



How to perform Additional Submission using pre-loaded Electronic Standing Instruction (ESI) details



Perform Additional Submission using pre-loaded ESI details

1. Login to CPF EZPay and click on **Perform Additional Submission**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by [redacted] on [redacted]

The next deduction for your ESI will take place on [redacted] for [redacted] CPF contributions.

Manage Electronic Standing Instruction

- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission**

Manage Records & Preferences

- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences



Perform Additional Submission using pre-loaded ESI details

2. Input **Contribution Month and Year** and select **Submit using pre-loaded ESI details**

Click **Continue**

Welcome, DUMMYUSER (CPF Account Number: [redacted])
Your last login to CPF EZPay was on [redacted]

CPF Submission No. [redacted]
Company Name [redacted]

CPF EZPay

Perform Additional Submission

Your company has an existing Electronic Standing Instruction (ESI). This Additional Submission you are making will not affect or change the existing ESI arrangement.

(STEP 1) Select Month Paid For	(STEP 2) Prepare Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement
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- Please indicate the **month** and **year** you are submitting for.

Contribution Details For

-

-

(Month) (Year)

☐ **Submit using pre-loaded ESI details**
(Include calculation of CPF contributions. For unsuccessful ESI deduction. Please refer to [How to perform additional submission using pre-loaded ESI details.](#))

☐ **Submit without pre-loaded ESI details**
(No calculation of CPF contributions. For other adhoc payments e.g. late payment interest.)

Back

Continue



Perform Additional Submission using pre-loaded ESI details

3. Your ESI details are loaded accordingly.

To remove an employee record (if required) for this submission, **tick the checkbox** beside the employee's CPF Account No. and click on **Delete Employee Record**.

Amend the **Ordinary Wages** and **Additional Wages**, and **Agency Fund** amount if required and click **Continue**.

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Any changes to the employee details made in this submission **will not** overwrite the details in your existing ESI.

To remove an employee record for this submission, tick the checkbox beside the employee's CPF Account No. and click 'Delete Employee Record' below the table.

Update the Ordinary Wages (OW) and Additional Wages (AW) for the same contribution month, including the OW and AW in the existing Electronic Standing Instruction (ESI).

Update the Agency Fund amount based on the total wages payable to each employee for the same contribution month.

Refer to [How to perform additional submission using pre-loaded ESI details](#) to make accurate submission.

Search By CPF Account No.

S/N

CPF Account No.
(SXXXXXXA)

Name of Employee (as per NRIC)

Ordinary Wages (\$)

Additional Wages (\$)

Agency

Agency Fund (\$)

Staff Info

☐

1.

NRIC #1

Name for NRIC #1

1000.00

0.00

CDAC

0.50

Detail

☐

2.

NRIC #2

Name for NRIC #2

2500.00

0.00

MBMF

6.50

Detail

☐

3.

0.00

0.00

0.00

Detail

☐

4.

0.00

0.00

0.00

Detail

☐

5.

0.00

0.00

0.00

Detail

☐

6.

0.00

0.00

0.00

Detail

☐

7.

0.00

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Detail

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Detail

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9.

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Detail

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11.

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12.

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13.

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14.

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16.

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17.

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18.

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0.00

Detail

☐

19.

0.00

0.00

0.00

Detail

☐

20.

0.00

0.00

0.00

Detail



Perform Additional Submission using pre-loaded ESI details

- 4. Review the list of employees and ensure that it is accurate.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Select Employees

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Please tick the check box beside the employees you wish to include in your CPF submission. By default, all employees are included.

To exclude an employee, un-check the box next to the relevant employee record.

<input checked="" type="checkbox"/>	S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)
<input checked="" type="checkbox"/>	1.	NRIC #1	Name for NRIC #1	1,000.00	0.00
<input checked="" type="checkbox"/>	2.	NRIC #2	Name for NRIC #2	2,500.00	0.00

Continue



Perform Additional Submission using pre-loaded ESI details

- 5. Review the **CPF To Be Paid** and **SDL To Be Paid** amounts and amend if required.
- 6. If the submission is late, the **CPF Late Payment Interest** will be auto-computed.
- 7. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.

