HOW TO
Submit CPF contributions with CPF EZPay

Web

CPF Board · CPF Board · cpf_board · CPF Board

Central Provident Fund Board (CPFB)
Last updated in July 2023

What You Need to Submit via CPF EZPay:

- Singpass^
- A CPF Submission Number (CSN) for your transactions with the CPF Board. If you have applied for a CSN online, you'll automatically be registered for CPF EZPay.
- An email address
- Approved mode of payment via Direct Debit and PayNow QR

^ To protect your confidential information, please do not reveal your password to anyone.

Additional Notes on CPF EZPay:

- The auto-computation function is applicable to private sector employers only.
- It does not impose a cap on CPF contributions that exceed the additional wage ceiling.
- It works best with a minimum screen resolution of 1024 X 768 pixels.
- It is best viewed on desktop using Microsoft Edge browser and all latest 2 versions.

Definitions, Acronyms and Abbreviations

In this user guide, the following definitions apply throughout unless otherwise stated.

Term	Description
CPFB	Central Provident Fund Board
FTP	File Transfer Protocol

1. **LAUNCH THE CPF EMPLOYER HOMEPAGE**

   (i)   Please ensure that you have internet access.

   (ii) Launch your web browser (e.g. Microsoft Edge, Google Chrome, Firefox, etc.) and go to CPF homepage at: cpf.gov.sg

1.2 **ACCESSING THE CPF EZPay**

   (i)   Before accessing the CPF EZPay module, please ensure that you have a valid Singpass and that you have a CPF Submission Number (CSN) for your transactions with the CPF Board. If you have applied for a CSN online, you'll automatically be registered for CPF EZPay. You can refer to this guide to learn how to apply for CSN and submit CPF contributions via CPF EZPay in five steps.

   (ii) If you're a first timer, you're required to set up and assign "CPF EZPay" e-Service to your authorised officers for your CSN(s) in the Corppass portal. If you need to update your authorised users, you can do so in the Corppass portal.

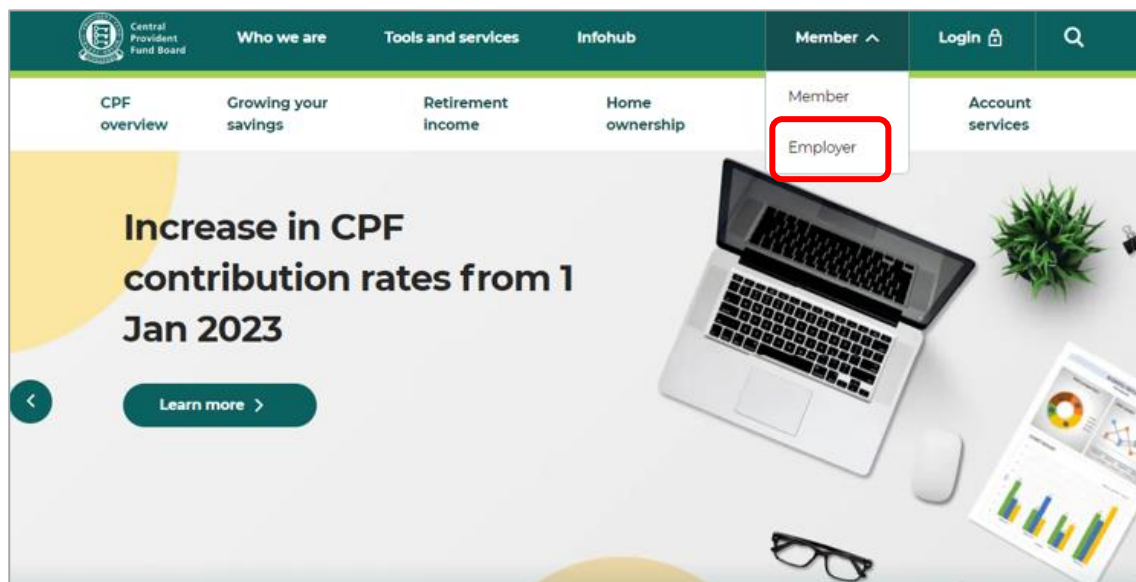   (iii) At **Member** homepage, select Employer. Figure 1.

Figure 1: CPF Member Homepage
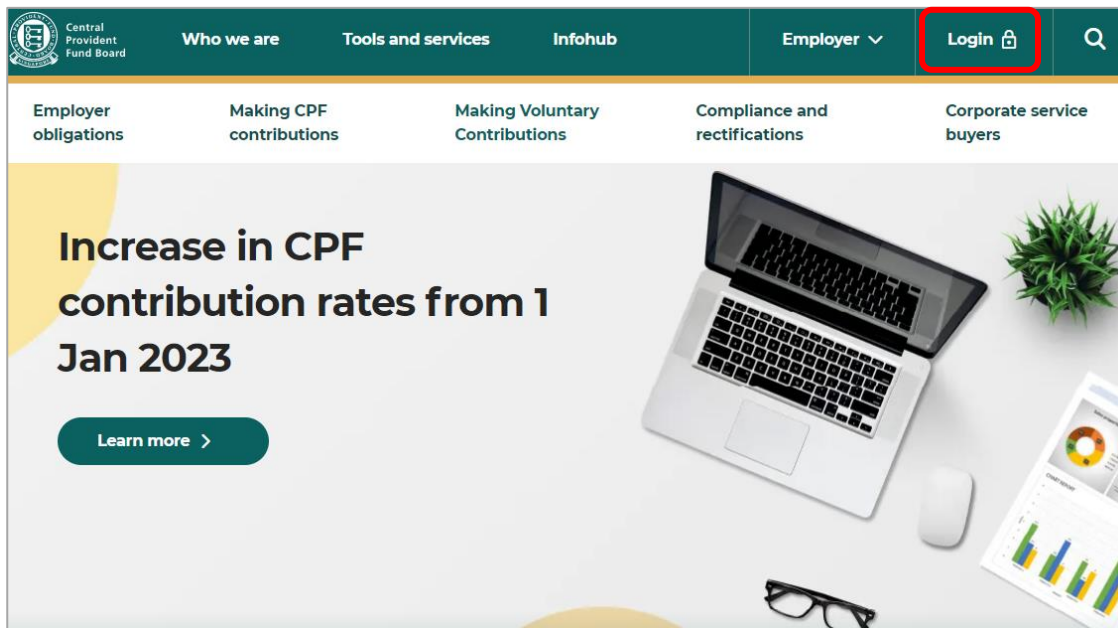
(iv)   Next, select Login. Figure 2.

