

GUIDE ON SO SIGNING AND SCANNING

Before you proceed to sign the Service Obligation Agreement (SOA), it is important that you read through the terms and conditions of the agreement carefully. You are strongly encouraged to complete a short questionnaire (takes about 3 minutes) to help you understand your obligation. Please scan the QR code to begin.



You can now follow the steps below to complete the signing of the Service Obligation Agreement (SOA).

1. **Download** a copy of your SOA from your [TGonline](#) account after the online application closes. Reformatted SOA or SOA obtained from any other sources will **not** be accepted.
2. Send a copy of the SOA to your sureties for signing. Refer to **Annex 1** on how the SOA should be completed by you and your sureties.
3. Your sureties are required to print and **sign wet-ink** on **Page 9** of the SOA and provide a copy of their passport/ government-issued identification document (with photograph) to be sent back to you.
4. Upon receiving the signed SOA and a copy of your sureties' identification documents, please **sign wet ink** on **Pages 8 and 9** and write the **date of signing on Pages 1 and 8**.
5. **Scan** the SOA (complete with the signatures of all parties) and your sureties' identification documents into a single PDF.
6. **Rename** the file and **send** the PDF to MOE at MOE_TGONLINE@moe.gov.sg **by forwarding the original email** sent by the university. Please **send using your IHL email address**. Refer to **Annex 2** for the instructions.
7. Finally, **submit** the original hardcopy of SOA (with wet-ink signatures) and a copy of your sureties' identification documents to the university admission office in person.

Here are some Questions & Answers which you may find useful.

1. What if I am staying together with both sureties?

You will print out the SOA and both you and your sureties will sign on the **same Page 9** of the hardcopy SOA. You will then follow **Step 4** onwards to complete the signing and scanning process. The completed and signed SOA will comprise **9 pages** in total.

2. What if I am staying together with one surety (e.g. Surety 1) while another surety (Surety 2) is staying apart?

You will send the SOA to Surety 2 to sign on **Page 9** of the hardcopy SOA. When you receive the signed SOA from Surety 2, you and your Surety 1 will sign on the **same Page 9** that is received from Surety 2. You will then follow **Step 4** onwards to complete the signing and scanning process. The completed and signed SOA will comprise **9 pages** in total.

3. What if I am not staying together with both my sureties but both sureties are staying together?

You will send the SOA to your sureties who are staying together. They will sign on the **same Page 9** of the hardcopy SOA. When you receive the signed SOA from your sureties, you will then follow **Step 4** onwards to complete the signing and scanning process. The completed and signed SOA will comprise **9 pages** in total.

4. What if both my sureties and I are all staying apart?

You will send the SOA to your sureties individually and your sureties will sign on **Page 9** of the hardcopy SOA individually. When you receive the signed SOA from Surety 1 and Surety 2, you will sign on the **same Page 9** that is received **from Surety 1** and follow **Step 4** onwards to complete the signing and scanning process. The completed and signed SOA will comprise **10 pages** in total (pages 1-8 and 2 copies of page 9).

5. When sending the SOA to my sureties and vice-versa, can the signed SOA be sent through softcopy?

Yes, but you would still need to obtain the original hardcopy of the SOA (with wet-ink signatures) for submission to the university in person as required in **Step 7**.

6. What happens if my surety who is staying apart from me does not have access to email?

You will have to send the SOA to your surety via mail service. As this will take time and possibly delay the completion of the signing process, please alert MOE in advance.

7. Do my sureties and I need someone to sign the SOA in the presence of a witness?

No. The fields requiring the signatures of witnesses on page 9 of the SOA can be left blank.

8. I am unable to submit the necessary documents in person by the deadline stated in Step 7. Can I submit at a later date?

You should submit the documents to your university admission office as soon as you have received the complete set of documents from your sureties, or at such time when you are physically back in school for lessons.

9. How do I know if I have been awarded SO?

You can log in to your TGoOnline account to view your SO status. If you have completed the entire SO application and signing process, your SO status should reflect as "Awarded".

