

**APPLICATION FOR NON-MOE SCHOOL SMARTCARD  
(PRIMARY-LEVEL HOME-SCHOOLED STUDENTS)**



**IMPORTANT NOTES**

**Documents Submission**

- Copy of student's Birth Certificate (BC)
- Copy of parent's NRIC
- Copy of the Certification of Exemption issued by MOE

**Photo Requirement**

- Colour passport-sized photograph taken within the last 3 months (against a plain white background with no shadow, and facial features must not be hidden).

**Please submit the completed application form and required documents:**

<b>In Person</b>	<b>Via Mail</b>
Submit at any TransitLink Ticket Office (TO) or Concession Card Replacement Office (CCRO)  (Refer to <a href="http://www.transitlink.com.sg/locations">www.transitlink.com.sg/locations</a> for operating hours)	Attention: Card Personalisation Centre Transit Link Pte Ltd 9 Maxwell Road #03-02, Annexe A MND Complex Singapore 069112

Application will be processed within two to four weeks upon submission of the correct documents. Once ready for collection, you will need to bring along the original BC and Certification of Exemption issued by MOE to TransitLink Head Office.

**PERSONAL PARTICULARS**

This form must be completed and signed by the child/proxy.

<b>Name (as per BC):</b> _____ <b>BC No:</b> _____
<b>Contact No. of Parent/Guardian: (HP)</b> _____ <b>(Home)</b> _____
<b>Address:</b> _____ _____

Please paste  
passport-sized  
photo here.  
  
(Do not staple /  
bend)

I declare that the information provided in this application and documents submitted are true and correct. If any information provided in the application is found to be false, TransitLink reserves the right to withdraw the concession privilege.

\_\_\_\_\_  
**Child / Proxy's Name & Signature**

\_\_\_\_\_  
**Date**

**Terms & Conditions:**

1. The Non-MOE School Smartcard is NOT transferable. It is to be used only by the person whose particulars and photograph are as printed on the card.
2. The period of concession granted is valid for one (1) year.
3. Advice to students on the use of the Non-MOE School Smartcard:
  - (a) You must tap your Non-MOE School Smartcard at the Entry and Exit Card Readers when boarding and alighting from the bus.
  - (b) Do not use a Non-MOE School Smartcard that has been previously reported as lost.
  - (c) Do not use any Non-MOE School Smartcard that does not belong to you.
  - (d) Do not lend your Non-MOE School Smartcard to others for travel in the public transport system.
  - (e) Do not tamper with, deface or affix any stickers on the Non-MOE School Smartcard. Offenders are liable to prosecution under MRT Regulation 38.
  - (f) Cheating, such as those listed above, is a crime and offenders may be referred to the police.
  - (g) Please ensure compliance with the Conditions of Use to avoid withdrawal of concession pass, or legal action(s) will be taken against you.
  - (h) After you have completed your studies, you may proceed to any TransitLink Ticket Office or Concession Card Replacement Office to refund your Non-MOE School Smartcard. Once refunded, the Non-MOE School Smartcard will be retained.

### Renewal of Non-MOE School Smartcard:

If the child is no longer eligible for travel concession, s/he can still use the card for another four (4) months after the concession has expired. However, please note that adult fares will be charged. If a student remains home-schooled and is below the age of 13, renewal of concession can be done upon written request to Transit Link Pte Ltd, 9 Maxwell Road #03-02, Annexe A MND Complex, Singapore 069112.

Please inform TransitLink of your concession extension request one (1) month before it expires. Kindly fill out the form (Appendix E) to apply for the extension.

### Loss of card

To report a lost card, please call the TransitLink Hotline at 1800-2255 663 (operates daily from 8:00am to 6:00pm, excluding public holidays).

### Replacement of card

Replacement of lost/damaged/corrupted Non-MOE School Smartcard can be done at any of the CCROs located at:

- Admiralty MRT Station
- Ang Mo Kio Bus Interchange
- Bukit Panjang MRT Station (closed for meal breaks from 2pm to 3pm)
- Buona Vista MRT Station
- Choa Chu Kang Bus Interchange
- Hougang Bus Interchange
- Jurong East Bus Interchange
- Somerset MRT Station (closed for meal breaks from 2pm to 3pm)
- Tampines Bus Interchange

(Operating hours: 10:00am to 6:00pm daily, closed on Public Holidays)

Please bring along the following:

- Original Birth Certificate
- A recent colour passport-sized photograph (taken full face)
- The relevant replacement fees

If you would like a proxy to help in applying for a replacement, they will have to present their own original NRIC/Passport in addition to the above-mentioned items.

### Other information

Please visit our website at [www.transitlink.com.sg](http://www.transitlink.com.sg) for more information. Alternatively, you may call TransitLink Hotline at 1800-2255 663.

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### TO BE COMPLETED BY TRANSITLINK

CAN ID number: \_\_\_\_\_ Concession Expiry Date: \_\_\_\_\_

### ACKNOWLEDGEMENT ON COLLECTION OF NON-MOE SCHOOL SMARTCARD

**(NOTE: This portion is to be filled up only upon collecting the Non-MOE School Smartcard at TransitLink Head Office)**

I acknowledged that I have read all the Terms & Conditions listed in this application form, and received the Non-MOE School Smartcard in good condition.

I am also aware that I will need to activate my concession card at any TransitLink Ticket Office or Concession Card Replacement Office, and a \$8.10 payment (consist of a non-refundable \$3.10 personalization fee and a minimum top-up of \$5 travel value) is required.

\_\_\_\_\_  
Child / Proxy's Name & Signature

\_\_\_\_\_  
Date