Figure 2: Select Login at Employer Homepage
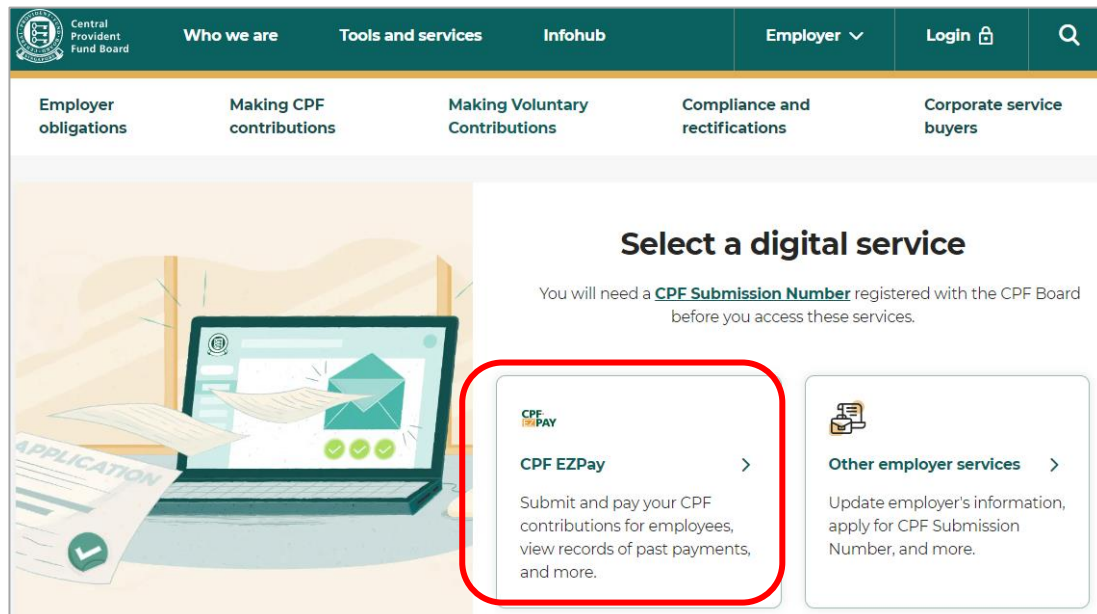
(iv)   Select **CPF EZPay**. Figure 3.

Figure 3: Select CPF EZPay

(v)   Select **For UEN-registered entities** or **For individuals trading under own name** and login with your Singpass. Figure 4.

For UEN registered entities

The Corppass Admin of your company is responsible for creating and managing Corppass user accounts and digital service access. It includes updating user details, suspending, reactivating, and terminating user accounts, assigning digital service

access rights to user accounts. More information on how to setup and assign CPF e-Service for CPF EZPay within Corppass, please refer to our [Step by Step guide](#) (PDF, 1.5MB).
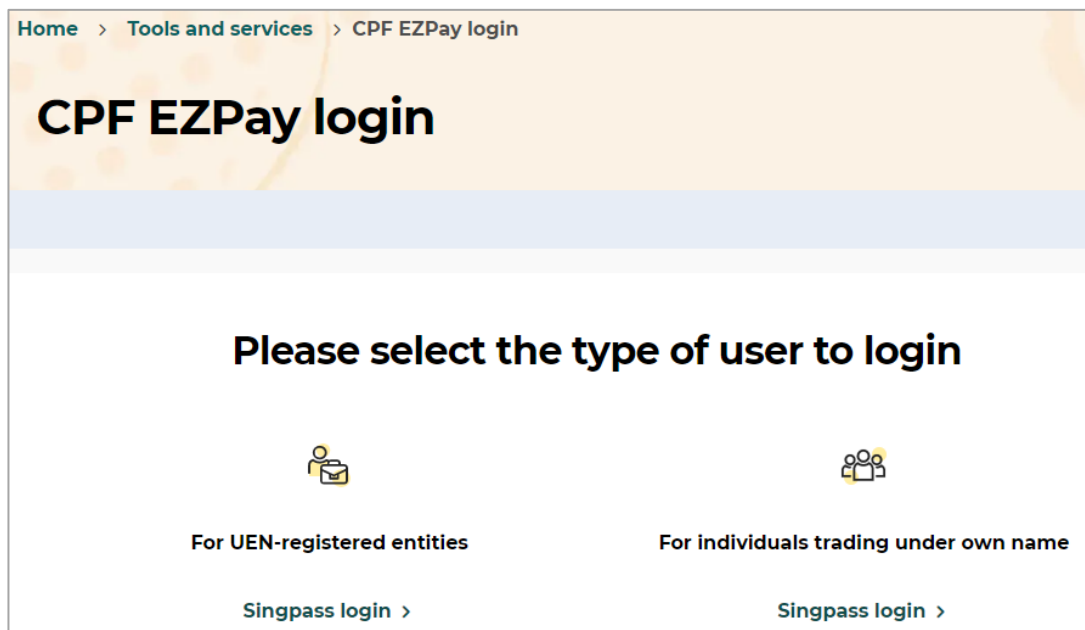

Figure 4: Select the type and login with your Singpass

MAIN MENU

After successful login, you will now see the main menu of the CPF EZPay. On this screen, there are 2 main sections: (i) **Submit Contribution** and (ii) **Manage Records & Particulars**. Select **CPF EZPay**. Figure 5.

(i)   Under **Submit Contribution** section, you have a choice of submitting via 3 submission modes **CPF EZPay**, **CPF EZPay (FTP)** and **Electronic Standing Instruction (ESI)**. Please note that ESI will not be displayed if you do not have approved Direct Debit arrangement.

(ii)   Under the **Manage Records & Particulars** section, you can **View / Amend / Delete Submission**, **View Record of Payment** and **View / Update Particulars**.
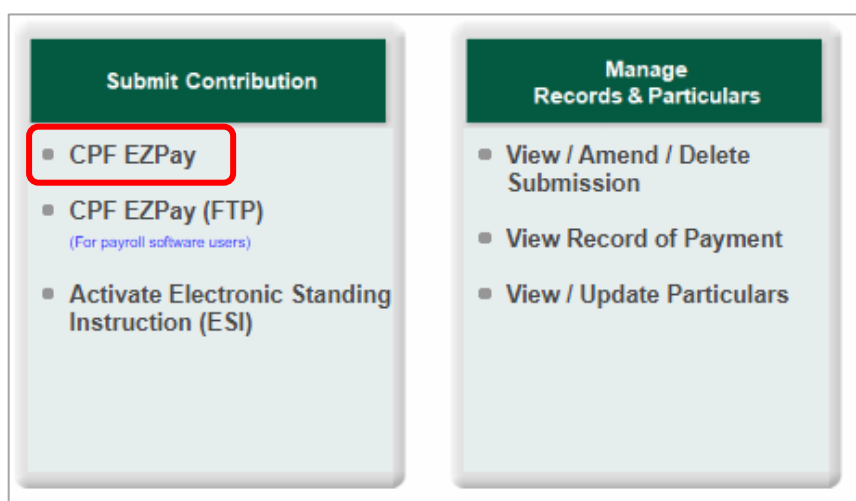

Figure 5: Select CPF EZPay at Main Menu

2.1 (STEP 1) SELECT MONTH PAID FOR

You will be directed to the **Month Paid For** page. Figure 6.

(i) At **Contribution Details for**, select **Month** and enter **Year**.

(ii) System auto-selects **Submit via Employee Database**. Click on **Continue**.

Figure 6: Submit via Employee Database

2.2 (STEP 2) PREPARE CPF CONTRIBUTION DETAILS

There are 2 ways to prepare the CPF contribution details of your employees **Submission via Employee Database - Manual Entry** and **Import from Microsoft Excel Template File**

Submission via Employee Database – Manual Entry (applicable to first time users)

(i) The first step is to update your **Employee Database**. Figure 7. The employee database will save your employee records and populate the information when you next login.

