**Central Provident Fund Board**
79 Robinson Road, CPF Building Singapore 068897
Website: www.cpf.gov.sg        CPF Call Centre: 1800-227-1188

# 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 (please complete all required details (marked ➡)**

**Notes**
- Please read overleaf  "Information on Direct Debit Authorisation" before filling in the form.
- Do not fax this form to CPF Board as the bank requires original signature(s) for verification.
- Incomplete details or illegible handwriting on the form will delay the processing of the application.
- Amendments made on the form must be countersigned by the bank account holder. Use of correction fluid/ tape is not allowed.

➡ Date:

Name of Billing Organisation (BO):
**Central Provident Fund Board**

➡ Name of Applicant (Business/Company/Entity/Individual):

➡ **Type of payment**

| | Unique Entity Number (UEN) / Employer's NRIC No.: | CPF Payment Code |
|---|---|---|
| **CPF contribution for employee(s)** | | |

**E.g.**

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Unique Entity Number (UEN) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | X | |
| Employer's NRIC/FIN | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | A | | |

**E.g.**  P  T  E        0  1

(a)    I/We hereby instruct you to process the Billing Organisation's (BO's) instructions to debit and credit my/our account.
(b)    You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds, and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
(c)    This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

➡ Name of Bank and Branch:

➡ Company's Stamp/Signature(s)/Thumbprint(s)* as in Bank's records:

➡ Name (as in Bank Account):

➡ Bank Account Number:

➡ Contact Numbers/E-mail address:

*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

**PART 2: For CPF Board's Completion**

| Bank | Branch | CPF Board's Account No. |
|---|---|---|
| 7 3 3 | 9 5 0 | 1 6 0 0 0 0 1 0 0 1 |

| Bank | Branch | Account No. To Be Debited |
|---|---|---|
| | | |

**PART 3: For Bank's Completion**

This application is hereby REJECTED (please ☑) for the following reason(s):

☐ Signature/Thumbprint# differs from bank's records
☐ Signature/Thumbprint# incomplete/unclear#
☐ Account operated by signature/thumbprint#
# Please delete where inapplicable.

☐ Wrong account number
☐ Amendments not countersigned by Bank Account Holder
☐ Others : _____

_____          _____          _____
Name of Bank Officer                Authorised Signature and Stamp of Bank              Date

# 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.

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

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

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

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**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 employer@cpf.gov.sg 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 14th of the month (or the next working day if the 14th 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.