Central Provident Fund Board
79 Robinson Road, CPF Building, Receipts Section, Singapore 068897
Website: www.cpf.gov.sg CPF Call Centre: 1800-227 1188 Fax: 6229 3565 Email: giro@cpf.gov.sg

Standing Instruction (SI) for CPF Contribution Payment for Employees at Full Rates via GIRO

(This form may take about 5 minutes to complete.)

This form is meant for:

1. Employers with a maximum of 10 employees whose CPF contributions are relatively fixed throughout the year.
2. Employers contributing CPF for employees at full rates. To contribute CPF for employees who are on graduated rates (e.g. 1st and 2nd year Permanent Residents), please use form CPF 91 instead.
3. Employers with an existing GIRO arrangement with the Board. If you do not have an existing GIRO arrangement, please submit an Application For Inter-Bank GIRO Form together with this form. The Application For Inter-Bank GIRO form can be downloaded from CPF website at www.cpf.gov.sg under General Information > Forms (View and Print).

** PLEASE TURN OVER FOR OTHER IMPORTANT INFORMATION.*

PART 1: Particulars Of Employer

Name :	Contact Nos.:	CPF Submission No. (CSN)[N1]:
	Fax No.:	- -

PART 2: Particulars Of Employees & Deductions To Be Made

S/N	Name of Employee (as shown in NRIC)	NRIC No.	Ordinary Wages ($)	Community Chest Donations ($)	MBMF ($)	SINDA ($)	CDAC ($)	ECF ($)	Employer with domestic workers[1] (tick if applicable)	Status[2] (E, C, T)	Effective Employment Month[3] (for new employees & changes) OR Last Employment Month[3] (for termination) M M Y Y Y Y
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

PART 3: Declaration & Authorisation

I declare and confirm that I am duly authorised by my company to submit this form and agree to the terms herein. I confirm that all the information given in this form is true, correct and complete. I / Employer shall not hold CPF Board liable for any loss.

I authorise CPF Board to deduct monies from company/my bank account for the payment of CPF contribution under the CPF Act, including interest on late CPF contribution (if any), other contributions listed in Part 2 of this SI form and the Skills Development Levy.

Name	NRIC/Passport No.	Designation	Signature of Employer/Authorised Officer	Date

Revised in December 2008

Standing Instruction (SI) for CPF Contribution Payment for Employees at Full Rates via GIRO

IMPORTANT INFORMATION

When to submit a new SI form:

A new SI form must be submitted to the Board when -
- there is a new employee,
- there is a change on ordinary wages and/or
- there is a termination of employment.

Please send the duly completed SI form to :
CPF Board
79 Robinson Road, CPF Building
Receipts Section
Singapore 068897

For SI forms received after the 10th of the month, the changes will be effected in the following month.

Alternatively, you may submit an online application at www.cpf.gov.sg using your Singpass.

Notes:

N1 CPF Submission Number (CSN)
- For entities, the CSN is your Unique Entity Number (UEN) + CPF Payment Code.
- For employers trading under own name (e.g. individuals hiring personal driver, gardener, local domestic worker etc), the CSN is your NRIC/FIN + CPF Payment code.
- You may email us at employer-accounts@cpf.gov.sg for queries on CSN or visit www.uen.gov.sg for more information on UEN.

N2 Additional Payments On Top of CPF Payable Through SI
- Please use the AXS stations to make your additional payments for your employees' bonus, leave pay, etc.
- For enquires on CPF payment via AXS stations, please email employer-esubmission@cpf.gov.sg or call E-Submisson Helpdesk at 6220 2340.

N3 Skills Development Levy (SDL)
- The SDL will be computed by the Board based on this SI form. The levy applies to employers of domestic help, chauffeurs and gardeners.
- Private individual employed any of these persons wholly and exclusively for domestic purposes are exempted from the levy.

How to complete this SI form:

1. Employer with Domestic Workers

   Please tick this column in the SI form if your employee is a domestic worker, chauffeur or gardener employed wholly and exclusively for domestic purposes by a private individual.

2. Status

   In the "Status" column, please indicate -
   E - for new employees,
   C - for changes in ordinary wages and/or
   T - for termination of employment.

3. Effective/Last Employment Month

   Please indicate the effective employment month in the case of new employees and changes in ordinary wages. Last employment month is only applicable for termination of employment of existing employees. Please refer to below table for examples.

   Examples :

   i. Mr Tan started work on 1 Dec 08 and earned $3,000 a month.
   ii. Mr Lim started work on 20 Dec 08 and earned $800 as pro-rated wages for Dec 08, and $2,800 from Jan 09 onwards.
   iii. Mr Ali earned $2,800 previously and from Dec 08 his wages was increased to $2,900.
   iv. Mr Muthu has resigned and his last day of employment is 31 Dec 08.
   v. Ms Gomez has also resigned and her last day of employment is 15 Jan 09. She was earning $2,000 as pro-rated wages for Jan 09.

				Effective Employment Month or Last Employment Month					
E.g.	**Employee**	**Ordinary Wages ($)**	**Status**	**M**	**M**	**Y**	**Y**	**Y**	**Y**
i.	Mr Tan	3,000.00	E	1	2	2	0	0	8
ii.	Mr Lim	800.00	E	1	2	2	0	0	8
	Mr Lim	2,800.00	C	0	1	2	0	0	9
iii.	Mr Ali	2,900.00	C	1	2	2	0	0	8
iv.	Mr Muthu	-	T	1	2	2	0	0	8
v.	Ms Gomez	2,000.00	C	0	1	2	0	0	9
	Ms Gomez	-	T	0	1	2	0	0	9

Revised in December 2008