Figure 7: Employee Database

(ii)   Please key in the following information for each employee

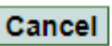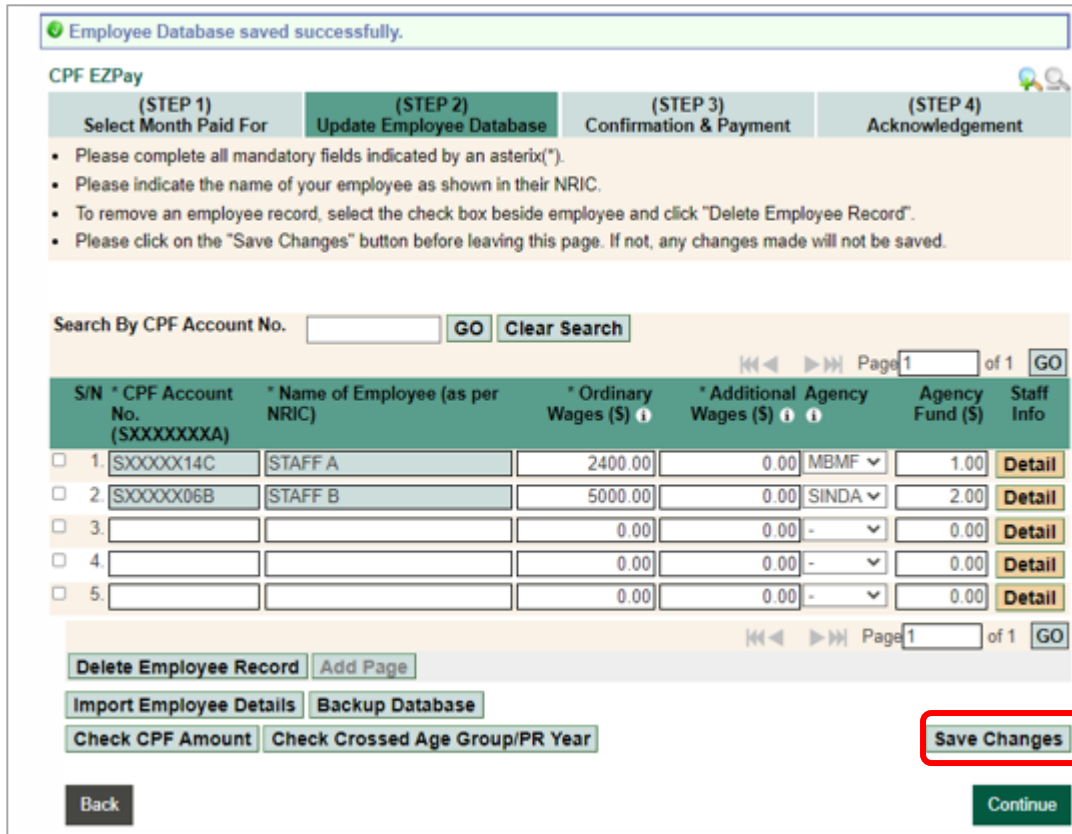|		
A	**CPF Account No. ***
B	**Name of Employee** (as per NRIC) *
C	**Ordinary Wages ($) ***
D	**Additional Wages ($) ***
E	**Agency** i.e CDAC, MBMF, SINDA or ECF
F	**Agency Fund** – required if "E" is selected
G	**Staff Info** Click on **Detail *** **Staff information Screen** will pop-up. Figure 8. Key/update your employee information such as: • **Date of Birth** i.e. click on the icon to select DD/MM/CCYY • **Citizenship** – If you have selected PR Year 1 or 2. Key **PR Start Date** and select **Type**. GG for graduated rate or FG for full CPF contribution rate. System will auto-track the PR status of your employee and update the CPF contribution to be paid. • **Employment Status** – If CPF contribution is payable for the month, select Left and indicate **Date Left Employment**. Remember to delete the employee record the following month. Please refer to Page 16 on how to delete employee record. • **Skills Development Levy** (SDL) – payable for all local and foreign employees. SDL for local employee is auto computed based on their wage.

mandatory fields

Figure 8: Detail- Key/Update Staff Information

(iii)   Click on **Save** after updating each employee's Staff Information.

(iv)   Repeat steps (i) and (ii) for each employee.

(v)   For more information on the options for **Citizenship**, **PR Type** and **SDL payable**, please click on the information icon (🛈).

(vi)   Once all employees' records have been created, click on **Save Changes**. A confirmation message "**Employee Database saved successfully.**" will be displayed. Figure 9. Next go to Page 12 to **Continue**. Figure 15.

(i)   You may click on **Check CPF Amount** to view the computation of CPF contribution. Please follow the instructions on Page 17.


Figure 9: Confirmation Message of Employee Database Saved Successfully

Import from Microsoft Excel Template File

(i)   You can also import a Microsoft Excel file containing your employee details in CPF EZPay Employee Database. First, click on **Import Employee Details.** Figure 10

Figure 10: Import Employee Details

(ii) From the **Import Employee Details** page, select **Import from MS Excel Template file**. Figure 11.

(iii) Click on **Download Sample Template** and key all the mandatory fields marked with "*" in our sample template. You can also cut and paste the details from your existing MS Excel payroll file into the csv template. Please ensure your file is saved as a .csv file.

(iv) For more information on the Excel Template, please click on the information icon.

Figure 11: Import from MS Excel Template File

(v) Once the template is completed and saved as eg "November 2022.csv", click on **Choose File** to select the saved file you have prepared.

(vi) Click on **Import File**.

(vii) Click **Confirm & Save** after you have verified **Preview of Imported Records.** A pop-up message "**Importing this file will replace ALL employee details in your Employee Database. Do you want to continue?**" will be displayed. Figure 12.

Figure 12: Preview of Imported Records

(viii) Click on **OK** and you will be directed to the **Update Employee Database** page. A confirmation message "**File imported successfully. Please update the field "PR Start Date" for all your Permanent Resident (PR) employees.**" will be displayed on the same page. Figure 13.

(ix) Please ensure that you have keyed in the **PR Start Date** for any PR employees to ensure correct auto-computation of CPF contributions.

(x)   Click **Save Changes.** You will be prompted "**Employee Database saved successfully**". Click **Continue** to proceed.

Figure 13: File Imported Successfully

(A)   Select Employees.

(i)   System will auto select all employees. To exclude employees, please un-tick the corresponding check box.

(ii)   Click on **Continue** to proceed. Figure 14.

Figure 14: Select Employees to Include in Submission

(C)   Key in Other Payments

(i)   You will be directed to **Verify Contribution Details** page. Figure 15.

(ii)   The column **CPF To Be Paid ($)** is auto computed based on the wages, citizenship and age of the employee that were keyed in earlier.

Figure 15: Verify Contribution Details

(iii) **Skills Development Levy (SDL)** is payable for all local and foreign employees. The column **SDL To Be Paid ($)** is auto computed based on the wage of the local employee. You can use the Skills Development Levy Calculator at the SkillsFuture Singapore Agency (SSG) website to compute SDL payable for foreign employee.

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2738.00	Computed :	$2,738.00 🔍
2.	CPF Late Payment Interest	0.00	Computed :	$0.00 🔍
3a.	Skills Development Levy (SDL) - For Local Employees	17.25	Computed :	$17.25 🔍
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00		
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	0.00	Donor Count :	0
6.	Total SINDA Contributions	2.00	Donor Count :	1
7.	Total CDAC Contributions	0.50	Donor Count :	1
8.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2757.75		

Back   Save Draft   Continue

Figure 16: Key in Other Payments

(iv) The column **CPF Late Payment Interest** is auto computed for late submission of CPF contribution. You may click on the magnifier icon to view the computation. Figure 16.

