

- 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> (Please refer to LOA/LOO for the supporting document required)	<b>&lt;Short title&gt;</b> (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> (Please indicate version number in increasing order for every amended version)	<b>Document naming convention</b> <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.  E.g. 1) Annex A (Training outcomes report) 2) Annex B (Attendees profile) 3) Annex C (Feedback evaluation form) 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 2) Annex B (Attendees profile)_Jan 15 to Mar 15_V01 3) Annex C (Feedback evaluation form)_Jan 15 to Mar 15_V01 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