



## Central Provident Fund Board

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### Application for Inclusion of Share (including Employee Share Option Scheme) / Property Fund / Bond under CPF Investment Scheme (CPFIS)

This form may take you 10 minutes to complete

#### Explanatory Notes

1. Please read the explanatory notes and questions carefully before completing the application form. Please also refer to our website for more information:  
[http://mycpf.cpf.gov.sg/Business-Partner/Gen-Info/CPFIS/bp\\_CPFIS.htm](http://mycpf.cpf.gov.sg/Business-Partner/Gen-Info/CPFIS/bp_CPFIS.htm)
2. All questions must be answered. If a question is not applicable, please indicate "N.A." in the space provided.
3. Please tick (√) the relevant boxes where appropriate.
4. The application process will generally take about 2 weeks, if no further clarification on information provided is required.
5. This form is to be submitted to the CPF Board together with:
  - A cover letter on the company letterhead from the lead manager/legal adviser;
  - A \$200 application fee<sup>1</sup> made payable to "CPF Board" via cheque;
  - A copy of the listing company's prospectus / circular (a draft copy is to be submitted if the finalised version is not yet available); and
  - A copy of the eligibility-to-list (ETL) letter issued to the listing company by the Singapore Exchange (SGX)

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<sup>1</sup> The application fee paid is non-refundable. For an application to include both the share and the listing company's employee share option scheme under CPFIS, the total application fees payable is \$400.

1. **Name of listing company seeking inclusion of its product<sup>2</sup> under CPFIS**

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2. **Name of lead manager / legal adviser for the listing company**

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3. **Type of Product** *(please tick where applicable)*

(a) **Share**

Listed on SGX Mainboard<sup>3</sup>

Listing/listed company's Employee Share Option Scheme (ESOS) -  
*(please refer to the requirements at part 6(b))*

(b)  **Property Fund**

(c) **Bond**

Statutory Board Bond

Bond guaranteed by the Singapore Government

Corporate Bond

4. **Application for inclusion under:**

CPFIS-Ordinary Account (CPFIS-OA), and/or

CPFIS-Special Account (CPFIS-SA)<sup>4</sup>

5. **The offering under CPFIS is to be made through:**

Initial Public Offer (IPO) market<sup>5</sup>, and/or

Secondary market

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<sup>2</sup> Product refers to share (including employee share option scheme), property fund or bond.

<sup>3</sup> New Shares listed on Catalist (which replaces the former SGX-Sesdaq) from 17 Dec 2007 are not eligible for inclusion under the CPFIS-OA.

<sup>4</sup> Only Statutory Board Bond or Bond Guaranteed by Singapore Government can be included under CPFIS-SA.

<sup>5</sup> Subject to CPF Board's, CPF Agent Banks' and MAS' system availability to support the IPO. Additional costs incurred for the IPO will be billed separately.

**6. For share or property fund only**

(a) Criteria for inclusion:

- i. The listing company offering the shares/units is incorporated in Singapore;
- ii. The shares/units are listed on the SGX Mainboard;
- iii. The shares/units are traded in Singapore dollars (SGD); and
- iv. The listing company allows CPF investors, who have pre-registered with CPF Agent Banks, to attend their shareholders'/ unitholders' meetings as observers.

(b) For inclusion of the listing/listed Company's Employee Share Option Scheme (ESOS), please provide:

- i. A copy of the Circular to shareholders in relation to the ESOS (or Prospectus if applicable); and
- ii. A copy of SGX's approval letter for the ESOS.

**7. For bond only**

(a) Criteria for inclusion:

- i. The bond is issued by a company incorporated in Singapore;
- ii. The bond is listed on SGX;
- iii. The bond is traded in Singapore dollars;
- iv. The bond is not offered to institutional investors or accredited investors and certain other persons only under Section 274 or 275 of the Securities and Futures Act;
- v. The bond is not subject to trading restrictions in the secondary market;
- vi. The bond is rated at least A2 by Moody's, A by Standard and Poor's (S&P) or A by Fitch; and
- vii. Prospectus, which complies with the Securities and Futures Act requirements for the bond, is issued. For bonds which are exempted from the prospectus requirement, an information memorandum setting out the terms of the issue, the risks of investing in the bonds and other relevant information must be issued and made available to CPF members.

Note:

- (1) For Statutory Board Bond, all criteria except (vi) are applicable.
- (2) For Bond guaranteed by Singapore Government, criteria (ii) and (iii) are applicable and the bond must be scripless.

(b) Please also provide the following information:

- i. Name of the bond programme: \_\_\_\_\_
- ii. Issue size and series: \_\_\_\_\_
- iii. Tenor of the bond issue and maturity date: \_\_\_\_\_
- iv. Coupon rate<sup>6</sup>: \_\_\_\_\_
- v. Issuer and guarantor (if any): \_\_\_\_\_
- vi. Bond rating by Moody's, Standard & Poor's (S&P) or Fitch: \_\_\_\_\_

**Declaration by CEO/ Director of Company**

I hereby apply for the product offered by my company to be included under the CPF Investment Scheme (CPFIS). I declare that all the information furnished in this form is true and correct and that the product meets all the **Criteria for Inclusion** issued by the CPF Board.

Name of CEO/ Director<sup>7</sup>: \_\_\_\_\_

Signature of CEO/ Director: \_\_\_\_\_

Date: \_\_\_\_\_

Last updated on: 25 April 2008

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<sup>6</sup> For bond application, the effective coupon rate should help to enhance members' CPF savings through returns expected to exceed the prevailing CPF Ordinary Account or Special Account interest rates. The Board currently pays a legislated minimum annual interest rate of 2.5% on the Ordinary Account and a guaranteed minimum annual rate of 4.0% on the Special Account. The CPF interest rate is based on the 12-month fixed deposit and month-end savings rate of the major local banks and it is revised quarterly. The interest is computed monthly, and is credited and compounded annually.

<sup>7</sup> A Director as per defined in the Companies Act (Cap. 50)