

- 1) Table 1 lists the examples of how supporting documents should be named for easy identification when uploading them on FMS.
- 2) Please note that Table 1 is not exhaustive and only includes some of the common supporting documents.
- 3) If you have any other documents not found in Table 1, please name the documents using the following format: **<Document title>\_<Short title>\_<Version number>**

**Table 1: FMS- Naming convention for disbursement supporting documents**

| <b>&lt;Document title&gt;</b><br>(Please refer to LOA/LOO for the supporting document required)   | <b>&lt;Short title&gt;</b><br>(Short title refers to a short description for the document eg. Course title, Trainee's name, Document purpose, Claim period) | <b>&lt;Version number&gt;</b><br>(Please indicate version number in increasing order for every amended version) | <b>Document naming convention</b><br><Document title>_<Short title>_<Version number>   |
|---|---|---|--|
| Trainee listing   | Diploma in IT   | V01   | Trainee listing_Diploma in IT_V01  |
| Attendance records  | Early Childhood Storytelling  | V01   | Attendance records_Early Childhood Storytelling_V01  |
| Certificate of completion   | JohnTan   | V01   | Certificate of completion_JohnTan_V01  |
| Payslip   | JasmineTan  | V01   | Payslip_JasmineTan_V01   |
| Employment contract   | ABC Pte Ltd   | V01   | Employment contract_ABC Pte Ltd_V01  |
| OJT blueprint   | Helpdesk Manager  | V01   | OJT blueprint_Helpdesk Manager_V01   |
| LOO/LOA Annexes that tie to disbursement condition.<br><br>E.g.<br>1) Annex A (Training outcomes report)<br>2) Annex B (Attendees profile)<br>3) Annex C (Feedback evaluation form)<br>4) Annex D (Post-event details form) | Jan 15 to Mar 15  | V01   | 1) Annex A (Training outcomes report)_Jan 15 to Mar 15_V01<br>2) Annex B (Attendees profile)_Jan 15 to Mar 15_V01<br>3) Annex C (Feedback evaluation form)_Jan 15 to Mar 15_V01<br>4) Annex D (Post-event details form)_Jan 15 to Mar 15_V01 |
| Claim computation   | WSQ Short Courses   | V02   | Claim computation_WSQ Short Courses_V02  |
| Invoice   | Event Rental  | V02   | Invoice_Event Rental_V02   |
| Receipt   | Food and Beverages  | V02   | Receipt_Food and Beverages_V02   |