

Documents Required for Personal Credit/Charge Card Application

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



Documents Required for Business Credit Card Application

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