

Income Document Submission Guide

STEP 1: Provide one of the following accepted income documents:

Income Documents Required (include variable income and bonus(es))	
<u>For Fixed Salary Earners</u> <ul style="list-style-type: none">• Latest 1 month computerized pay slip OR• Latest computerized EA Form (dated within the last 12 months) OR• Latest EPF Statement (dated within the last 12 months) OR• Latest Borang BE with LHDN receipt (or proof of tax paid) <u>For Commission Earners</u> <ul style="list-style-type: none">• Latest 3 months computerized pay slips OR• Latest computerized EA Form (dated within the last 12 months) OR• Latest EPF Statement (dated within the last 12 months) OR• Latest Borang BE with LHDN receipt (or proof of tax paid) <p>For non-computerized income documents, it is advisable to provide more than one income document (e.g. bank statements, EPF, EA) to show salary received.</p>	<u>For Self- Employed</u> <ul style="list-style-type: none">• Latest Borang B acknowledged/duly certified by LHDN, with LHDN receipt (or proof of tax paid)

STEP 2: Write down your name as per your NRIC and the 16 digit credit card number of any one of your Citibank credit cards on your income document.

STEP 3: Submit your income documents via:

1) Mail to

Citibank Berhad (297089-M),
Unsecured Credit Initiation Department,
IDC Programme (RC:0100100479)
Level 16, Menara Citibank,
165 Jalan Ampang, 50450 Kuala Lumpur.

2) Upload your income documents [here](#) and Select Topic as Income Update: Income doc

3) Walk-in to a Citibank branch (find your nearest branch at <http://findmyciti.com/>)