(v) Please key in other payments such as **Donation to Community Chest** etc**.**

(vi) Click on **Continue** to proceed.

2.3 (STEP 3) CONFIRMATION & PAYMENT

(i) You will be prompted with a message "**I understand that CPF contributions should only be paid for employees of the business entity and based on employees' actual wages. The CPF contributions may be used for the assessment of Government grants**." Figure 17.

(ii) Click **Ok** and verify the CPF contribution details that you have keyed.

(iii) **Tick** the checkbox if all the information provided in your submission are true and correct.

Figure 17: Confirmation & Payment

(iv) If you wish to notify CPF Board that your company will no longer have any employees after your current submission, please **tick** the box and select any of the two options and month accordingly.

(v) To print this page, click on the **Printer** icon which is at the top right of your screen. You will be prompted to download a PDF file which you can save or print.

(vi) Click on one of the payment buttons at the bottom of your screen.
- If you have selected **Direct Debit**, the default Direct Debit deduction date will be 2 working dates after the submission date. Employers will still have the flexibility to choose their preferred deduction date up to the last working day of 14 (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).

- If you have selected **PayNow QR**. Please scan the PayNow QR code using the 'Scan & Pay' function in your PayNow participating bank app and make payment before the QR code expires by 23:59 hrs on the same day of submission. If payment is not received, the application will be deemed unsuccessful. Please do not make payment using CPFB's UEN or modify the remarks which bears a reference unique to this application upon scanning the PayNow QR code.

(vii) You will be directed to 2.4 (STEP 4) **Acknowledgment** page.

> **IMPORTANT NOTE!**
> - The due date for CPF contributions is on the last day of the calendar month. Enforcement action would be taken against employers who fail to pay by the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday). This includes imposing late payment interest charged at 1.5% per month commencing from the first day after the due date.
>
> - All bank deductions are subject to your daily deduction limit that you have set with your bank. Approach your bank to increase your daily deduction limit
>
> - For Direct Debit deductions, you can split your CPF contributions details into multiple files and select a <u>different deduction date for each file.</u>
>
> - Transaction limit of S$90 million is set in the Inter-Bank GIRO infrastructure by the Singapore Clearing House Association.
>
> - The maximum amount you can transfer via PayNow QR is $200,000, subject to daily and monthly limits set by your bank. If your total CPF submission amount exceeds $200,000, you will need to perform another submission via CPF EZPay. For example, if your total CPF submission amount is $300,000, you will need to make two separate CPF submissions via CPF EZPay consisting of $200,000 and $100,000 respectively.

2.4 (STEP 4) ACKNOWLEDGEMENT

After you have clicked on **Direct Debit** or completed **PayNow QR** transaction, **CPF EZPay Acknowledgement** page will be displayed. Figure 18.

You will also receive an email acknowledgement from CPFB. Please ensure the email address(es) is/are updated at **View /Update Particulars**. Refer to Page 31 on how to update particulars.

(i)   Your submission is completed!

(i)   To print **CPF EZPay Acknowledgement** page, click on the **Printer** icon. You will be prompted to download a PDF file which you can print or save. Please check that the payment details are correct.

(ii)   You may view your submission details at **Click here to view your submission details** otherwise select **Logout** to exit from CPF EZPay.

Figure 18: Acknowledgement Page

2.5 OTHER FUNCTIONS

(A)   Add New Page

Each page can display up to 20 employee records. To add more than 20 employee records, click on **Add Page.** A new page with 20 blank rows will be displayed. Figure 19.

Figure 19: Add Page

(B)   Go to Specific Page

If you wish to go to a specific page, you can type in the page number. Alternatively, you can also use the arrow buttons next to the page number.

Figure 20: Go to a Specific Page

(C) Delete Employee Record

If an employee has left the company and no more CPF contribution is payable to him/her,

(i) **tick the checkbox** beside the employee record to be deleted. Figure 21.

(ii) Click on **Delete Employee Record**. The employee record will be deleted permanently.

(iii) If you no longer have any employees in your service, you must inform the Board as soon as it happens. This is to avoid potential enforcement actions as the Board has a system to detect employers who are late in paying CPF contributions.

Figure 21: Delete Employee Record

(D) Backup Database

If you want to back up the existing **Employee Database**,

(i) click on **Backup Database**. Figure 22.

(ii) A pop-up box will appear, requesting you to **open or save** the file.

(iii) When you **save** the file, the data will be saved into a .csv file.

Figure 22: Backup Database

(E) Search By CPF Account No.

(i) Key in the **CPF Account No.** of the employee you wish to find in the Employee Records Database. Click on **Go.** Figure 23.

(ii) If a matching employee record is found, the search screen will close. The employee record will be highlighted.

Figure 23: Search CPF Account No

(F)   Check CPF Amount

Once you have finished preparing the CPF contribution details of your employees using 1 of the 2 methods shown in Pages 8 to 10, you may

(i)   select **Check CPF Amount** to verify the computation of CPF contribution. This screen is for reference only; please remember to complete your submission after verifying the auto computed CPF contribution amount. Figure 24.

Figure 24 Check CPF Amount

(ii)   To print this page, click on the **Printer** icon. You will be prompted to download a PDF file which you can save or print. To return, click **Close Window**. Figure 25.

Figure 25: Verification of Auto Computation

(G)   Check Crossed Age Group/PR Year

When making your next submission, the system will check your employee's Date of Birth and Citizenship (that was keyed earlier, please refer to Page 9) for crossed age group and/or citizenship and prompt "**One or more of your employees have crossed age group and/or crossed PR year for the month paid for**". Click **Ok**.
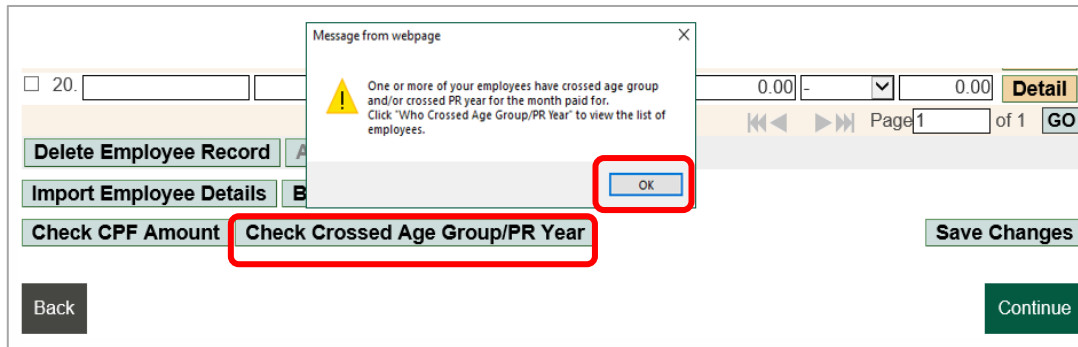
Figure 26: System Checks Crossed Age Group/PR Year

