



Central Provident Fund Board
 238B Thomson Rd #08-00 Tower B Novena Square Singapore 307685
 Website: www.cpf.gov.sg CPF Call Centre: 1800-227-1188
 E-mail: giro@cpf.gov.sg

**Standing Instructions (SI) For Payment Of Voluntary Contributions Via GIRO
 (For Self-Employed person or Non Self-Employed person)**

This form may take you 3 minutes to complete.

Please read the important notes on page 2 before completing the application form.

Please sign against amendments made. Use of correction fluid/tape will render the application void.

(A) Particulars of Member											
Name (As in NRIC)											
NRIC / CPF Account Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">S/T*</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: center; font-size: small;">* Delete whichever is inapplicable</p>	S/T*									
S/T*											
Contact Numbers											
Email Address											
(B) Standing Instruction (Tick the relevant box & complete the details)											
<input type="checkbox"/> Self-Employed Person											
<p>I hereby instruct CPF Board to make monthly deductions of the following amount for the payment of Voluntary Contributions to my CPF Account. This is in addition to the amount that I am required to pay to meet my outstanding Mandatory Medisave Contribution, if any.</p> <p style="text-align: center;">Amount of Voluntary Contributions Per Month \$ <table border="1" style="display: inline-table; border-collapse: collapse; margin-left: 10px;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">.</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table></p> <p>Do credit the Voluntary Contributions to: (Tick ONE option only)</p> <p><input type="checkbox"/> My CPF Ordinary Account, CPF Special Account & CPF Medisave Account based on the existing CPF rates of allocation</p> <p><input type="checkbox"/> My CPF Medisave Account only</p>							.	0	0		
					.	0	0				
<input type="checkbox"/> Non Self-Employed Person											
<p>I hereby instruct CPF Board to make monthly deductions of the following amount for the payment of Voluntary Contributions to my CPF Account.</p> <p style="text-align: center;">Amount of Voluntary Contributions Per Month \$ <table border="1" style="display: inline-table; border-collapse: collapse; margin-left: 10px;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">.</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table></p>							.	0	0		
					.	0	0				
(C) Declaration											
<p>(i) I declare that:</p> <p style="margin-left: 20px;">(a) all the information provided in this application are true and accurate.</p> <p style="margin-left: 20px;">(b) I am authorised to instruct the Central Provident Fund Board ("CPF Board") on the amount to be deducted on a monthly basis from the bank account stated in Application for Inter-bank GIRO Form for the payment of Voluntary Contributions to my CPF Account.</p> <p>(ii) This instruction will remain in force until my written notice to you to change it.</p> <p style="margin-top: 20px;">_____ Signature of Member & Date</p>											

IMPORTANT NOTES

This form is to be read together with the Application for Inter-bank GIRO Form. Deduction from the bank account stated in Application for Inter-bank GIRO Form can only be made after the GIRO application has been approved.

If you have a SingPass, you may visit our website at www.cpf.gov.sg, login with your SingPass and submit an online application via **my cpf Online Services > My Request – GIRO Matters**. For more information on SingPass, please visit <https://www.singpass.gov.sg>.

1. For instructions received by the Board after the 12th of the month, the deduction for the payment of Voluntary Contribution will only commence on the following month.
2. You are required to submit the **original** copy of the duly completed form to the Board for processing.
3. Your application will be processed within 3 working days, and we will inform you in writing once we have processed it.
4. Schedule for Deduction of Voluntary Contributions (VC)

Voluntary Contribution By	Date of Deduction
Non Self-Employed	18 th of each month
Self Employed	25 th of each month

However, if 18th or 25th falls on a Saturday, Sunday or public holiday, deductions will be effected on the next working day.

5. Change/Terminate Standing Instruction (SI)
 - (i) To change your SI, please complete a fresh application Form SI/VC (via GIRO).
 - (ii) To terminate your SI, please complete Form SI/VC (via GIRO). Do indicate the amount of Voluntary Contributions per month as \$0.00.
 - (iii) Mail your form to:

CPF Board
Receipts & GIRO Section
238B Thomson Road
#08-00 Tower B Novena Square
Singapore 307685
6. Terminate GIRO Arrangement

To terminate your GIRO, please complete Form GIRO/T and mail your form to:

CPF Board
Receipts & GIRO Section
238B Thomson Road
#08-00 Tower B Novena Square
Singapore 307685
7. Refund of Excess Voluntary Contribution.

Where the CPF Annual Limit is exceeded, CPF Board may refund the whole or part of the Voluntary Contributions to you.