Central Provident Fund Board
79 Robinson Road, CPF Building, Singapore 068897
Website: www.cpf.gov.sg
E-Submission Hotline: 6220-2340 Fax: 6229-3499
Email-Address: employer-esubmission@cpf.gov.sg

Request for Addition / Deletion of Staff Accesses

For Existing CPF e-Submission (Employers) Service Users Only
(This form may take you 3 minutes to complete)

CPF SUBMISSION NUMBER:

										—				—		

COMPANY NAME:			
ADDITION / DELETION OF STAFF ACCESSES			
Name (as in the NRIC or Passport)	**NRIC / FIN No.**	**Type of Staff Access (Please tick accordingly)**	**Please circle ONE only**
		☐ Editor[1] ☐ System Administrator[2]	Add / Delete Add / Delete
		☐ Editor[1] ☐ System Administrator[2]	Add / Delete Add / Delete

UPDATE OF E-MAIL ADDRESSES	
New Email Address to be added	**Existing Email Address to be removed[3]**

CONFIRMATION

I/we agree to abide by the terms in this form and confirm that all the information given in this form is true, correct and complete. I/we shall not hold the CPF Board liable for any losses or damages that I/we may incur due to incorrect information given herein. I/we also agree that the CPF Board has the right to reject this form on any ground whatsoever.

_____	_____	_____	_____	_____
Name of Authorised Requestor	Designation	NRIC / FIN No of Requestor	Contact No of Requestor	Signature / Date

*[1]An **Editor** can only perform e-submissions.*
*[2]A **System Administrator** can delete the staff accesses and update the company's particulars but cannot perform e-submission*
*[3] If you cannot remember your old email address but would like us to remove all existing email addresses, please indicate "**remove all**"*

FOF OFFICIAL USE ONLY

Updated by: _____ Date: _____

Verified by: _____ Date: _____