



Central Provident Fund Board (CPF Board)
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 |

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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.

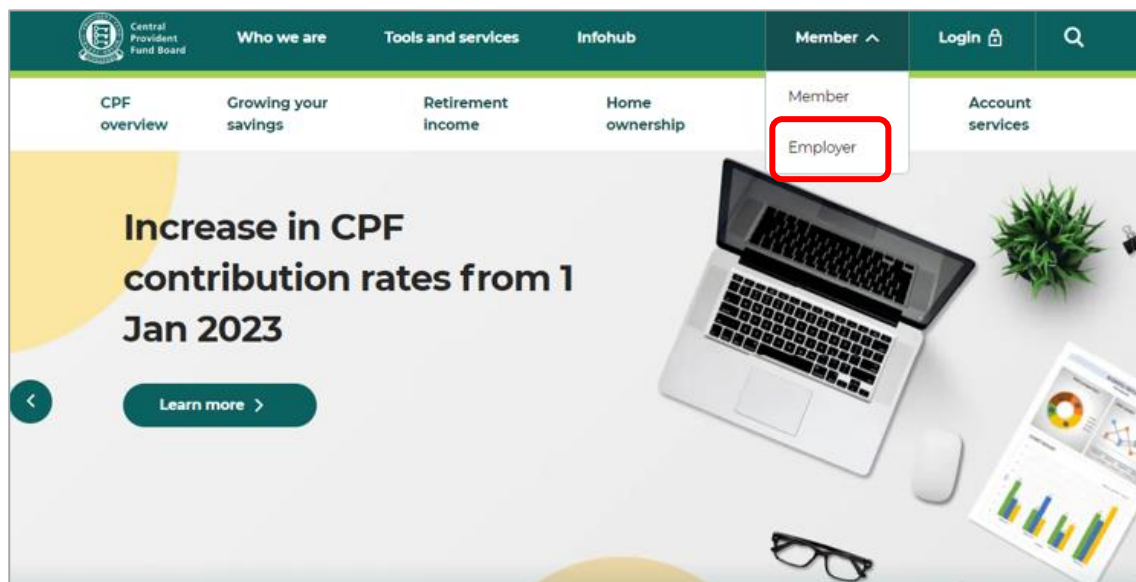


Figure 1: CPF Member Homepage

(iv) Next, select Login. Figure 2.

