

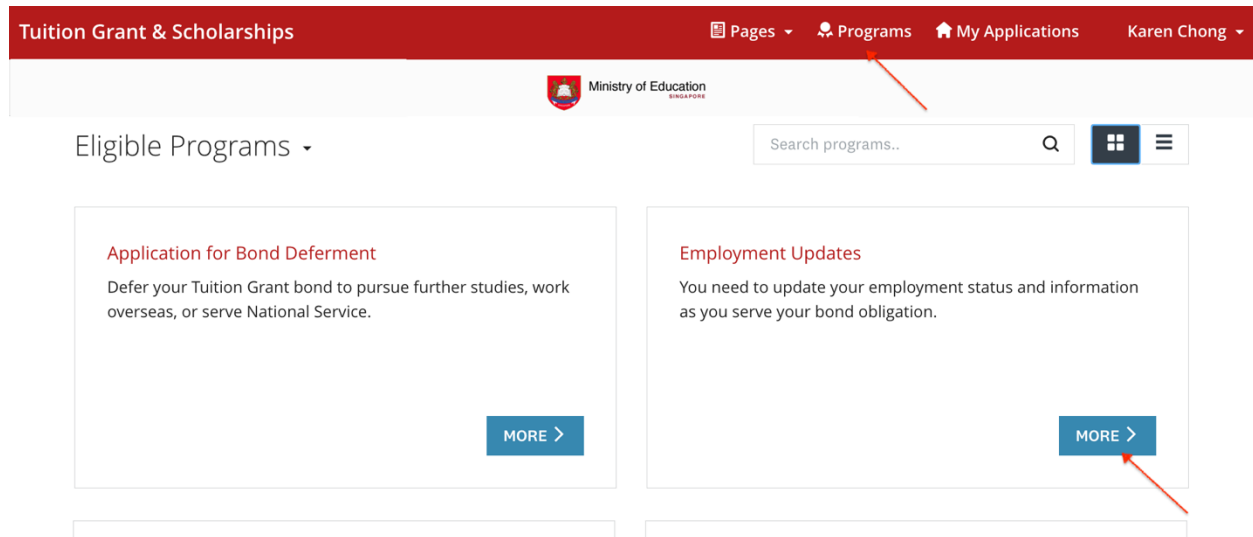


6 EMPLOYMENT UPDATES

Grant recipients must update their employment details **every six months** or **immediately** when there is a change of employment.

To submit an employment update:

1. Login to the TG&S system and click on the “**Programs**” menu option.
2. Locate the **Employment Updates** program and click “**MORE**”.



3. Read the instructions carefully. If you wish to proceed, click on “**APPLY**”.

Employment Updates

When you submit an employment update, you will need to upload the following documents:

For your first job

You must upload a letter of certification from your employer. The letter should indicate the starting date of employment.

It should:

- Be printed on the company letterhead.
- Be signed by the HR manager or director.
- Include your full name and NRIC or FIN.
- Include the name, telephone number or email address of the contact person in the company.

You can refer to the [sample letter on your current employment](#).

When you change your job

You must upload 2 letters:

1. From your previous employer, a letter certifying the start and end date of employment.
2. From your new employer, a letter certifying the start date of employment.

They should:

- Be printed on the company letterhead.
- Be signed by the HR manager or director.
- Include your full name and NRIC or FIN.
- Include the name, telephone number or email address of the contact person in the company.

You can refer to the following samples:

- [Sample letter on your resignation](#)
- [Sample letter on your current employment](#)

APPLY

4. A new submission with a case ID is created. You are required to complete the following tasks.

0 of 1 tasks complete

Last edited: 20 Mar 2024 11:55 AM (+08)

REVIEW

SUBMIT

Employment Updates [🔗](#)

Preview [⋮](#)

C-TG-EM-0000000062

APPLICATION

ACTIVITY

Your tasks

📄 Employment details [➤](#)

6.1 Employment Details

1. Enter the details of your employment accordingly and upload the supporting documents.

[← Back to application](#)

[Employment Updates](#)
C-TG-EM-0000000062
ID: C-TG-EM-0000000062

Employment details

0 of 1 tasks complete

Last edited: 20 Mar 2024 11:55 AM (+08)

REVIEW

SUBMIT

Employment details

Task instructions [Hide](#)

Please complete the fields below and ensure that the information provided is accurate and up-to-date. To edit saved information, click the icon with three dots above and select "Edit".

Company

Company name

Enter company name...

Employment status

☐ I am currently working in this company

☐ I have stopped working in this company

Employment

For current employment, please enter today's date into the **Latest employment date**.

For past employment, please enter the last date of employment into the **Latest employment date**.

Start date

dd/mm/yyyy

Latest employment date

dd/mm/yyyy

Job details

Job title

Job type

☐ Full-time

☐ Part-time

2. Ensure that all information entered is correct before clicking on **"MARK AS COMPLETE"**.

[← Back to application](#)

[Employment Updates](#)
C-TG-EM-0000052098
ID: C-TG-EM-0000052098

Employment details

0 of 1 tasks complete

Last edited: 23 Jan 2026 06:57 PM (+08)

REVIEW

SUBMIT

Declaration

1. All information provided in this application form (including the attached documents, if any) is true, accurate and complete to the best of my knowledge, and I have not deliberately omitted any relevant facts.

2. I understand that my employment record is accepted based on the information I have submitted. MOE reserves the right to reject the employment record if the information I have provided is found to be fraudulent.

3. By submitting this application form, I hereby give my consent to the Government of Singapore to collect, use, update and/or disclose any personal data which I have provided in the application form or which can be obtained by the Government of Singapore as may be deemed necessary, for the purpose of assessing my application.

☐ I have read and agreed to the declaration.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

3. The application will be submitted automatically. The application will be submitted automatically once you click on “**COMPLETE TASK**”.

Task confirmation

The task Request details will be locked once you complete it.

CANCEL

COMPLETE TASK



NOTE:

- You can login to your TG&S account to check on the status of your employment update.