



National Healthcare Group

POLYCLINICS

Patient Name : \_\_\_\_\_

Patient NRIC : \_\_\_\_\_

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

Dear Sir/Mdm

### APPOINTMENT FOR FINANCIAL COUNSELLING

You are given an appointment to meet the Financial Counsellor in \_\_\_\_\_  
(Name of polyclinic)  
on \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

**A) Please see overleaf for Declaration of Particulars of Family Members form. Kindly fill in the particulars of all family members who may or may not be staying with you, including your spouse, children and parents.**

**B) Please bring along the following documents on the appointment date:**

1. NRIC or Birth certificate (**yours and your family members' listed overleaf**).
2. Latest Payslip/CPF Statement/Income Tax Assessment/Employment letter (**yours and your family members' listed overleaf**).
3. Updated bank account passbook or statement.
4. Medical certificate, memo/letter of unfit for work, termination/retrenchment letter.
5. Documents of assistance from other organisations (e.g. Social Service Office, Hospital Medifund).
6. Proof of payment of rent, instalment plans, arrears, debts, medical and other expenses.
7. Latest household bills (e.g. SP services, Town Council, HDB), outstanding bank loans, letter of bankruptcy.
8. Latest HDB Statement of Account

If you wish to change/cancel your appointment, please call us at 6355 3000.

Thank you.