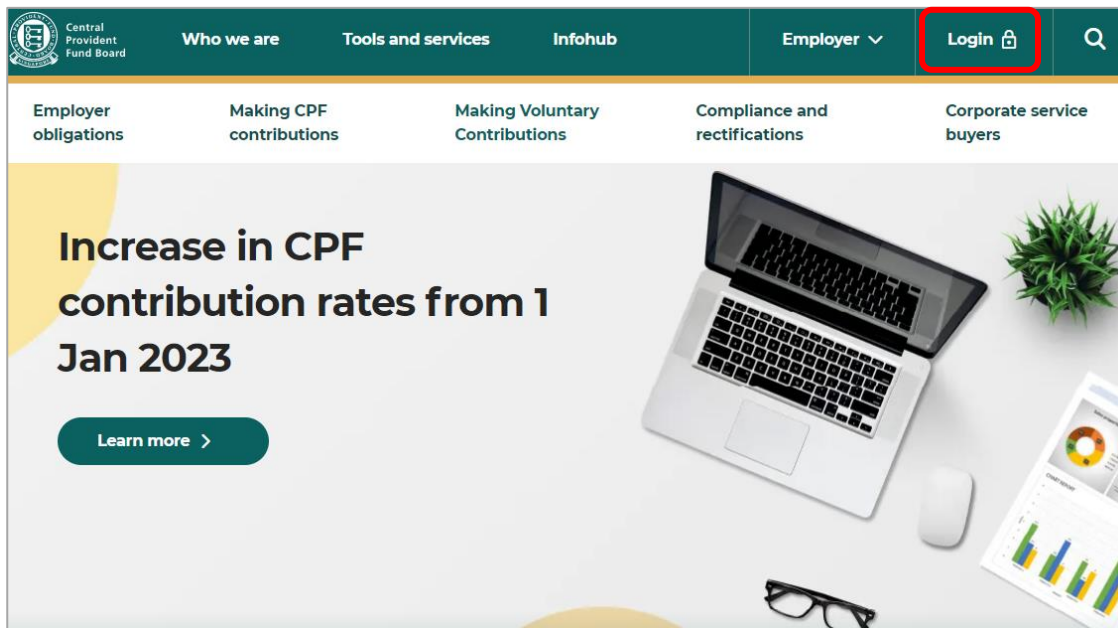


Figure 2: Select Login at Employer Homepage

(iv) Select **CPF EZPay**. Figure 3.

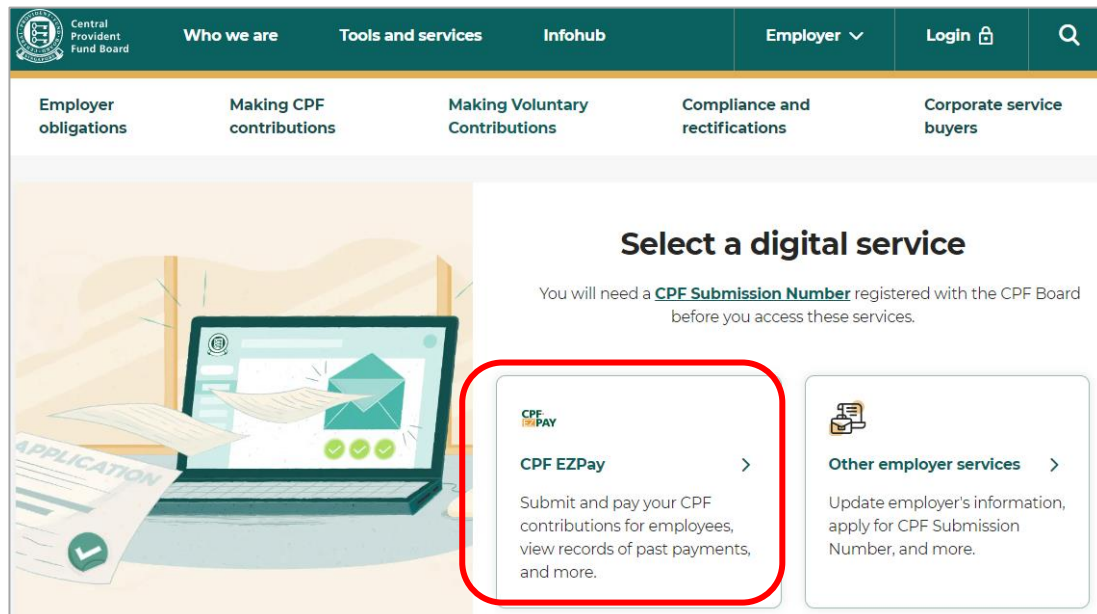


Figure 3: Select CPF EZPay

(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).