10. What is the SO amount given to me?

Your SO amount is reflected in your Student's Bill. You are advised to keep a copy of the bill for your own record.

Signing of Service Obligation Agreement

MOE Service Obligation Agreement

Check
Reference number is present.

Ref:

AGREEMENT

This Agreement is made on the **20th** day of **August** Two Thousand and **Twenty** (**2020**)

between

(1) the Government of the Republic of Singapore ("the Government") represented by the Ministry of Education of 1 North Buona Vista Drive Singapore 138675;

(2)

(Passport/ Foreign ID No	UIN/FIN	"Nationality"
) of		
(Mailing Address in Singapore)		
(Home country Address)		
("the Student") and		

(3)

(Passport/ Foreign ID No	UIN/FIN	"Nationality"
) of		
(Mailing Address in Singapore)		
(Home country Address)		
and		

(Passport/ Foreign ID No	UIN/FIN	"Nationality"
) of		
(Mailing Address in Singapore)		
(Home country Address)		
("the Sureties").		

RECITALS:

1. The Student has been admitted to the ("the Institution") for a course in ("the Course") leading to the course as the Government may approve in writing. . The term "the Course" shall also include such other

2. The Student has applied for a grant that enables the Student to pay for part of the tuition fees for the Course (the "Service Obligation"), as well as all or part of the Goods and Services Tax ("GST") chargeable under the Goods and Services Tax Act (Cap. 117) in respect of the Course (the "GST Subsidy"), under the Service Obligation Scheme administered by the Government.

3. The Student has expressed his/her willingness to accept the Service Obligation and the GST Subsidy upon the terms and conditions set out in this Agreement.

4. The Sureties have agreed to be bound by the terms and conditions set out in this Agreement.

Page 1

WEF AY2020

Fill
Student to fill in the date of signing of Agreement. If the signing by the Student is done on 20 August 2020, the format will be **20th** day of **August** Two Thousand and **Twenty (2020)**.

Check
Verify that all personal particulars of Student, First Surety, Second Surety are correct.

Check
Verify that Institution and Course details are correct.

THE THIRD SCHEDULE

AUTHORISATION LETTER

To: Central Provident Fund Board

I refer to the MOE Service Obligation Agreement dated **20th** day of **August** Two Thousand and **Twenty** (**2020**) that I entered into with the Ministry of Education ("MOE"), and I acknowledge that the MOE will require information on my employment status after graduation for the purpose of monitoring of my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE, the National University of Singapore, the Nanyang Technological University, the Singapore Management University, the Singapore University of Technology and Design, the Singapore Institute of Technology, or the SIM University.

I hereby authorise the Central Provident Fund Board ("CPF Board") to provide information to MOE on CPF contributions made into my CPF accounts (if any) over specific months, whether or not I am self-employed, the name of the employer making CPF contributions for me (if any), and any other relevant information relating to my CPF contributions and my employment. This authorisation shall take effect from the date of commencement of my bond period under the MOE Service Obligation Agreement and any other scholarship bond administered by MOE or the above mentioned universities and shall continue for another 12 months after I have fully discharged my bond obligations under the Agreement, or under any other scholarship or similar agreement that is administered by MOE or the above mentioned universities, whichever of these bond obligations end latest.

Signed

Name:

UIN/FIN:

(Student)

(Signature)

In the presence of:

Name:

(Witness)

(Signature)

Address:

Date:

Fill

Student to fill in the date of signing of Agreement. If the signing by the Student is done on 20 August 2020, the format will be **20th** day of **August** Two Thousand and **Twenty (2020)**.

Sign

Student to sign as shown.

IN WITNESS WHERE OF the said parties hereto have executed this Agreement the day and year first above written.

