

Important Notes

- 1) Application for refund of contributions paid in error must be made within one year from the date of payment. CPF contributions and late payment interest due to the Board will be offset against the refund amount.
- 2) CNR/Form 40 must be duly completed by the employer and employee.
- 3) You will need the following information to complete the form:
 - a) Employer's CPF Submission Number (CSN) and Employee's NRIC No.
 - b) Employee's wage and contribution details
 - c) Employer's bank account information (For Non-GIRO employers only)
- 4) Over deduction of employee's share must be refunded to employee.
- 5) Refund will be credited directly into the employer's GIRO bank account maintained with the Board.
- 6) Non-GIRO employers are required to attach bank statements for all banks except United Overseas Bank Ltd (UOB) and Oversea-Chinese Banking Corporation Ltd (OCBC).
- 7) For more information on CSN, please visit <http://employer.cpf.gov.sg>>Employers>General Information>CPF Submission Number.
- 8) The Board shall not be liable for any loss caused to or damage incurred or suffered by employer/employee or any person by reason of or in connection with the refund application, including any loss or damage arising directly or indirectly from the Board's acting on inaccurate information provided to it for such application.
- 9) You may email us at employer-refund@cpf.gov.sg if you need further clarification.

Authorisation And Indemnity Clause

I/We hereby request and authorise Central Provident Fund Board ("Board") to obtain confirmation/verification of information relating to me/us and/or to my/our account(s) ("Account") as stated in the application form from/with the bank where the Account is maintained ("Bank") as stated in the application form.

In consideration of the Board acceding to my/our said request and in consideration the Bank confirming/verifying such information pursuant to the said request, I/we irrevocably consent to and authorise the Bank, including any officer thereof, to disclose any information whatsoever relating to me/us and to the Account as is necessary for the sole purpose of account validation and agree that such authorisation shall survive any termination of the Account. I/We agree that this consent shall survive the termination of any of the Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it is addressed to the Bank.

I/We understand that the Board is not obliged to perform the verification requested by me/us and has the absolute discretion to decide whether or not to perform such verification. I/We agree that I/we will not hold the Board responsible if it decides not to perform such verification.

Definition of Wages

CPF contributions are computed based on the employee's wages. Under the CPF Act, wages is defined as remuneration in money due or given to an employee in respect of his employment. This includes overtime pay, allowances, cash awards, commissions and bonuses.

1) Ordinary Wages

Ordinary Wages are wages due or granted wholly and exclusively in respect of an employee's employment in that month and payable before the due date for payment of CPF contributions for that month. This includes allowances (e.g. food allowance or overtime payment).

2) Additional Wages

Additional Wages are wages which are not granted wholly and exclusively for the month. Examples are the annual bonus, leave pay, incentive and other payments made at intervals of more than a month.

3) Total Wages

The total amount of an employee's wages for any calendar month means the sum of his Ordinary Wages for the month and the Additional Wages paid to him in that month.

Total Wages = Total Ordinary Wages + Total Additional Wages