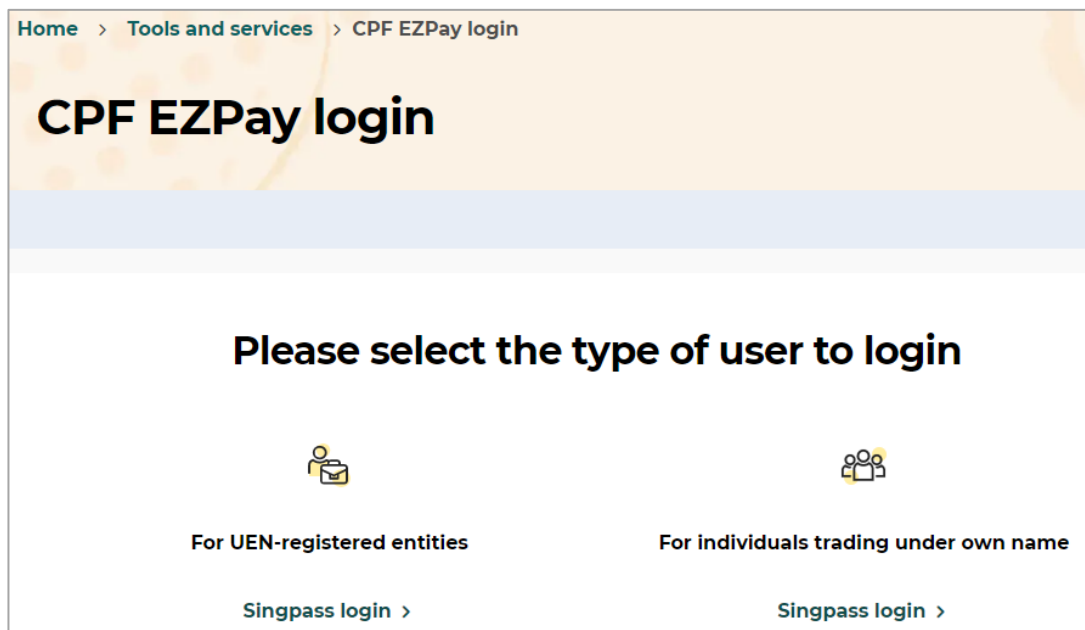


Figure 4: Select the type and login with your Singpass

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**.

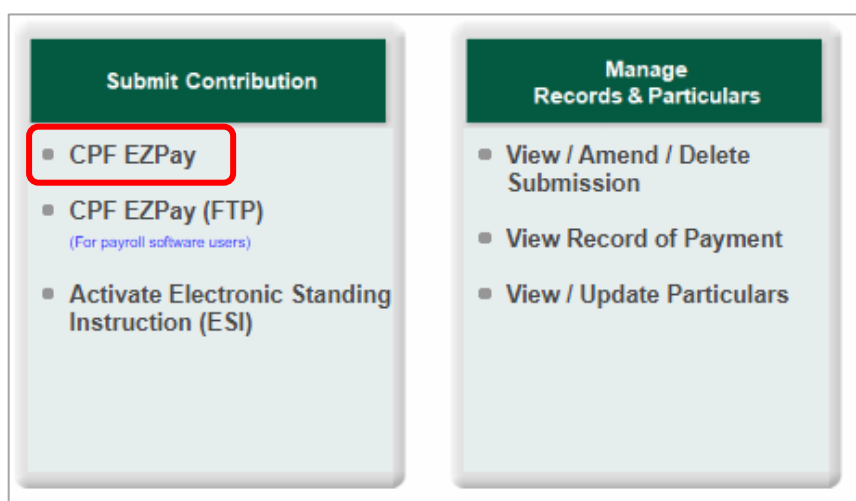


Figure 5: Select CPF EZPay at Main Menu

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**.

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

Please indicate the **month** and **year** you are submitting for.

Contribution Details For - - (Month) (Year)

☒ Submit via **Employee Database**
(Pre-load saved employee details with auto-computation of CPF)

☐ Submit **ad hoc** CPF payments
(For one-time CPF submission (no auto-computation), or other ad hoc payments e.g. late payment interest)

Back 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.

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Update Employee Database (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

Please complete all mandatory fields indicated by an asterisk(*).
Please indicate the name of your employee as shown in their NRIC.
To remove an employee record, select the check box beside employee and click "Delete Employee Record".
Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

Search By CPF Account No. GO Clear Search

Page 1 of 1 GO

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee (as per NRIC) | * Ordinary Wages (\$) | * Additional Wages (\$) | Agency Fund (\$) | Staff Info |
|-----|------------------------------|----------------------------------|-----------------------|-------------------------|------------------|-------------|
| 1. | SXXXXX14C | STAFF A | 2400.00 | 0.00 | MBMF | 1.00 Detail |
| 2. | SXXXXX06B | STAFF B | 5000.00 | 0.00 | SINDA | 2.00 Detail |
| 3. | | | 0.00 | 0.00 | - | 0.00 Detail |
| 4. | A | B | C | D | E | F |
| 5. | | | 0.00 | 0.00 | - | 0.00 Detail |

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: <ul style="list-style-type: none"> • 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

Key/Update Staff Information

Staff Information

- Please complete all mandatory fields indicated by an asterisk(*).
- Date format should be DD/MM/YYYY.
- Employee will be removed automatically from the Electronic Standing Instruction (ESI) if they have left employment. To find out more, please click on the tooltip ⓘ at the 'Date Left Employment'.