I) Signed

Name : **PATT WING FUI @ KEVIN**

Designation : **DEPUTY DIRECTOR, STUDENT PLACEMENT AND SERVICES DIVISION**

for and on behalf of the Government of the Republic of Singapore

In the presence of:


Name : **ZALEHA SALLAI**

(Witness)

Address: **MINISTRY OF EDUCATION
NO. 1 NORTH BUONA VISTA DRIVE
SINGAPORE 138675**



2020-08-20T09:36:49+08:00
(Signature)



2020-08-20T09:36:49+08:00
(Signature)

**Sign
Student to sign
as shown.**

II) Signed

Name : _____ (Student)

(Signature)

In the presence of:

Name : _____ (Witness)

(Signature)

Address:

**Sign
First Surety to
sign as shown.**

III) Signed

Name : _____ (First-named surety)

(Signature)

In the presence of:

Name : _____
(Name of Notary Public / Commissioner for Oaths / Lawyer / Witness*)

(Signature & Seal)

Address:

**Sign
Second Surety to
sign as shown.**

IV) Signed

Name : _____ (Second-named surety)

(Signature)

In the presence of:

Name : _____
(Name of Notary Public / Commissioner for Oaths / Lawyer / Witness*)

(Signature & Seal)

* Delete where applicable.

Submitting your signed Service Obligation Agreement as a PDF

Getting Ready

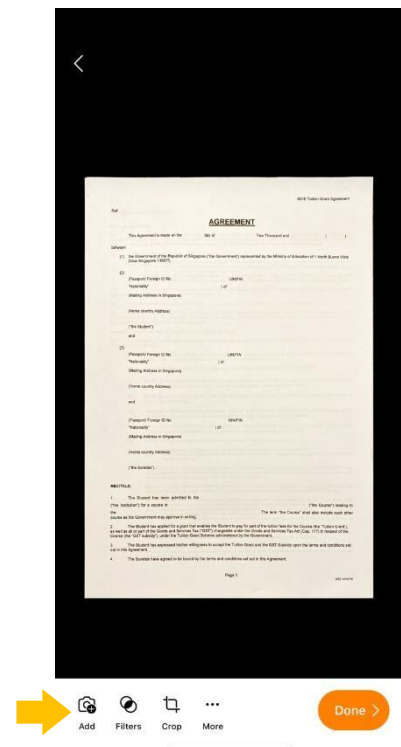
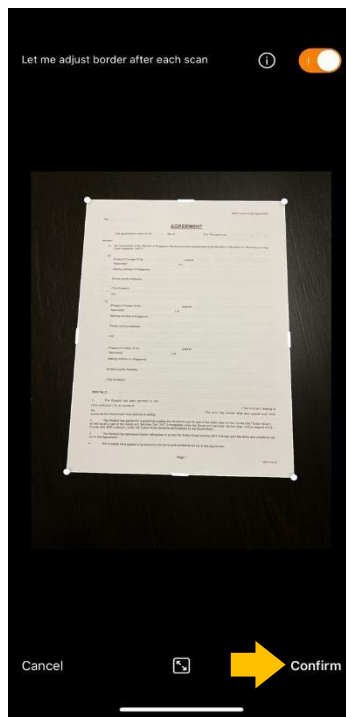
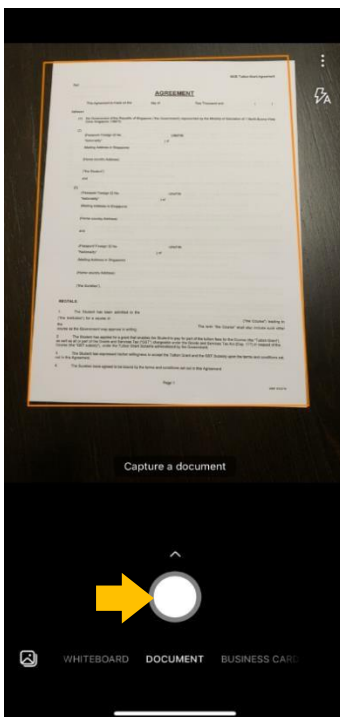
You should have the following ready:

Your completed **Service Obligation Agreement** (hard copy) that contains your signature (on Pages 8 and 9 of the Service Obligation Agreement) and the signatures of your 2 sureties (on Page 9 of the Service Obligation Agreement).

