

## **Terms and Conditions on use of CPF e-Submission (Employers) Service**

Please read the Terms and Conditions before using the Service.

### **CPF e-Submission**

1. Registered users are required to log in using their CPF account/NRIC number and SingPass.
2. The grace period for CPF e-Submission remains as 14 days. Any submissions received after 12 midnight on the last day of the grace period (based on CPF Board's server time) will be considered as a late submission.
3. You can only e-submit one file per day for each CPF Submission Number (CSN). If you need to submit more than one file, please merge the information in the different files (with separate advice codes) and generate one single file before submission.
4. You can delete an erroneous file before 5pm on the day of submission. Once deleted, no GIRO deduction will take place. You must re-submit the file by the 14th of the month to avoid the late penalty interest.
5. If your submission is successful, you will see an online acknowledgement page. You will also receive an acknowledgement e-mail. Alternatively you can also check your submission status via the 'Enquiry on Submission Status' module in the CPF e-Submission.
6. If you e-submit before 5pm, you will be notified of any rejected file on the next working day. If you e-submit after 5pm, you will be notified of any rejected file within two working days.
7. You will receive an e-mail notification to view your electronic Record(s) of Payment once the contribution details have been successfully processed. Please log in to the CPF e-Submission (Employers) Service to view or print the records.

### **CPF Payments**

8. Employers performing e-submissions can choose to pay via one of the electronic payment modes below:
  - a. Internet Banking
  - b. GIRO
9. The Internet Banking Service is only available for Personal Accounts from DBS, UOB and Citibank. The daily transaction limit is set by your bank. Please contact your bank directly for any queries on the daily transaction limit.
10. GIRO deductions will only take place if you e-submit your CPF contribution details for the month. For late CPF contributions, GIRO deduction will take place within 3 working days from the date of your e-submission.

### **Processing Fees**

11. Employers with 11 or more employees must e-submit their CPF contribution details. Otherwise, a processing fee of \$7 per employee per month is payable. This processing fee will be extended to employers with 4 or more employees from October 2010.

### **Use of CPF e-Submission (Employers) Service**

12. Any person accessing or using the Service shall not abuse or misuse the Service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.
13. Under no circumstances shall the Board be held liable vis-à-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur, howsoever arising from any one or more of the following:
  - a. any access, use, abuse or misuse of the Service by any person;
  - b. any inaccuracy in any information received via the Service;
  - c. any delayed, incomplete and/or interrupted receipt of any information via the Service;
  - d. any interruption in the availability of the Service;
  - e. any modification, suspension, termination or withdrawal of the Service.
14. Any person accessing or using the Application shall indemnify the Board against any loss, cost, damage, claim or expense suffered or incurred by the Board, howsoever arising from any abuse or misuse of the Application by that person.
15. All information available via the Service and all intellectual property rights arising from such information shall vest at all times in the Board solely. Transmission and/or receipt of such information to/by any person shall not confer on such person any ownership nor intellectual property rights in such information.
16. The Board reserves the absolute discretion to amend, add to or delete any of these terms and conditions, at any time without having to give any reason nor any prior notice thereof.