(i)   To view the list, you may click **Check Crossed Age Group/PR Year** or click **Continue**. Figure 26 and 27.
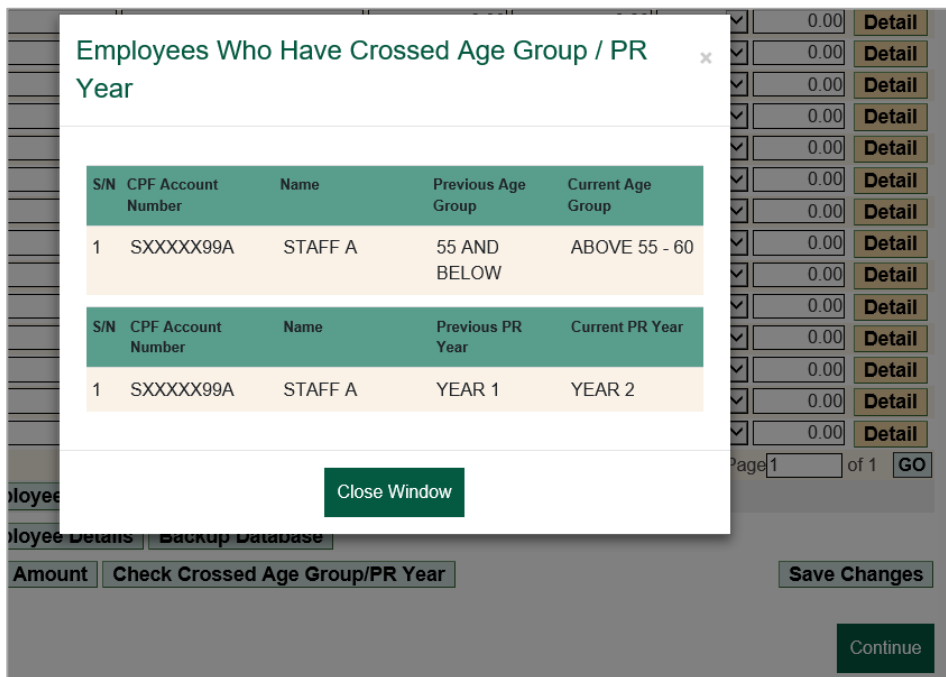

Figure 27: Employees Who Have Crossed Age Group/PR Year

Employers may use Submit **ad hoc** CPF payments to make ad-hoc payments e.g late payment interest. Please note that this option <u>does not</u> auto compute the CPF to be paid, and employee details keyed via the Submit ad hoc CPF payments <u>are not</u> saved in the Employee Database. Use the [CPF contribution calculator](#) to compute the CPF contributions payable for your employees.

3.1   (STEP 1) CONTRIBUTION DETAILS FOR

At main menu, under **Submit Contribution**, select **CPF EZPay**. You will be directed to **Month Paid For** page. Figure 28. Please follow these steps:

(i)   Select **Month** and enter **Year** under **Contribution Details for**.

(ii)   Select **Submit ad hoc CPF payments** and click on **Continue**.

Figure 28: Submit ad hoc CPF payments

3.2   (Step 2) PREPARE CONTRIBUTION DETAILS

Similar to 2.2, page 8, there are 2 ways to prepare the CPF contribution details of your employees **Manual Entry** and **Import from Microsoft Excel Template File**

Manual Entry
(i)   Please key in the following information for each employee. Figure 29

A	**CPF Account Number** *
B	**Name of Employee** (as per NRIC) *
C	**CPF to be Paid** *
D	**Ordinary Wages***
E	**Additional Wages**
F	**Agency** i.e. CDAC, MBMF, SINDA or ECF
G	**Agency Fund** – Required if "F" is selected
H	**Employment Status***
I	**Last Date of Employment** – required if "H" is "Left" or "New & Leaving"

* *mandatory fields*

(ii) Next, scroll down to key other contributions such as **CPF Late Payment Interest** (if applicable), **Skills Development Levy (SDL)** which is payable for local and foreign employees etc.

Figure 29: Manual Entry

(iii) After all your employee records are correctly keyed, click on **Save Draft**. The confirmation message "**Draft saved successfully**" will be displayed on the same page. Alternatively, you may click on **Continue** and follow the instructions on Page 13 for **Confirmation & Payment**.

Import Employee Details
Click on **Import Employee Details**. Figure 30. There are two options:
(i) Import from past submissions

(ii) Import from MS Excel Template file

Figure 30: Import Employee Details

(i) **Import from past Submissions**

If you select **Import from past submissions**, you may import details from any of the past six submissions and click **Import File**. Figure 31

Figure 31: Import from Past Submissions

(ii) **Import from MS Excel Template file**

Before you select **Import from MS Excel Template file,** please backup the existing Employee Database. Click **Import from MS Excel Template file** and click **Download Sample Template**. Enter the employee details according to the format and save it as.csv file. Next click on **Choose File** to select the csv file that you have saved and click on **Import File**. A pop-up message "**You will override the existing employee details with the imported employee details. Do you want to continue?**" will be displayed. Click on **Ok**. Figure 32.

Figure 32: Confirm Import Details

A confirmation message "**File imported successfully**" will be displayed on the same page. If necessary, the contribution details can be amended manually.

(iii) Verify that the employee records are imported correctly. Next, scroll down to key other contributions such as **CPF Late Payment Interest** (if applicable), **Skills Development Levy (SDL)** which is payable for local and foreign employees, etc. Click on **Save Draft** or **Continue**. Figure 33.

Figure 33: File Imported Successfully

3.3 (Step 3) CONFIRMATION & PAYMENT and (Step 4) ACKNOWLEDGEMENT

The steps are the <u>same</u> as **2.3 Confirmation & Payment (Submission via Employee Database)** and **Acknowledgement (Submission via Employee Database)**. Please follow the steps shown in Pages 13 and 14.

4

Employers using their own payroll software can upload their CPF contribution details at CPF EZPay (FTP).

4.1 (STEP 1) FILE UPLOAD

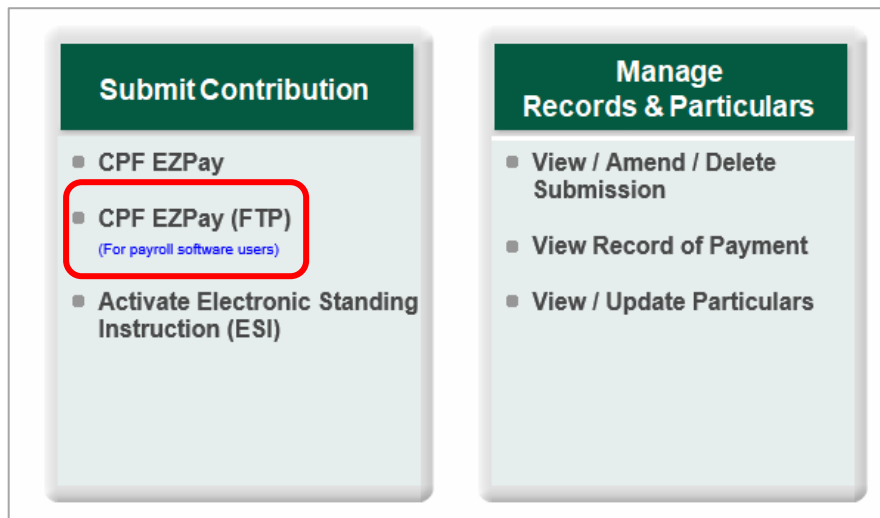At main menu, under **Submit Contribution**, select **CPF EZPay (FTP)**. Figure 34.

Figure 34: Select CPF EZPay (FTP)

You will be directed to **File Upload** page. Figure 35. Please follow these steps:
(i)   Click on **Choose File** to select the file which you wish to submit.