Name of Employee (as per NRIC) STAFF A
CPF Acct No SXXXXXX14C
* Date of Birth 29/05/1962 
* Citizenship ⓘ Singaporean/PR Yr 3 
PR Start Date 
PR Type ⓘ - 
* Employment Status Existing 
* Date Left Employment ⓘ 
* SDL Payable ⓘ ☒ Yes ☐ No


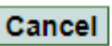

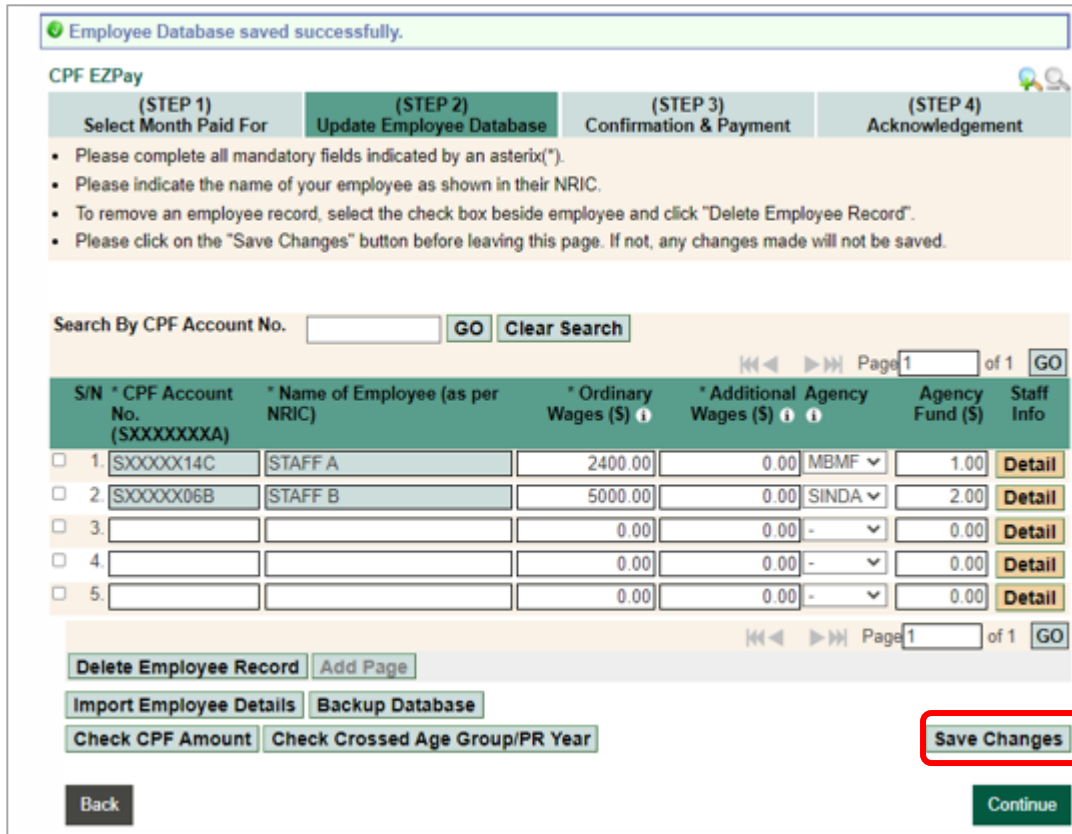
 

Figure 8: Detail- Key/Update Staff Information

(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.



Employee Database saved successfully.



CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Update Employee Database (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterisk(*).
- Please indicate the name of your employee as shown in their NRIC.
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".
- Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

Search By CPF Account No.

