF contributions history
b. 3 months payslips as at date of application; or
c. income letter from employer (which bear either the company's letterhead or stamp and the name and designation of the signatory) certifying job designation, commencement and income for last 3 months; or
d. 12 months commission statements or payslips; or
e. letter from employer stating past 12 months commissions

[^] If you are in the service of SAF/Civil Defence/Police Force, you are required to obtain a certified true copy of your Singapore pink/blue identity card from your Personnel Department on the appointed date.