


Central Provident Fund Board

 79 Robinson Road, CPF Building, Singapore 068897
 Website: www.cpf.gov.sg CPF Call Centre: 1800-227 1188

Application to Make Top-Ups to My Own/Recipient's Special/Retirement Account Under the Minimum Sum Topping-Up Scheme

This form may take you 10 minutes to complete. You will need the following information to complete the form:

- (i) recipient's name as shown on identification document
- (ii) recipient's Singapore NRIC Number/ CPF Account Number
- (iii) CPF Submission Number (Applicable only for top-up to employee)

IMPORTANT: Applicants must complete pages 1 and 2 of the application form. Please read notes overleaf carefully before completing the application. It is an offence to make any false statement or to produce any document which is false for any purpose connected to this application. Please sign against any amendments made. Use of correction fluid/tape will render the application void.

PARTICULARS OF GIVER [as shown on identification document]	SINGAPORE NRIC OR CPF A/C NUMBER										
NAME:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">*S/T</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	*S/T									
*S/T											
TELEPHONE NO:..... (H / O / HP)											
EMAIL:	MALAYSIAN IC OR FOREIGN PASSPORT NUMBER										
NAME OF COMPANY (Applicable only for making a top-up to employee)										
.....	CPF SUBMISSION NUMBER (Applicable for top-ups to employee only)										
.....										
(a) I hereby apply to make a top-up to the Special Account (SA)/Retirement Account (RA) of the recipient(s):											
Particulars	Recipient 1	Recipient 2	Recipient 3								
Name [as shown on identification document]											
Singapore NRIC No./ CPF Account No.											
Relationship of recipient with giver	Self/Spouse/Parent/ Grandparent/Sibling/ Employee/Others *	Self/Spouse/Parent/ Grandparent/Sibling/ Employee/Others *	Self/Spouse/Parent/ Grandparent/Sibling/ Employee/Others *								
Cash Top-Up # Payment by Cheque	\$	\$	\$								
 Bank Name & Cheque No. Bank Name & Cheque No. Bank Name & Cheque No.								
CPF Top-Up ^ Transfer from my Ordinary Account (OA) [To Spouse's/Parent's/ Grandparent's/Sibling's SA/RA only]	\$	\$	\$								
* Delete whichever is inapplicable. # You can enjoy tax relief of up to \$7,000 per calendar year, if you use cash to make a top-up for yourself or receive cash top-ups from your employer. You can enjoy an additional tax relief of up to \$7,000 per calendar year, if you use cash to make a top-up for your spouse, parents, grandparents and siblings. To qualify for tax relief for cash top-ups for spouse/siblings, your spouse/siblings must not have an annual income exceeding \$4,000 in the year preceding the year of top-up (e.g. salary or tax exempt income such as bank interest, dividends and pension) or is handicapped. Employers who make cash top-ups to employees will receive an equal amount of tax deduction for the cash top-ups made, in addition to the tax relief which is given to the employees. ^ There is NO tax relief for CPF top-ups.											

Please tick one of the boxes below if you are claiming tax relief for your spouse / sibling:

- I am claiming tax relief for my handicapped spouse/handicapped sibling*. A handicapped spouse/handicapped sibling refers to one who is incapacitated by reason of physical or mental infirmity.
- I am claiming tax relief for my spouse / sibling *. I confirm that the annual income of my spouse / sibling does not exceed \$4,000 in the year preceding the year of top-up (e.g. salary or tax exempt income such as bank interest, dividends and pension).

I declare that my spouse / sibling has met the said conditions. I understand that information provided in this form will be conveyed to the Comptroller of Income Tax, Singapore. I am aware that under the Singapore Income Tax Act, there are penalties for failing to give a return, furnishing an incorrect return or making a false declaration.

- (b) I hereby declare that all the particulars given above are true and correct and that I must inform my recipient(s) on the IMPORTANT INFORMATION for Recipient(s) as set out on page 4 of the application form.
- (c) I accept that my top-up is irrevocable. (i.e. my top-up using my CPF savings cannot be transferred back to my OA and/or my top-up using cash cannot be returned to me).
- (d) I understand that in the event of the recipient's death, any remaining
- (i) Cash top-ups made via this application will be paid to the recipient's nominees based on his CPF nomination or will be transferred to the Public Trustee for distribution according to the intestacy laws if there is no nomination and
 - (ii) CPF top-ups (capped at the principal top-up amount) will be returned to my OA.

Giver's Signature/
Right Thumb Impression/
Company Stamp _____

Giver's Name _____

NRIC/Passport/CPF Submission No. _____ Date _____

FOR OFFICIAL USE ONLY	DATE RECEIVED
Accepted by Date.....	
Processed by Date	
Authorised by Date	
Remarks	
.....	

* Delete whichever is inapplicable.