(ii)   After you have uploaded the file, click on **Continue** and follow the instructions at **2.3**, pages **13 and 14** for **Confirmation & Payment**.

Figure 35: File Upload

4.2   (STEP 2) CONFIRMATION & PAYMENT

(i)   System will prompt a message "**I understand that CPF contributions should only be for employees of the business entity and based on employees' actual wages. The CPF contributions may be used for the assessment of Governments grants**." Figure 36.

(ii) **Tick** the checkbox if all the information provided in your submission are true and correct.

Figure 36: Confirmation & Payment Page

4.3   (STEP 3) ACKNOWLEDGEMENT

After successful submission, you will be shown **CPF EZPay Acknowledgement** page. Figure 37. You will also receive an email acknowledgement from CPFB. Please ensure the email address(es) is/are updated at **View /Update Particulars**. Refer to Page 31 on how to update particulars.

Figure 37: Acknowledgement Page

(i)   Your submission is completed!
(ii)   To print this page, click on the **Printer** icon. You will be prompted to download a PDF file, which you can print or save. Please check that the payment details are correct.

(iii)   You may view your submission details at **Click here to view your submission detail** otherwise select **Logout** to exit.

You can view the CPF contribution details created from CPF EZPay.

5.1   VIEW SUBMISSION

At main menu, under **Manage Records & Particulars**, select **View / Amend / Delete Submission.** Figure 38.
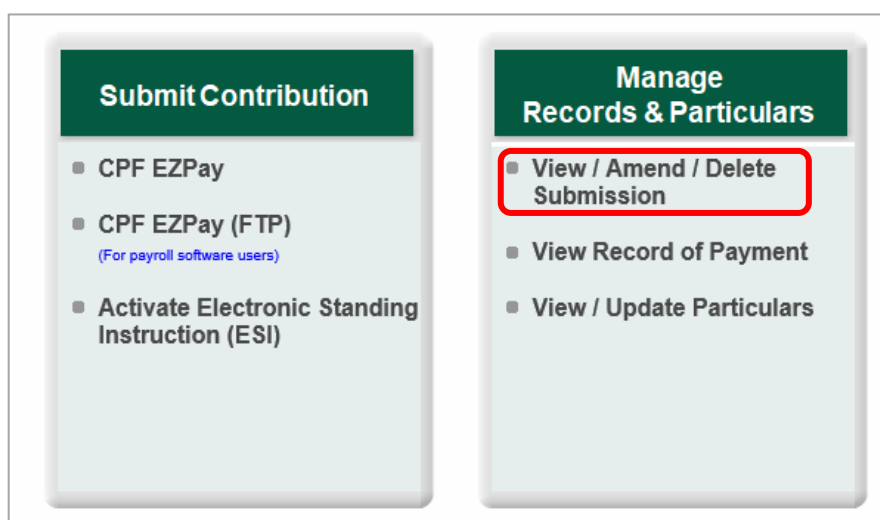

Figure 38: Select View / Amend / Delete Submission

(i)   You will be directed to the **View / Amend / Delete Submission** page. You can view your submissions up to the last 24 months.

(ii)   Click on the **Submission Date** to view the contribution details. Figure 39.

Figure 39: Select Submission Date

(iii)   You will be directed to the **View Employer Submission** page. Figure 40.

(iv)   To print this page, click on the **Printer** icon. You will be prompted to download a PDF file which you can save or print. Click **Close Window** to exit.

Figure 40: View Employer Submission

5.2   AMEND SUBMISSION (BEFORE PROCESSING)

If your payment option is Direct Debit, you can amend your submission if it is done within the same day that is before 5.15pm. The 'Amend' button is meant to for you to make adjustments for payment details at the summary page. This is useful for employers who only need to make minor changes to their payment details, so they do not need to go through the entire computation process again. Figure 41.

You will not be able to amend the Ordinary Wages, Additional Wages or Update Staff Information such as Date of Birth. If you wish to change them, please delete the current submission and create a new submission instead.

> **IMPORTANT NOTE!**
> Even when there is no amendment made, please click on **Continue** to re-submit and click on the payment option at the page. If the process is not completed, it will result in Draft mode and will not be sent for Direct Debit deduction.

If you wish to print a copy of the contribution details only, please do not use the Amend Submission function as it will result in retrieval of your submitted file. Instead, please follow the instructions under the **View Submission** section on page 26.

(i)   Click on **Amend.** A pop-up message "**This submission will not be processed if you amend the submission record. Please re-submit the record after amendment. Do you want to continue?**" will appear on the same page

Figure 41: Select Amend Submission

(ii) You can amend the necessary fields at the **Verify Contribution Details** page. Figure 42.

Figure 42: Amend Contribution Details Page

5.3   DELETE SUBMISSION (BEFORE PROCESSING)

(i)   If your payment option is Direct Debit. You can delete your submission if it is done within the same day that is before 5.15pm.

(ii)   Tick the checkbox to select the submission record to be deleted. Figure 43.

(iii)   Click on **Delete Submission**. A pop-up message "**You are about to delete the selected submission record. Do you want to continue?**" will appear on the same page.

Figure 43: Select Delete Submission

(iv) Click on **OK**. You will see the confirmation message "**The Submission record deleted successfully.**" Figure 44.

Figure 44: Confirmation Message of Deleted Submission

IMPORTANT NOTE!

If you have deleted your submission, please remember to re-submit before the due date to avoid incurring late payment interest.

(v) Find out more on how you can Amend or Delete your submission.

6.1 View Record of Payment (ROP Details)

(i)   At main menu, under **Manage Records & Particulars**, select **View Record of Payment**. Figure 45.
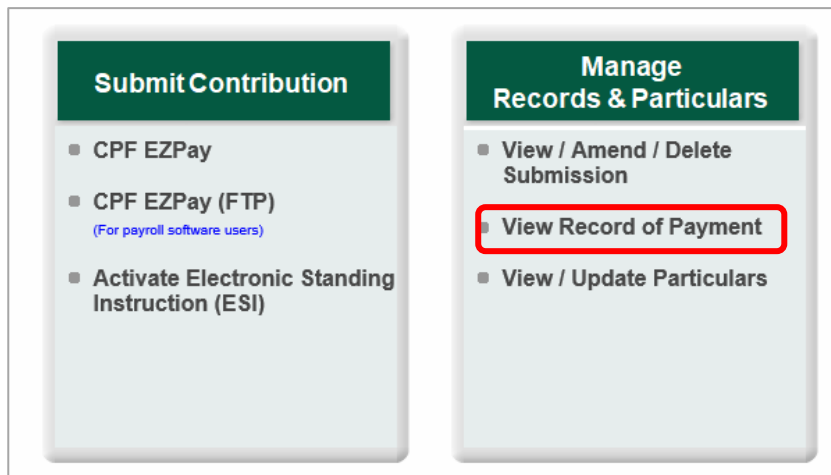
Figure 45: Select View Record of Payment

(ii) You will be directed to the **Enquiry of Record of Payment(s)** page.

