



## Apply for GIRO for Mandatory Medisave Contributions or Voluntary Contributions

This form may take you 3 minutes to complete.

Form GIRO (SE/VC) 06/2017

**IMPORTANT:** This form is to authorise the debiting of funds from your bank account for the payment of such amount indicated in the standing instructions to the CPF Board for (1) Mandatory Medisave Contributions as a Self-Employed Person (SEP) to your own CPF Account or to another SEP's CPF Account on his behalf; and (2) Voluntary Contributions (VCs) to your own CPF Account or to another CPF member's CPF Account on his behalf. Any VC in excess of the CPF Annual Limit will be refunded without interest to you or to the CPF member if you are making the VC on behalf of the CPF member.

**Please read overleaf "Information on Application for GIRO" before completing the form. Do not fax this form as original signature(s) is required. Bank account holder must sign against amendments made. DO NOT use correction fluid/tape.**

### Section 1: For Applicant's Completion

Name of Applicant

\_\_\_\_\_

I would like to apply GIRO for: ► *Please tick one*

**Self-employed person**, NRIC No. **SE** \_\_\_\_\_ ► *DDA reference no.*  
for my Mandatory Medisave Contributions and Voluntary Contributions

**Non self-employed person**, NRIC No. **VC** \_\_\_\_\_ ► *DDA reference no.*  
for my Voluntary Contributions

1. I/We authorise the Bank to process the Billing Organisation's (BO), **Central Provident Fund Board**, instructions to debit and credit my/our account.
2. The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
3. This authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank; upon the Bank's receipt of my/our written revocation; or upon the Bank's receipt of the notice of expiry from the BO.

Name (as in Bank Account)

\_\_\_\_\_

Bank's Name

\_\_\_\_\_

Bank Account No.

\_\_\_\_\_

Contact No.

\_\_\_\_\_

Email

\_\_\_\_\_

*Company Stamp/Signature(s)/  
Thumbprint(s)\* as in Bank's records*

*Date:*

\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

Your GIRO application will be processed by your Bank within 21 working days.

### Section 2: For CPF Board's Completion

CPF Board's Account Details SWIFT BIC: OCBCSGSGXXX Account No.: 501600001001

Debiting Account Details SWIFT BIC: \_\_\_\_\_ Account No.: \_\_\_\_\_

### Section 3: For Bank's Completion

**To CPF Board:** The application is hereby **REJECTED** because: ► *Please tick all applicable reasons*

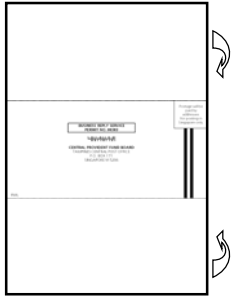
- |   |  |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint differs from bank's records | <input type="checkbox"/> Wrong account number                                |
| <input type="checkbox"/> Signature/Thumbprint incomplete/unclear          | <input type="checkbox"/> Amendments not countersigned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

*Authorised Signature and Stamp of Bank*

*Name:*

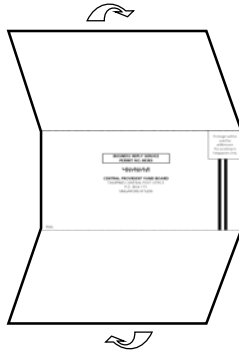
*Date:*

## How to use the Business Reply Envelope?



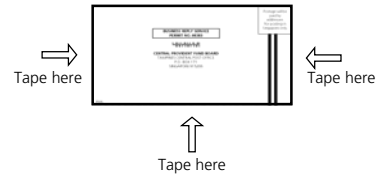
### Step 1

Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



### Step 2

Enclose your documents within the sleeve created in Step 1.



### Step 3

Seal the edges with clear tape to secure your documents inside.

**BUSINESS REPLY SERVICE  
PERMIT NO. 08383**



CENTRAL PROVIDENT FUND BOARD  
TAMPINES CENTRAL POST OFFICE  
P.O. BOX 171  
SINGAPORE 915206

Postage will be  
paid by  
addressee.  
For posting in  
Singapore only.

### Information on Application for GIRO

- Your GIRO application will be sent to your bank and will be processed within 21 working days. You will receive a letter on the status and effective date of the GIRO arrangement upon approval. You can also check the status of your GIRO application at [www.cpf.gov.sg](http://www.cpf.gov.sg) under Members > Services > Enquiry & Payment Services > GIRO Application Status.
- Please ensure you have enough balance in your bank account before the deduction date. If you have set a payment limit on your GIRO deduction with your bank, ensure that the limit is sufficient to pay for all Mandatory and Voluntary CPF Contributions. Some banks may charge an administrative fee for each unsuccessful deduction.
- 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. The deduction for your CPF Contributions from your existing bank account will continue until the new GIRO application is approved.

### For Mandatory Medisave Contributions and/or Voluntary Contributions

- GIRO deductions for any outstanding Mandatory Medisave Contributions in respect of a self-employed person will be made on the 25th (or the next working day if the 25th falls on a Saturday, Sunday or public holiday).
- For Voluntary Contributions, GIRO deductions based on the amount in the Standing Instructions to CPF Board will be made on the 25th for a self-employed person or on the 18th for a non self-employed person (or the next working day if the deduction date falls on a Saturday, Sunday or public holiday). Standing Instructions for Voluntary Contributions may be submitted online via My Requests or by sending the completed Form SI/VC (via GIRO), available at [www.cpf.gov.sg](http://www.cpf.gov.sg), to the CPF Board.

For more information, please email us at [member@cpf.gov.sg](mailto:member@cpf.gov.sg) or call us at 1800-227-1188.