IMPORTANT INFORMATION FOR APPLICANT

1. Before you make a top-up to your recipient's SA/RA, please read the frequently asked questions at CPF website (www.cpf.gov.sg) > General Information > FAQs > Browse all FAQs by category > Your Retirement Savings and Withdrawals > Minimum Sum Scheme (MSS) > Making a top-up to the SA/RA under the Minimum Sum Topping-Up Scheme (MSTU) .
2. Your recipient(s) must be a Singaporean or a Singapore Permanent Resident.
3. Top-ups will be made to the SA if your recipient is below 55 and the RA if your recipient is 55 and above.
4. The top-up limit is the maximum amount you/your recipient can receive and is computed as follows:
Top-up limit = Prevailing Minimum Sum(MS) – OA – SA – RA – amount withdrawn for investments.
5. Types of Top-Up:

Cash Top-Up

- (a) The amount which you can top up to your own/recipient's SA/RA cannot exceed the top-up limit (please refer to Note 4).
- (b) For cash top-ups made via cheque, the cheque is to be made payable to "CPF Board". On the reverse side of your cheque, please indicate the following:
Your CPF Account number :
Your Malaysian IC number or foreign passport number (if applicable)
Recipient's CPF Account number:
Your contact number:
If you are making a top-up to your employee's SA/RA, please also indicate:
Name of Company and CPF Submission number.

CPF Top-Up (Applicable for top-ups to spouse's, parent's, grandparent's, sibling's SA/RA only)

- (a) The amount of OA savings you can use to top up is the lowest of
 - (i) [OA + SA + RA + amount withdrawn for investments] – prevailing MS,
 - (ii) OA balance or
 - (iii) Top-up limit (please refer to Note 4)
- (b) If you are making a CPF top-up to your recipient for the **first time**, please send us a photocopy of:
 - (i) your marriage certificate for spouse's top-up
 - (ii) your birth certificate for parent's top-up
 - (iii) your birth certificate and your parent's birth certificate for grandparent's top-up
 - (iv) your and your sibling's birth certificate for sibling's top-up

Please attach the supporting documents to your application form. You may be required to provide further supporting documents other than those listed above to support your application.

Note: If you have made a top-up previously to the same recipient's SA/RA under the MSTU Scheme, you are not required to submit the supporting documents again.

6. No acknowledgement on your application will be sent. You may view the status of your transaction online once your application is processed. Log in to *my cpf* Online Services > My Statement to do so.

Manual Transaction	E-Transaction
Application to make top-ups to recipient's SA will be processed within 9 working days upon receipt of application.	Application to make top-ups to recipient's SA will be processed within 7 working days upon receipt of application.
Application to make top-ups to recipient's RA will be processed within 7 working days upon receipt of application.	Application to make top-ups to recipient's RA will be processed within 5 working days upon receipt of application.

7. For cash top-ups made for yourself, your spouse, parents, grandparents and siblings in the year, you/your employer can claim tax relief/tax deduction in the following year's Tax Assessment. Information on your cash top-ups will be transmitted to IRAS for the granting of tax relief.
8. **You are encouraged to make top-ups early in the year. If you are topping up by cheque, your application must reach the Board by 31 Dec, 10 am if it is a working day, to enjoy tax relief for the following year's Tax Assessment. If 31 December falls on a weekend, your application must reach us on the last working day of the year, 2pm. This is to allow sufficient time for the cheque to be cleared.**

IMPORTANT INFORMATION FOR RECIPIENT(S) - APPLICANT TO INFORM RECIPIENT(S)

1. Top-up monies are meant for a recipient's retirement needs and cannot be used for other purposes such as education, investments, insurance, housing, etc. They also cannot be released upon property pledging.
2. The total tax relief for the cash top-ups by you and your employer is up to \$7,000 per calendar year. Any additional cash top-ups from your employer may be taxable.
3. The amount of top-up made to a recipient's SA and the interest earned will be transferred to the recipient's RA when he turns 55.
4. The objective of the MSTU Scheme is to enhance the recipient's retirement adequacy so that he can have a monthly income for his retirement when he reaches his draw down age (DDA). If he has received top-ups to his RA, he cannot apply for the following:
 - (a) Combined MS Scheme with his spouse,
 - (b) Exemption from the MS Scheme
5. A recipient who receives top-up may have his MS payouts adjusted if he is not drawing the maximum payout applicable for his MS group. Conditions apply.
6.
 - (a) For a recipient who joins the CPF LIFE before his DDA, all his RA savings (including future top-up monies) will be used for his LIFE plan. Hence, he will only receive LIFE payouts when he reaches his DDA.
 - (b) For a recipient who is currently receiving a monthly payout under the MS Scheme and subsequently joins CPF LIFE, the monthly payout will cease upon the commencement of the payouts under CPF LIFE.