(iii) Click on **Statement No**. Figure 46.
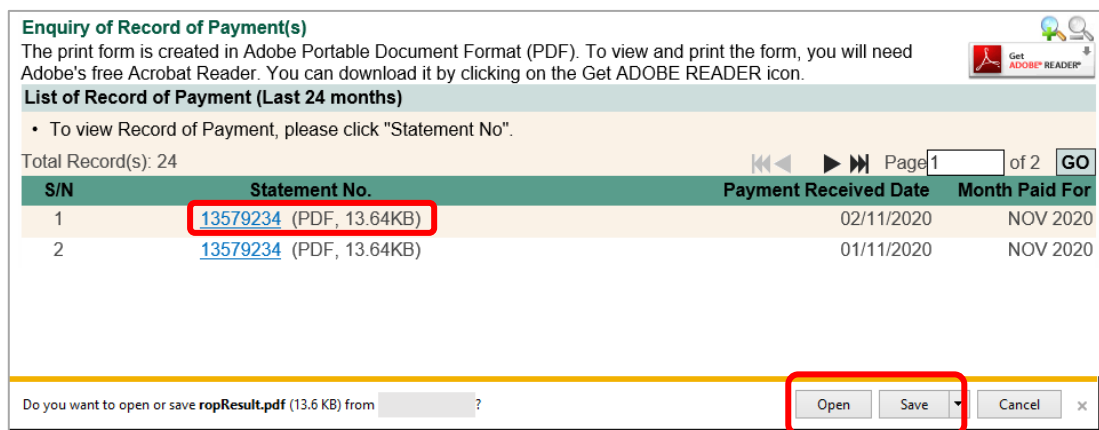
Figure 46: View Record of Payment Details

6.2 PRINT ROP DETAILS

(i)   As good record keeping practice, you should save a copy of your ROP. We do not provide retrieval of past ROPs. When you click on the **Statement No**, you will be prompted to **open** or **save** the PDF version of the ROP. Figure 46.

(ii) To print, click on the **Printer** icon on the top left-hand corner of the PDF version of the ROP.

Employer Particulars

7.1 VIEW / UPDATE PARTICULARS (For individuals trading own name)

At the point of registration for CPF EZPay, employers need to appoint an authorised person to take on the roles of Administrator and Editor.

The table below summarises the roles of the Administrator and Editor:

Role	Rights
Administrator	• Update the company's contact information e.g email address(es) • Add or Delete Administrator(s) and Editor(s) • Submit CPF contributions details on behalf of the company • View previously submitted CPF contribution details
Editor	• Submit CPF contribution details on behalf of the company • View previously submitted CPF contribution details

(i)   At main menu, under **Manage Records & Particulars**, select **View / Update Particulars**. Figure 47.

Figure 47: Select Employer Particulars

(ii)   You will be directed to **View Employer Particulars** page, which displays your company particulars such as email address(es), staff access list etc. To update your existing company's particulars, please click on **Amend.** Figure 48.

Figure 48: View Employer Particulars

(iii)   To change the staff access list, please select the drop-down box. To appoint new staff, click on **Add Staff** and key in the required information for the staff i.e. NRIC/FIN, Name as in NRIC and select the role. Figure 49

(iv)   To remove staff access, tick on the check box and click **Delete.**

Figure 49: Update Employer Particulars

(v)   Once all the necessary amendments have been completed, click on **Save Changes**. A confirmation message "**Employer Particulars Modified Successfully**" will be displayed on the same page. Figure 50
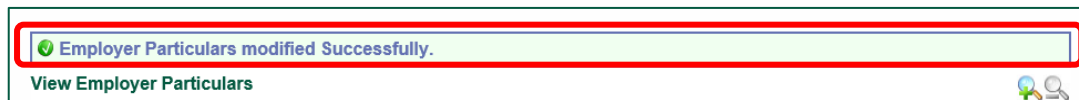
Figure 50: Confirmation Message of Updated Employer Particulars

7.2   VIEW / UPDATE PARTICULARS (For UEN-registered entities)

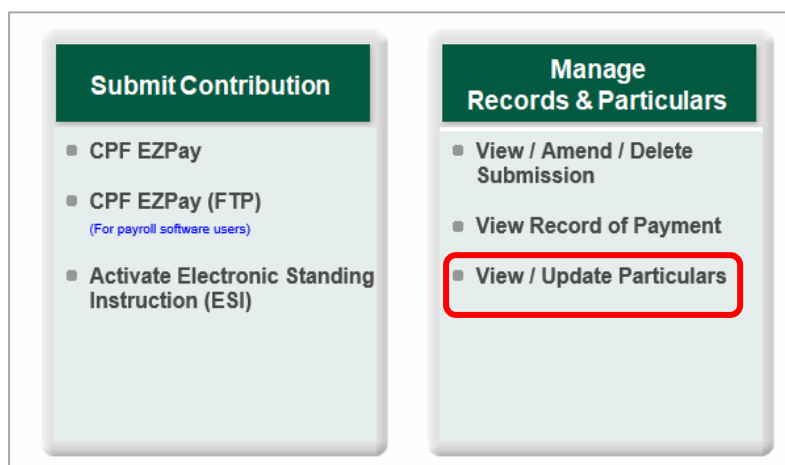(i)   At main menu, under **Manage Records & Particulars**, select **View / Update Particulars.**

(ii)   You will be directed to the **View Employer Particulars** page**,** which displays your company particulars such as email address(es) etc. To update your existing company's particulars, please click on **Amend.**

(iii)   Once all the necessary amendments have been completed, click on **Save Changes**. A confirmation message "**Employer Particulars Modified Successfully**" will be displayed on the same page.

(iv)   Please log in to http://www.corppass.gov.sg to update your staff access in Corppass portal.

Electronic Standing Instruction (ESI)

8

The Electronic Standing Instruction (ESI) function is suitable for employees whose wages do not change each month. By activating the ESI arrangement, you will authorise the auto-deduction of a fixed amount via Direct Debit for your employees every month. In order to use ESI, you will need to have an active Direct Debit arrangement with the Board.

The main menu will not display **Activate Electronic Standing Instruction (ESI)** if employer does not have Direct Debit Arrangement.

8.1 Activate Electronic Standing Instruction (ESI)

(i)   At main menu, under Submit Contribution, select **Activate Electronic Standing Instruction (ESI**). Figure 51.
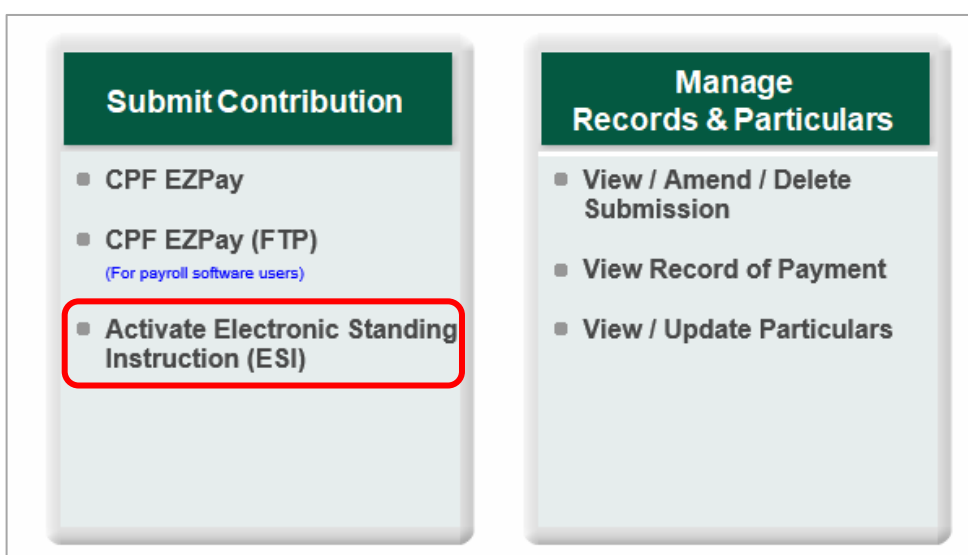

Figure 51: Activate ESI

(ii)   You will be directed to the **ESI Information** page. Figure 52. Please read the instruction to determine if ESI is suitable for your company. Click **Back** to exit or **Continue** to proceed.

