

CENTRAL PROVIDENT FUND BOARD  
ROBINSON ROAD P.O. BOX 626  
SINGAPORE 901226



BUSINESS REPLY SERVICE  
PERMIT NO. 08383

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



## Central Provident Fund Board

79 Robinson Road  
CPF Building  
Singapore 068897

**APPLICATION FOR INTER-BANK GIRO**  
Customer Service Call Centre : 1800-227 1188  
E-mail : [giro@cpf.gov.sg](mailto:giro@cpf.gov.sg)

### INFORMATION ON APPLICATION FOR INTER-BANK GIRO

- Please allow 3 to 4 weeks time for processing as the GIRO form with original signature(s) is required by the bank for verification. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval. Meanwhile, please make payment using cheque, NETS/cash (at SingPost), NETS/CashCard/Diners Club Credit Card (at AXS stations) or Internet Payment (via eNETS).
- You may also check the status of your GIRO application at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- Please maintain sufficient fund in your bank account for GIRO deduction. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit the Form GIRO/T available at [www.cpf.gov.sg](http://www.cpf.gov.sg) to CPF Board.

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

- You may email us at [employer-accounts@cpf.gov.sg](mailto:employer-accounts@cpf.gov.sg) for queries on 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.

### For Business Foreign Worker Levy & Domestic Foreign Worker Levy:

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

### For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contributions for non self-employed person:

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via My Requests or complete the Form SI/VC (via GIRO) available at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person. (If the deduction date falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.)

## PART 1: For Applicant's Completion

Notes: Please read "INFORMATION ON APPLICATION FOR INTER-BANK GIRO" overleaf.

Please complete all required details (marked ➡) and post the original form to CPF Board directly.

Please do not fax the form to us as the bank requires the original signature(s) for verification.

Amendments made on the form must be countersigned by bank account holder(s) as in the Bank's records, use of correction fluid / tape is not allowed.

➡ Date :	Name of Billing Organisation (BO) : <b>Central Provident Fund Board</b>	
➡ To : Name of Bank & Branch :	➡ Name of Company/Employer/Member :	
➡ Type(s) of payments (Please <input checked="" type="checkbox"/> where applicable)		
For business/company/registered entity <input type="checkbox"/> 1. CPF contribution for employee(s) <input type="checkbox"/> 2. <b>Business</b> Foreign Worker Levy <b>Unique Entity Number (UEN):</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> <small>UEN is the standard identification number of an entity. For more information on UEN, please visit <a href="http://www.uen.gov.sg">www.uen.gov.sg</a>.</small>		<b>CPF Payment Code<sup>^</sup>:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>
For individual trading under own name (e.g. architect/engineer or individual hiring local personal driver/gardener) <input type="checkbox"/> 3. CPF contribution for employee(s) <input type="checkbox"/> 4. <b>Business</b> Foreign Worker Levy <b>NRIC/FIN:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>		<b>CPF Payment Code<sup>^</sup>:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div> - <div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>
<input type="checkbox"/> 5. <b>Domestic</b> Foreign Worker Levy <b>NRIC/FIN:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>		
<input type="checkbox"/> 6. Medisave and/or Voluntary Contributions for <b>self-employed</b> person <b>NRIC:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>		
<input type="checkbox"/> 7. Voluntary Contributions for <b>non self-employed</b> person <b>NRIC:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>		

<sup>^</sup> CPF Payment Code identifies the different types of payments (e.g. Mandatory/Voluntary CPF Contributions, Additional Medisave Contribution Scheme, etc) made by you to the Board. You may email us at [employer-accounts@cpf.gov.sg](mailto:employer-accounts@cpf.gov.sg) for queries on CPF Payment Code.

(a) I/We hereby instruct you to process the Billing Organisation's (BO's) instructions to debit my/our account.

(b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient fund 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 Account Holder(s) :	➡ My/Our Company Stamp/Signature(s)/Thumbprint(s)* :
➡ My/Our Bank Account Number :	
➡ My/Our Contact Number(s)/E-mail address :	
Original Signature(s)/Thumbprint(s) as in Bank's records. *For thumbprint(s), please go to the branch with your identification.	

## 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 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<sup>#</sup> differs from Bank's records☐ Signature/Thumbprint<sup>#</sup> incomplete/unclear<sup>#</sup>☐ Account operated by signature/thumbprint<sup>#</sup>☐ Wrong account number☐ Amendments not countersigned by applicant☐ Others : \_\_\_\_\_<sup>#</sup> Please delete where inapplicable.

Name of Bank Officer

Authorised Signature and Stamp of Bank

Date