Click on **Continue** to proceed.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to [How to perform additional submission using pre-loaded ESI details](#) to make accurate submission.

Search By CPF Account No.

S/N

CPF Account No.
(SXXXXXXA)

Name of Employee (as per NRIC)

* CPF To Be Paid (\$)

* SDL To Be Paid (\$)

Ordinary Wages (\$)

Additional Wages (\$)

Agency

Agency Fund (\$)

1.	NRIC #1	Name for NRIC #1	125.00	2.50	1,000.00	0.00	CDAC	0.50
2.	NRIC #2	Name for NRIC #2	925.00	6.25	2,500.00	0.00	MBMF	6.50

S/N

Description

Amount (\$)

1.	Total CPF Contributions	1050.00	Computed :	\$1,050.00
2.	CPF Late Payment Interest	25.00	Computed :	\$25.00
3a.	Skills Development Levy (SDL) - For Local Employees	8.75	Computed :	\$8.75
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	6.50	Donor Count :	1
6.	Total SINDA Contributions	0.00	Donor Count :	0
7.	Total CDAC Contributions	0.50	Donor Count :	1
8.	Total ECF Contributions	0.00	Donor Count :	0
Grand Total		1090.75		

Save Draft

Continue



Perform Additional Submission using pre-loaded ESI details

8. Tick the checkbox for the declaration and proceed to make payment via Direct Debit (preferred) or PayNow QR.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Total Record(s): 2

Page1 of1GO

S/N	CPF Account No. (SXXXXXXA) ▾	Name of Employee (as per NRIC) ▾	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Employer CPF (\$)	Employee CPF (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	125.00	2.50	75.00	50.00	1,000.00	0.00	CDAC 0.50
2.	NRIC #2	Name for NRIC #2	925.00	6.25	425.00	500.00	2,500.00	0.00	MBMF 6.50

Total Record(s): 2

Page1 of1GO

S/N	Description	Amount (\$)
1.	Total CPF Contributions	1,050.00
2.	CPF Late Payment Interest	25.00
3.	Skills Development Levy (SDL)	8.00
4.	Donation to Community Chest	0.00
5.	Total MBMF Contributions	6.50
6.	Total SINDA Contributions	0.00
7.	Total CDAC Contributions	0.50
8.	Total ECF Contributions	0.00
Grand Total		1,090.00

Computed :

\$1,050.00

Computed :

\$25.00

Computed :

\$8.75

Donor Count :

0

Donor Count :

1

Donor Count :

0

Donor Count :

1

Donor Count :

0

Grand Total

1,090.00

I declare that all the information provided in this submission are true and correct. And I acknowledge that the details provided in this additional submission are applicable only for this specific instance and will not modify or supersede my existing ESI arrangement in any way.

Back

Pay By

Direct Debit

PayNow QR

Deduction On

22/08/2024

Click to change the deduction date

7



Perform Additional Submission using pre-loaded ESI details

9. You have completed the additional submission.

Click on **Back to Main** to perform other transactions or **Logout** to end the session.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.
Total Amount (\$)
Submitter NRIC/FIN
Date/Time of Submission
Payment Mode
Deduction On
Submission Status

Submitted (Click here to view your submission details.)

Notes:

- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.
- Your CPF submission can be amended anytime before 5.15pm on the day of submission.
- Please refrain from submitting a new online Direct Debit Authorisation (DDA) application to change your bank account while the deduction for this submission is pending. This is to avoid unsuccessful deduction which may incur late payment interest. If you wish to change the bank account for Direct Debit deduction, you should only submit the new online DDA application after the deduction is successful.
- To amend your submission, please click on "Back to Main", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend".
- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

Back to Main