Step-by-Step Guide

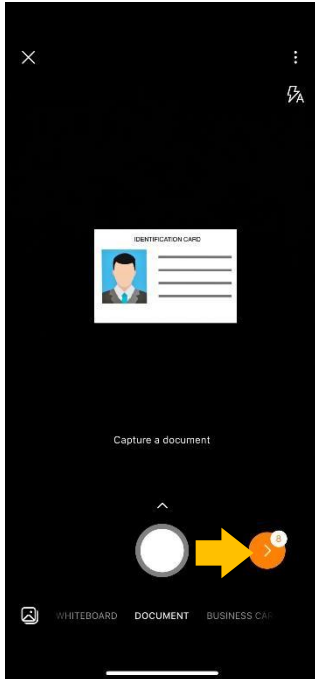
We will be using the free **Microsoft Office Lens** app* that is available to both iOS and Android phone or tablet. You can download and install this app by searching for “*Microsoft Office Lens*” in your device’s app store and use it to scan your signed Service Obligation Agreement and your sureties’ identification documents. The app will create a PDF that you can then submit to MOE.

***You may also use any mobile app that you prefer or are currently using to scan your documents.**



1. Open *Microsoft Office Lens* on your device.

Hold your device above Page 1 of the Service Obligation Agreement (SOA) and tap the “white round” button on the screen. Wait for the scan to be completed.



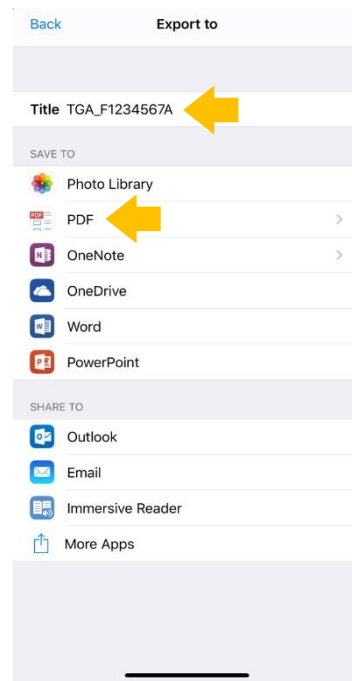
2. After scanning, you can adjust the borders of your scanned page.

Tap “*Confirm*”.



3. Tap “*Add*” icon on the left-bottom corner to scan the next page.

Repeat steps 2 and 3 for the next page of the SOA. Continue in sequence until you have scanned **all pages of your SOA and copies of your sureties’ identification documents.**



4. After the sureties’ identification documents are scanned, tap the “orange round >” button.

5. You can now preview your scan.

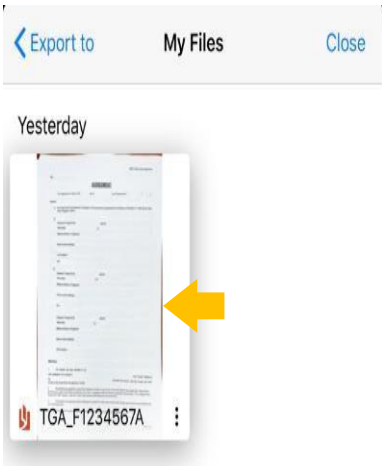
Please check that your scanned SOA is in the correct page sequence, followed by your sureties’ identification documents.

Tap “*Done >*”.

6. Tap on “*Title*” and rename it using the following format: **IHL_SOA_<your NRIC/FIN>**.

For example, if you are studying at NUS and your FIN is GxxxxxxxA, the Title will be NUS_SOA_GxxxxxxxA.

Under SAVE TO, tap “*PDF*”, followed by “*Phone Storage*”. The PDF file is now saved.



9. FINAL STEP

Submitting your SOA PDF to the Student Admission Office

Before submitting the SOA PDF to MOE at MOE_TGONLINE@moe.gov.sg using your institution e-mail, please ensure that

- i) the SOA PDF file name is correct (see Step 6), and
- ii) the SOA PDF file contains all the signed SOA pages and your 2 sureties' identification documents.

7. Tap on the "image" to view your scan.

8. You can tap the saved PDF and send it to MOE at MOE_TGONLINE@moe.gov.sg.