Figure 52: ESI Information Page

(iii)   The effective month of contribution for ESI would be stated in the **Employee Database.** Figure 53. All employees in your Employee Database would be listed. Update your employee details, if necessary and click **Continue.**

Figure 53: Employee Database

(iv) Based on the wages of the local employees, the Skills Development Levy (SDL) will be auto computed. For other contributions, if applicable, please indicate at **Update Summary** and click **Continue**. Figure 54.

Figure 54: Confirmation Page

(v) Verify the details in the **Confirmation** page and click **Activate ESI**. Figure 55.

Figure 55: Activate ESI

(vi) You will see an online acknowledgement screen that your ESI has been activated successfully. Figure 56. An email will also be sent to your email address(es) registered with the Board.

Figure 56: ESI Online Acknowledgement

(vii)   When you click **Back to Main**, you will see the **ESI** main menu. Figure 57.

Figure 57: ESI Main Menu

8.2   View ESI

(i)   You can view the details of your ESI arrangement. Select **View ESI** in the **ESI** main menu Figure 58.

Figure 58: View ESI

(ii)   You will see your ESI details. To print the details, click the printer icon. Figure 59

View ESI

The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

CPF Submission No.	12345XXXXX-XXX-XX
Company Name	
Activated On	15 MAR 2021
Next Payment Month	MAR 2021
Next Deduction Date	15 APR 2021

Total Record(s): 2   ◄◄ ◄   ► ►►   Page 1   of 1   GO

S/N	CPF Account No. (SXXXXXXXA)	Name of Employee	CPF To Be Paid ($)	SDL To Be Paid ($)	Employer CPF ($)	Employee CPF ($)	Ordinary Wages ($)	Additional Wages ($)	Agency	Agency Fund ($)
1.	SXXXXX14C	STAFF A	624.00	6.00	312.00	312.00	2,400.00	0.00	CDAC	0.50
2.	SXXXXX06B	STAFF B	1,850.00	11.25	850.00	1,000.00	5,000.00	0.00	SINDA	2.00

Total Record(s): 2   ◄◄ ◄   ► ►►   Page 1   of 1   GO

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2,474.00	Computed :	$2,474.00 🔍
2.	Skills Development Levy (SDL)	17.00	Computed :	$17.25 🔍
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	0.00	Donor Count :	0
5.	Total SINDA Contributions	2.00	Donor Count :	1
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	**2,493.50**		

☑ I declare that all the information provided in this submission are true and correct.

Back

Figure 59: Print Details

8.3 Amend ESI

(i)   You can amend your ESI details if there are changes to your employees' contribution details. Select **Amend ESI** in the **ESI** main menu. Figure 60.

Figure 60: Amend ESI

(ii)   Update your employees' details in the **Employee Database** and click **Continue**.
        Examples of amendments:
        • Changes to Ordinary Wages and/or Additional Wages

- Agency and/or Agency Fund
- Addition or deletion of employees. Figure 61
- When an employee has left the company and no more CPF contribution is payable to him/her, please tick the checkbox beside the employee record and click on the button **Delete Employee Record**.
- If you no longer have any employees in your service, you must inform the Board as soon as it happens. This is to avoid potential enforcement actions as the Board has a system to detect employers who are late in paying CPF contributions. Do remember to **De-Activate ESI**. Refer to 8.4.

Figure 61: Delete Employee Record

(i) Make the necessary changes to the **Update Summary** (Figure 62) and click **Continue**
Examples:
- Changes in Foreign Employees' SDL (Item 2b)
- Changes in Community Chest and Donor Count

Figure 62: Update Summary

(ii) Verify the changes in the confirmation page and click **Update ESI**. **F**igure 63.

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2,474.00	Computed :	$2,474.00 🔍
2.	Skills Development Levy (SDL)	17.00	Computed :	$17.25 🔍
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	0.00	Donor Count :	0
5.	Total SINDA Contributions	2.00	Donor Count :	1
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2,493.50		

☑ I declare that all the information provided in this submission are true and correct.

Back   Update ESI

Figure 63: Update ESI

(iii) You will see an online acknowledgement screen that your ESI details have been updated. An email will also be sent to your email address(es) registered with the Board. Figure 64.

Amend ESI
The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

(STEP 1) Update Employee Database	(STEP 2) Update Summary	(STEP 3) Confirmation	(STEP 4) Acknowledgement

ELECTRONIC STANDING INSTRUCTION (ESI) UPDATED

Your ESI has been updated.

Grand Total $2,493.50
Direct Debit Deduction   15 APR 2021

Updated By   STAFF C
Date of Activation   15 MAR 2021

Click here to view your ESI details.

Back to Main

Figure 64: ESI Updated Acknowledgement

8.4 De-activate ESI

(i) To de-activate your ESI, select **De-activate ESI** in **ESI** main menu. Figure 65.

Manage Electronic Standing Instruction
- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Particulars
- View / Amend / Delete Submission
- View Record of Payment
- View / Update Particulars

Figure 65: ESI Main Menu

(ii) The details of the existing ESI arrangement will be displayed. Click **De-activate ESI** to complete the de-activation process. Figure 66.

S/N	Description	Amount ($)		
1.	Total CPF Contributions	2,474.00	Computed :	$2,474.00🔍
2.	Skills Development Levy (SDL)	17.00	Computed :	$17.25🔍
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	0.00	Donor Count :	0
5.	Total SINDA Contributions	2.00	Donor Count :	1
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
	Grand Total	2,493.50		

☑ I declare that all the information provided in this submission are true and correct.

Back   De-activate ESI

Figure 66: De-activate ESI

(iii) You will be acknowledgment **ELECTRONIC STANDING INSTRUCTION (ESI) DE-ACTIVATED**", click on **Back** or **Logoff**. Figure 67.

De-activate ESI

The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

ELECTRONIC STANDING INSTRUCTION (ESI) DE-ACTIVATED

Your ESI has been de-activated.

Grand Total $4,011.50
Direct Debit Deduction   19 APR 2021

De-activated By   STAFF D
Date of Activation   08 APR 2021
Date of De-activation 08 APR 2021

Back to Main

Figure 67: De-activate Acknowledgement

8.5 Perform Additional Submission

(i) Select Perform Additional Submission (without auto CPF contributions feature) in CPF EZPay to perform an additional, back payment or CPF late payment interest on top of the existing ESI deduction. Use the CPF contribution calculator to compute the CPF contributions payable for your employees.

Manage Electronic Standing Instruction
- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Particulars
- View / Amend / Delete Submission
- View Record of Payment
- View / Update Particulars

Figure 68: ESI Main Menu

(ii) Select the **Month** and key in the **Year** you are submitting for. Click **Continue** to proceed. Figure 69.

Figure 69: Contribution Month and Year

(iii) Key in your employees' details and click **Continue**. Alternatively, you may use the **Import Employee Details** function to fill in the details. Figure 70. Please refer to Page 20 to 22.

Figure 70: Contribution Details

--- END ---