

Date : 14 January 2010
To : All Unit Trust Consultants
From : Juliana Hang
General Manager, Customer Administration & Service

THUMBPRINTS ON KWSP 9N FORMS UNDER EPPA

Further to our memo of 20 October 2009 regarding the EPPA, we wish to highlight again that in order for the applications to be transmitted successfully to EPF Office for processing.

A) KWSP 9N Forms

- a) Must be completed in block letters and in black ink.
- b) Must be clearly written.
- c) Thumbprints must be affixed fully within the box, and in black ink.

B) Photocopy NRIC

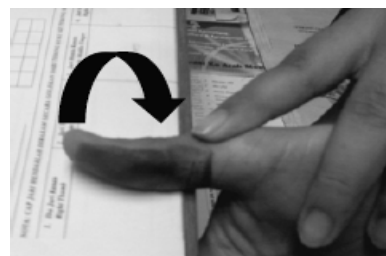
- a) Must be photocopied on A4-size paper and clear.

To ensure good thumbprints:

- 1) Use oil-based thumbprint pads



- 2) Thumbs must be clean and dry
- 3) To thumb from one edge of finger to the other in full, as below, once only so that it will not smudge the lines/whorls of the thumbprint.
 - Right thumb – thumb from left to right
 - Left thumb – thumb from right to left



Cont...2/-

Thumbprints On KWSP 9N Forms Under EPPA, cont

- 4) The thumbprints must be taken in full



Thumbprint in full



Incomplete thumbprint

- 5) The thumbprints must not be too dark, nor too light



Thumbprint - ink too light



Thumbprint - ink too dark

We also wish to advise that the EPF office has informed that amendment is not allowed on the KWSP 9N forms under the EPPA.

Please contact our Hotline 03 – 6207 5000 should you require further information.

Regards,

CC: Lee Kean Gie, Agency Operations
Lor Ai Siew, Agency Operations
All Branches