Page 1 of 1

| S/N | * CPF Account No. (SXXXXXXXXA) | * Name of Employee (as per NRIC) | * Ordinary Wages (\$)  | * Additional Wages (\$)  | Agency Fund (\$) | Staff Info |
|-----------------------------|--------------------------------|----------------------------------|---|---|------------------|--|
| <input type="checkbox"/> 1. | SXXXXX14C | STAFF A | 2400.00 | 0.00 | MBMF | 1.00 <input type="button" value="Detail"/> |
| <input type="checkbox"/> 2. | SXXXXX06B | STAFF B | 5000.00 | 0.00 | SINDA | 2.00 <input type="button" value="Detail"/> |
| <input type="checkbox"/> 3. | | | 0.00 | 0.00 | - | 0.00 <input type="button" value="Detail"/> |
| <input type="checkbox"/> 4. | | | 0.00 | 0.00 | - | 0.00 <input type="button" value="Detail"/> |
| <input type="checkbox"/> 5. | | | 0.00 | 0.00 | - | 0.00 <input type="button" value="Detail"/> |

Page 1 of 1

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



Page 1 of 1

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.

| S/N | CPF Account No. | Name of Employee | Ordinary Wages (\$) | Additional Wages (\$) | Agency Fund (\$) | Agency | Date of Birth | Citizenship | PR Start Date | PR Type | Employment Status | Last Day of Employment | SDL of Payable |
|--------------|-----------------|---|---------------------|-----------------------|------------------|--------|---------------|-------------|---------------|---------|-------------------|------------------------|----------------|
| 1. | SXXXX550E | PR YR 1 FG - CHANGE DOB FROM BELOW 55 TO ABOVE 55 | 2,000. | | | | | | 09.Sep.2019 | F/G | Existing | - | Yes |
| 2. | SXXXX551C | PR YR 1 FG - CHANGE DOB FROM ABOVE 55 TO ABOVE 60 | 2,000. | | | | | | 09.Sep.2019 | F/G | Existing | - | Yes |
| Total Amount | | | 151,000.00 | 0.00 | 0.00 | | | | | | | | |

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.

✔ **File imported successfully.**
Please update the field "PR Start Date" for all your Permanent Residents employees.

CPF EZPay

| (STEP 1) Select Month Paid For | (STEP 2) Update Employee Database | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement |
|--|--------------------------------------|------------------------------------|-----------------------------|
| <ul style="list-style-type: none"> Please complete all mandatory fields indicated by an asterisk(*). To remove an employee record, select the check box beside employee and click "Delete Employee Record". Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved. | | | |

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.

CPF EZPay

| (STEP 1) Select Month Paid For | (STEP 2) Select Employees | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement |
|--|------------------------------|------------------------------------|-----------------------------|
| <ul style="list-style-type: none"> 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. | | | |

| | S/N | CPF Account No. (SXXXXXXA) | Name of Employee | Ordinary Wages (\$) | Additional Wages (\$) |
|-------------------------------------|-----|-------------------------------|------------------|------------------------|--------------------------|
| <input checked="" type="checkbox"/> | 1. | SXXXX014C | STAFF A | 2,400.00 | 0.00 |
| <input checked="" type="checkbox"/> | 2. | SXXXX006B | STAFF B | 5,000.00 | 0.00 |

Back
Continue

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.

| (STEP 1) Select Month Paid For | (STEP 2) Verify Contribution Details | (STEP 3) Confirmation & Payment | (STEP 4) Acknowledgement | | | | | | |
|---|---|------------------------------------|-----------------------------|-----------------------|---------------------|-----------------------|--------|------------------|--------|
| <ul style="list-style-type: none"> Please complete all mandatory fields indicated by an asterisk(*). To remove a record, click on the "Delete" button for the employees you wish to remove. | | | | | | | | | |
| <p>Search By CPF Account No. <input type="text"/> GO Clear Search</p> | | | | | | | | | |
| <p>Page 1 of 1 GO</p> | | | | | | | | | |
| 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 (\$) | Delete |
| 1. | SXXXXX14C | TEST STAFF A | 888.00 | 6.00 | 2,400.00 | 0.00 | CDAC | 0.50 | Delete |
| 2. | SXXXXX06B | TEST STAFF B | 1850.00 | 11.25 | 5,000.00 | 0.00 | SINDA | 2.00 | Delete |
| <p>Page 1 of 1 GO</p> | | | | | | | | | |
| <p>Add Employee</p> | | | | | | | | | |

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.

