

## **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.

<b>S/T*</b> * Delete									
^ Delete	<u> </u>								
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(B) Standing Instruction (Tick the relevant box & complete the details)									
☐ Self-Employed Person									
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.									
Per Month	\$						0	0	
Do credit the Voluntary Contributions to: (Tick ONE option only)									
My CPF Ordinary Account, CPF Special Account & CPF Medisave Account based on the existing CPF rates of allocation  My CPF Medisave Account only									
□ Non Self-Employed Person									
I hereby instruct CPF Board to make monthly deductions of the following amount for the payment of Voluntary Contributions to my CPF Account.									
Per Month	\$						0	0	
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# **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 12<sup>th</sup> 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 <u>original</u> 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 <sup>th</sup> of each month
Self Employed	25 <sup>th</sup> of each month

However, if 18<sup>th</sup> or 25<sup>th</sup> 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 <u>Form SI/VC (via GIRO)</u>. 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.

Last Updated on: Nov 2015