

#### **Central Provident Fund Board**

238B Thomson Road #08-00 Tower B Novena Square Singapore 307685 Website: www.cpf.gov.sg CPF Call Centre: 1800-227-1188

FORM DDA (BIZ)

## **Direct Debit Authorisation Form (Employer's CPF Contributions)**

This form is for employers who are paying CPF contributions for their employees.

This form may take you 3 minutes to complete if you have your bank account details on hand.

PART 1: For Applicant's Completion (pleas	e complete	all req	uired	details (	marked	<b>→</b> )											
Notes	on Dine -4 D		.41				- 4l 1										
<ul> <li>Please read overleaf "Information</li> <li>Do not fax this form to CPF Board</li> </ul>						_											
Incomplete details or illegible hand										١.							
Amendments made on the form mu	•			•	•	_					fluid/ 1	tape	is no	t allow	ved.		
<b>→</b> Date:	Na	me of B	illina (	)rgani	sation	(BO)·											
Date.								nd Boa									
Name of Applicant (Business/Company/Enti	ty/Individual)	:															
Time of normant																	
Type of payment											1						
CPF contribution for employee(s)	Unique	Unique Entity Numbe			N) / Em	/ Employer's NRIC No.:				7		CPF	Pay	Payment Code			
															-		
										J							
E.g.																	
Unique Entity Number (UEN)	1	2	3	4 ,	5 6	7	8	9	Х		E.g.	Р	Т	ГЕ	:	0	1
						^			^		g.	•	'	_	•	U	'
Employer's NRIC/FIN	S	1	2	3 4	1 5	6	7	Α									
(c) This authorisation will remain in force until revocation through the BO.	terrimated	oy you	viitte	en notice	Sent to i	ny/our	addic	33 1431	KIIOW	ii to ye	ou or c	ароп	recen	pt of fi	y/Our v	viitteii	
Name of Bank and Branch:				<b>→</b>	Compa	ny's St	amp/S	Signatu	ıre(s)/	Thumb	oprint(	s)* as	s in B	ank's	records	3:	
					·			Ü	` ,		. `	,					
→ Name (as in Bank Account):																	
⇒ Bank Account Number:																	
Dank Account Names.																	
→ Contact Numbers/E-mail address:																	
					or thumb												
					cuments spective				_	ature(s	s), you	ı nave	e tne	option	to app	roacn	your
PART 2: For CPF Board's Completion				168	PCOUVE	Dank	. J. VCI	modilo									
	Board's Acc	COUNT I	No														
7 3 3 9 5 0 1 6 0 0		1 0		1													
	Account No.		_														
Bain Brandi	, totodini NO.	10 06			$\top$												
PART 3: For Bank's Completion																	
This application is hereby REJECTED (please	☑) for the fol	lowing	reasc	on(s):													
	•	3					le a c										
Signature/Thumbprint* differs from bank's re	ecords			☐ Wron	_			siana d	by Ba	nk ^	201124	اماما	or				
☐ Signature/Thumbprint <sup>#</sup> incomplete/unclear <sup>#</sup> ☐ Account operated by signature/thumbprint <sup>#</sup>				_	idments			-	-								
# Please delete where inapplicable.				☐ Other	s												
гтеазе четете мпете ттаррисарте.																	
Name of Bank Officer			Au	thorised	Signatur	e and	Stamp	of Ba	nk			_			D	ate	

Revised Dec 2015

# CENTRAL PROVIDENT FUND BOARD POST OFFICE POST OFFICE POX 171 P.O. BOX 171 SINGAPORE 915206

DEBMIL NO. 08383
BUSINESS REPLY SERVICE

Postage will be paid by addressee. For posting in Singapore only.

# More than **100,000** employers are using **Direct Debit** to pay CPF. Be one of them today!

### Payment within your control

1. Choose your preferred deduction date when you submit your CPF via CPF e-Submit@web and pay via Direct Debit.

Deduction will only take place after you have submitted your CPF contribution details.

# **Direct Debit Authorisation (Employer's CPF Contributions)**

**Contact Us** 

www.cpf.gov.sg • giro@cpf.gov.sg CPF Call Centre: 1800-227-1188

#### Information On Direct Debit Authorisation

- Your Direct Debit Authorisation application will be sent to your bank and will be processed within 21 working days. You will receive a letter on the status and
  effective date of the Direct Debit arrangement upon approval.
- You can also check the status of your Direct Debit Authorisation application at www.cpf.gov.sg under E-Services > Direct Debit Authorisation / GIRO Application Status.
- Please ensure you have enough balance in your bank account before the deduction date. If you have set a payment limit on your Direct Debit deduction with your bank, ensure that the limit is sufficient to pay for all Mandatory and Voluntary CPF Contributions. Some banks may charge an administrative fee for each unsuccessful deduction.
- If you have an existing Direct Debit arrangement with CPF Board and wish to change your bank account, you will need to complete a new Direct Debit Authorisation form. The deduction for your CPF contributions from your existing bank account will continue until the new Direct Debit Authorisation application is approved.

#### For CPF contribution for employee(s):

- Email us at <a href="mailto:employer@cpf.gov.sg">employer@cpf.gov.sg</a> for queries on CPF Submission Number (CSN), which consists of Unique Entity Number (UEN) and CPF Payment code.
- You are required to submit the CPF contribution details by the 14<sup>th</sup> of the month (or the next working day if the 14<sup>th</sup> falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged if your CPF contributions are not paid on time.