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

(STEP 1) Select Month Paid For **(STEP 2) Prepare Contribution Details** **Confirmation**

uat2.cpf.gov.sg says
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.

Total Record(s): 2

| 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 | Agency Fund (\$) |
|-----|----------------------------|--------------------------------|---------------------|---------------------|-------------------|-------------------|---------------------|-----------------------|--------|------------------|
| 1. | SXXXXX14C | STAFF A | 888.00 | 6.00 | 408.00 | 480.00 | 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

| S/N | Description | Amount (\$) | Computed : | Donor Count : |
|--------------------|-------------------------------|-----------------|---------------|---------------|
| 1. | Total CPF Contributions | 2,738.00 | Computed : | \$2,738.00 |
| 2. | CPF Late Payment Interest | 0.00 | Computed : | \$0.00 |
| 3. | Skills Development Levy (SDL) | 17.00 | Computed : | \$17.25 |
| 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 | | 2,757.50 | | |

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

(Optional - Only tick checkbox when required)
☐ I wish to notify CPF Board that my company will no longer have any employees after this submission:
☐ Temporarily cease to have employee who is entitled to CPF payments
From - To -
☐ Permanently cease to have employee who is entitled to CPF payments and/or my company has ceased operations
From -

Note: Alternatively, you can also notify CPF Board on cessation of having employees via [cpf.gov.sg/writetous](https://uat2.cpf.gov.sg/writetous) if you are unable to select the desired month.

Pay By

Deduction On
26/07/2023
Click to change the deduction date

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 CPF'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 different deduction date for each file.
- 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 CPFEB. 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.

CPF EZPay

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) | (STEP 2) | (STEP 3) | (STEP 4) |
|-----------------------|------------------------------|------------------------|------------------------|
| Select Month Paid For | Prepare Contribution Details | Confirmation & Payment | Acknowledgement |

CPF EZPay Acknowledgement

CPF Submission No. 12345XXXXX-XXX-XX
Total Amount (\$) 2,757.50
Submitter NRIC/FIN SXXXX014C
Date/Time of Submission 24/07/2023 10:12:02 AM
Payment Mode Direct Debit
Deduction On 26/07/2023
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](#)

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.

[Delete Employee Record](#)
[Add Page](#)

[Import Employee Details](#)
[Backup Database](#)

[Check CPF Amount](#)
[Check Crossed Age Group/PR Year](#)
[Save Changes](#)

[Back](#)
[Continue](#)

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.

Search By CPF Account No. [GO](#) [Clear Search](#)

[Go to Page 2](#)

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.

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee | * Ordinary Wages (\$) i | * Additional Wages (\$) i | Agency i | Agency Fund (\$) | Staff Info |
|-------------------------------------|------------------------------|--------------------|-------------------------|---------------------------|----------|------------------|------------------------|
| <input type="checkbox"/> | 1. SXXXXX99A | STAFF A | 1000.00 | 1000.00 | - | 0.00 | Detail |
| <input type="checkbox"/> | 2. SXXXXX01G | STAFF B | 1000.00 | 1000.00 | - | 0.00 | Detail |
| <input checked="" type="checkbox"/> | 3. SXXXXX02E | STAFF C | 1000.00 | 1000.00 | - | 0.00 | Detail |

Page 1 of 1 GO

Delete Employee Record Add Page

Import Employee Details Backup Database

Check CPF Amount Check Crossed Age Group/PR Year Save Changes

Back Continue

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.

