

CENTRAL PROVIDENT FUND BOARD  
ROBINSON ROAD P.O. BOX 626  
SINGAPORE 901226



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### Central Provident Fund Board

79 Robinson Road  
CPF Building  
Singapore 068897

**Application Form For Inter-Bank GIRO Application**

**Contact Us**      [www.cpf.gov.sg](http://www.cpf.gov.sg) • [giro@cpf.gov.sg](mailto:giro@cpf.gov.sg)  
CPF Call Centre : 1800-227 1188

**Information On Application For Inter-Bank GIRO**

- Your GIRO application will be processed within 21 working days. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval.
- You may also check the status of your GIRO application at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- Please maintain sufficient funds in your bank account before the deduction date. If you have set a payment limit on your GIRO deduction with your Bank, please ensure that the limit is sufficient to pay for all mandatory and voluntary CPF contributions including levy. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit your GIRO termination online via *My Requests* or complete the Form GIRO/T available at [www.cpf.gov.sg](http://www.cpf.gov.sg) to CPF Board.
- If you have an existing GIRO arrangement with CPF Board and wish to change your bank account, you will need to complete a new GIRO application form.

**For CPF contribution for employee(s):**

- You may email us at [employer-accounts@cpf.gov.sg](mailto:employer-accounts@cpf.gov.sg) for queries on CPF Submission Number (CSN), which consists of Unique Entity Number (UEN) and CPF Payment Code.
- You are required to submit the CPF contribution details by the 14th of the month (or the next working day if the 14th falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged.

**For Business Foreign Worker Levy & Domestic Foreign Worker Levy:**

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

**For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contribution for non self-employed person:**

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via *My Requests* or complete the Form SI/VC (via GIRO) available at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person (or the next working day if the deduction date falls on a Saturday, Sunday or public holiday).



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

GIRO/IBG FORM

**Application Form For Inter-Bank GIRO Application**

This form may take you 3 minutes to complete if you have your bank passbook/statement on hand.

**PART 1: For Applicant's Completion (please complete all required details (marked⇒))**

**Notes:** Please read overleaf "Information on Application for Inter-Bank GIRO".  
 Please do not fax this GIRO form to us as the bank requires the original signature(s) for verification.  
 Amendments made on the form must be countersigned by bank account holder, use of correction fluid / tape is not allowed.

⇒ Date :	Name of Billing Organisation (BO) : <b>Central Provident Fund Board</b>											
⇒ To : Name of Bank & Branch :	⇒ Name of Applicant (Company/Employer/Member) :											
⇒ <b>Type(s) of payments (Please <input checked="" type="checkbox"/> where applicable)</b>												
For business/company/other UEN registered entity												
<input type="checkbox"/> 1. CPF contribution for employee(s)	Unique Entity Number (UEN): <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
<input type="checkbox"/> 2. <b>Business</b> Foreign Worker Levy	CPF Payment Code^ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
For individual trading under own name (e.g. architect/engineer or individual hiring local personal driver/gardener)												
<input type="checkbox"/> 3. CPF contribution for employee(s)	Employer's NRIC/FIN: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
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<input type="checkbox"/> 5. <b>Domestic</b> Foreign Worker Levy	Employer's NRIC/FIN: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
<input type="checkbox"/> 6. Medisave and/or Voluntary Contributions for <b>self-employed</b> person	NRIC: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">S</td> <td style="width: 20px; height: 20px; text-align: center;">E</td> <td style="width: 20px; height: 20px; text-align: center;">S</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	S	E	S								
S	E	S										
<input type="checkbox"/> 7. Voluntary Contribution for <b>non</b> self-employed person	NRIC: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">V</td> <td style="width: 20px; height: 20px; text-align: center;">C</td> <td style="width: 20px; height: 20px; text-align: center;">S</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	V	C	S								
V	C	S										

^ CPF Payment Code identifies the different types of payments (e.g. Mandatory/Voluntary CPF Contributions, Additional Medisave Contribution Scheme, etc.) made by you to the Board.  
 You may email us at employer-accounts@cpf.gov.sg for queries on CPF Payment Code.

- (a) I/We hereby instruct you to process the Billing Organisation's (BO's) instructions to debit and credit my/our account.
- (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient fund and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

⇒ Bank Account Holder's name(s) :	⇒ My/Our Company's Stamp/Signature(s)/Thumbprint(s)*:
⇒ My/Our Bank Account Number :	As in Bank's/Financial Company's records. *For thumbprint(s), please go to the respective Bank/Financial Company with your identification documents.
⇒ My/Our Contact Numbers/E-mail address :	

**PART 2: For CPF Board's Completion**

Bank	Branch	CPF Board's Account No.
7	3	3 9 5 0 1 6 0 0 0 0 1 0 0 1
Bank	Branch	Account No. To Be Debited

**PART 3: For Bank's Completion**

This application is hereby REJECTED (please  ) for the following reason(s) :

<input type="checkbox"/> Signature/Thumbprint# differs from bank's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/Thumbprint# incomplete/unclear#	<input type="checkbox"/> Amendments not countersigned by applicant
<input type="checkbox"/> Account operated by signature/thumbprint#	<input type="checkbox"/> Others : _____

#Please delete where inapplicable.

\_\_\_\_\_  
 Name of Bank Officer                                      Authorised Signature and Stamp of Bank                                      Date

Please apply glue and seal here. Do not staple.

Please apply glue and seal here. Do not staple.

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