

Important Notes

1. Application for refund of contributions paid in error must be made within **one year** from the date of payment of contributions.
2. If the employee's signature is unavailable, please attach supporting documents to show that employee has been informed of the refund application.
3. Refund will be credited directly into the employer's GIRO bank account maintained with the Board.
4. 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) Bank account information of employer (For Non-GIRO employers only)
5. For more information on CSN, please visit <http://employer.cpf.gov.sg> >Employers>General Information>CPF Submission Number.
6. The CPF 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.
7. You may email us at **employer-refund@cpf.gov.sg** if you need further clarification.