



Application for Waiver of Foreign Worker Levy

This form may take you 6 minutes to complete.

IMPORTANT NOTES

1. The application must be made within 1 year after the end of the month in respect of which the levy has been paid and is subjected to approval.
2. You may also submit your application through Online Applications via CPF website at www.cpf.gov.sg using your SingPass, by post or at any CPF Service Centres with the documents listed in Part 2A.
3. Application for waiver of levy involving the current month can only be processed in the following month after the levy record for the current month is updated. For example, if you apply for a waiver involving levy for January, your application can only be processed in February.
4. Use of correction fluid is not allowed for amendments. Please cross out any error, make the amendment and sign against it.
5. The Board shall not be liable for any loss caused to or damage incurred or suffered by the employer or any person by reason of or in connection with the application.

PART 1: PARTICULARS OF EMPLOYER

Domestic Employer's NRIC No or FIN No : - -

CPF Submission Number (CSN) for Business/Company/ Registered Entity /Individual Trading Under Own Name : - P T E -

Name of Domestic/Business Employer : _____

Contact Person : _____ E-Mail Address : _____

Contact Number : _____ Fax Number : _____

1. Upon the approval of the waiver application, * I/we agree that the amount waived will be used to offset the levy liability/penalty (if any) for the following month. *I/We wish to apply for refund of the excess amount (if any) after offsetting the levy liability for the following month. Please refund any excess amount after the offset to the GIRO bank account maintained with the Board. *I/We understand that a cheque will be issued in the absence of a GIRO bank arrangement.
2. *I/We certify that I/we are duly authorised to make the application. I/We agree to produce original documents to support my/our application when requested and give consent to the Board to obtain supporting documents from other government agencies related to my/our application.
3. *I/We confirm that all information given in this application form is true, correct and complete.

For Business Employer	For Domestic Employer
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Name of Authorised Person (For Business Employer)</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p>_____ Signature of Authorised Person (For Business Employer)</p> </div> </div>	<div style="text-align: center;"> <p>_____ Signature of Domestic Employer</p> <p>Date: _____</p> </div>

* Delete whichever is not applicable

PART 2A: REASON CODES AND DOCUMENT(S) REQUIRED	
*Reason Code and the corresponding reason(s) for application for waiver -	Document(s) required :
1 Foreign worker granted PR status	i) Photocopy of passport of worker/s (first 2 pages showing the worker's particulars and the pages showing the re-entry endorsement), photocopy of NRIC and Entry Permit showing journey performed endorsement. You may be required to produce the passport to support your application.
2 Foreign worker was on home leave to home country (not applicable to Malaysian worker). The levy waiver applicable for each foreign worker is capped at a maximum of 60 calendar days per year.	i) Photocopy of passport of worker/s (first 2 pages showing the worker's particulars and pages showing the date of arrival at country and departure from country of visit) with the Boarding Passes (to and fro) if available; or
3 Foreign worker was on vacation leave for at least 7 consecutive days (other countries except for his home country). The levy waiver applicable for each foreign worker is capped at a maximum of 60 calendar days per year.	ii) Letter from Airline Office confirming date of arrival and departure from country of visit. You may be required to produce the passport to support your application.
4 Foreign worker with Embassy/Police Custody/Voluntary Welfare Organisation (VWO)	i) Confirmation letter from the Embassy/Police/Voluntary Welfare Organisation (VWO) stating the exact period of custody.
5 Foreign worker failed to return to Singapore after home leave	i) Letter from the Airline Office confirming the departure to destination.
6 Foreign worker was on hospitalisation leave (applicable to hospital in Singapore only)	i) Medical certificate from Singapore hospitals (for hospitalisation leave only); or ii) Hospital bills which reflect the admission and discharge dates; or iii) Confirmation letters from doctors/hospitals.
7 Foreign worker in harbour craft industry on board vessel which leaves Singapore Port for at least 3 consecutive days	i) Declaration form signed by vessel captain with Maritime And Port Authority of Singapore (MPA) confirming that the foreign worker was on board the vessel during the said period. There should be endorsement showing the departure and arrival dates.
8 Malaysian workers serving 3-months National Service	i) Letter from the Malaysia Authority requiring them to perform National Service (the period of National Service must be stated in the letter) and certificate of completion of National Service.

PART 2B : PARTICULARS OF WORKERS														
Please fill the information of the workers and indicate the *reason code as listed above.														
Particulars of Foreign Worker(s)							Period Applied for Waiver DD-MM-YY and Reason Code							
1	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7
2	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7
3	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7
4	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7
5	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7
6	Foreign Worker's Name						Start date			-	-			
	^Work Permit Number						End date		-	-				
	#FIN Number						*Reason Code	1	2	3	4	5	6	7

*Circle one reason code only for each period

#FIN number can be located on the reverse of the work permit card

^Work Permit number can be located on the work permit card

*Updated February 2011