

# INCOME UPDATE FORM

Please submit this completed form along with the required income documents to us.  
(All contact details provided will be updated in our records)

Cardmember Name: \_\_\_\_\_

IC / Passport No:

Mobile Number:

Home Telephone:

Office Telephone:

## INCOME DOCUMENTS REQUIRED:

- **For SALARIED EMPLOYEE (either a. or b.):**
  - a. Latest Computerised Payslip **AND** Latest 12 months CPF statement\*; **or**
  - b. Latest Computerised Payslip **AND** Latest Income Tax Notice of Assessment
- **For VARIABLE INCOME / COMMISSION EARNER (either a. or b.):**
  - a. Latest Computerised Payslip **AND** Latest 12 months CPF statement\*; **or**
  - b. Latest 2 years Income Tax Notice of Assessment
- **For SELF EMPLOYED:** Latest 2 years Income Tax Notice of Assessment
- **For FOREIGNERS:** Employment Pass with 12 months validity (Front & Back) **AND** Latest Income Tax Notice of Assessment **AND** Latest 3 months Computerised Payslip

\* Submit your Latest 12 months CPF Statement via <https://www.dcsc.com/cpf/en/submitCPF.asp> with your SingPass.

>>> Submitted on: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ (DD/MM/YY)

(The maximum credit limit is calculated based on the CPF salary ceiling of S\$6,000 per month.

If your monthly salary is more than S\$6,000 per month, kindly submit with latest Notice of Assessment or Salary Slip.)

\*\* You can print out your latest Income Tax Notice of Assessment at myTax Portal via <https://mytax.iras.gov.sg> using your SingPass or IRAS PIN

## DECLARATION:

I acknowledge that DCS Card Centre will update my records with the details that I have provided.

I hereby warrant that the information given herein and all documents submitted are true and correct.

Basic

Cardmember

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please send your completed Form either

- (i) Using the enclosed Business Reply Envelope OR
- (ii) Fax to: **6392 5065** OR
- (iii) Email to: [incomeupdate@dcsc.com](mailto:incomeupdate@dcsc.com)

# THANK YOU for updating us with your Income Documents.

Please send us your documents with this prepaid Business Reply Folder.

1. Fold along the dotted lines;
2. Put in your Income Update Form **together** with the required documents into this folder;
3. Glue or tape the edges of this folder;
4. Mail this folder at your nearest post box.

NO STAMPS REQUIRED

Fold here

Fold here



**PRIVATE & CONFIDENTIAL**

BUSINESS REPLY SERVICE  
PERMIT NO. 00429



**DCS CARD CENTRE PTE. LTD.** 197300502W  
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