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee | * Ordinary Wages (\$) i | * Additional Wages (\$) i | Agency i | Agency Fund (\$) | Staff Info |
|--------------------------|------------------------------|--------------------|-------------------------|---------------------------|----------|------------------|------------------------|
| <input type="checkbox"/> | 20. | | 0.00 | 0.00 | - | 0.00 | Detail |

Page 1 of 1 GO

Delete Employee Record Add Page

Import Employee Details **Backup Database**

Check CPF Amount Check Crossed Age Group/PR Year Save Changes

Back Continue

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.

Search By CPF Account No.

Page 2 of 2

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.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Please complete all mandatory fields indicated by an asterisk(*).
To remove an employee record, select the check box beside employee and click "Delete Employee Record".
Please click on the "Save Changes" button before leaving this page. If not, any changes made will not be saved.

Search By CPF Account No.

Page 1 of 1

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee | * Ordinary Wages (\$) i | * Additional Wages (\$) i | Agency i | Agency Staff Info Fund (\$) | |
|-----------------------------|---------------------------------|--------------------|----------------------------|------------------------------|----------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> 1. | SXXXX014C | STAFF A | 2400.00 | 0.00 | CDAC | 0.50 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 2. | SXXXX06B | STAFF B | 5000.00 | 0.00 | SINDA | 2.00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 3. | | | 0.00 | 0.00 | - | 0.00 | <input type="button" value="Detail"/> |

Page 1 of 1

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.

CPF Submission No.
Company Name
Contribution Details For

12345XXXXX-XXX-XX
COMPANY
APR 2021

| S/N | CPF Account No. (SXXXXXXA) | Name of Employee | CPF To Be Paid (\$) | Employer CPF (\$) | Employee CPF (\$) | Ordinary Wages (\$) | Additional Wages (\$) | Agency | Agency Fund (\$) | Date of Birth | Citizenship | PR Start Date | Date Left Employment |
|--------------|-------------------------------|------------------|---------------------------|----------------------|----------------------|------------------------|--------------------------|--------|---------------------|---------------|------------------------|---------------|-------------------------|
| 1. | SXXXX09A | STAFF A | 520.00 | 260.00 | 260.00 | 1,000.00 | 1,000.00 | - | - | 27 Feb. 1966 | Singaporean/PR Yr 3 | | |
| 2. | SXXXX01G | STAFF B | 520.00 | 260.00 | 260.00 | 1,000.00 | 1,000.00 | - | - | 27 Mar. 1964 | Singaporean/PR Yr 3 | | 27 Mar. 2020 |
| Total Amount | | | 1,040.00 | 520.00 | 520.00 | 2,000.00 | 2,000.00 | | 0.00 | | | | |

Note :This screen is for reference only. Please remember to complete your submission after verifying the auto-computed CPF contribution amount.

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**.

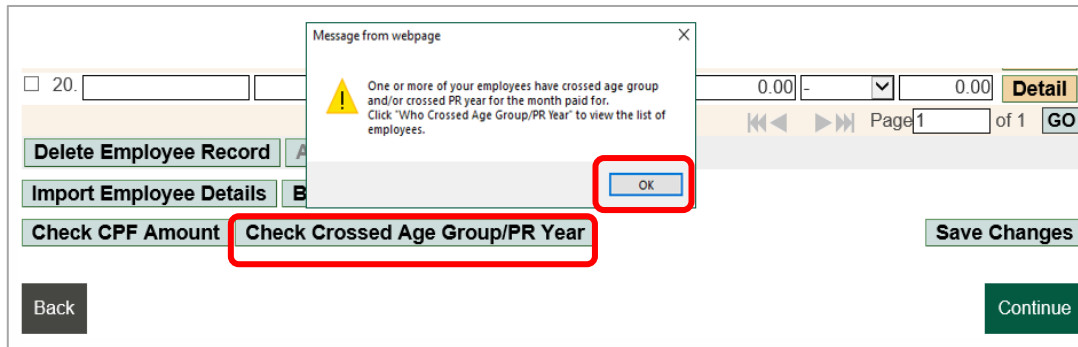


Figure 26: System Checks Crossed Age Group/PR Year

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

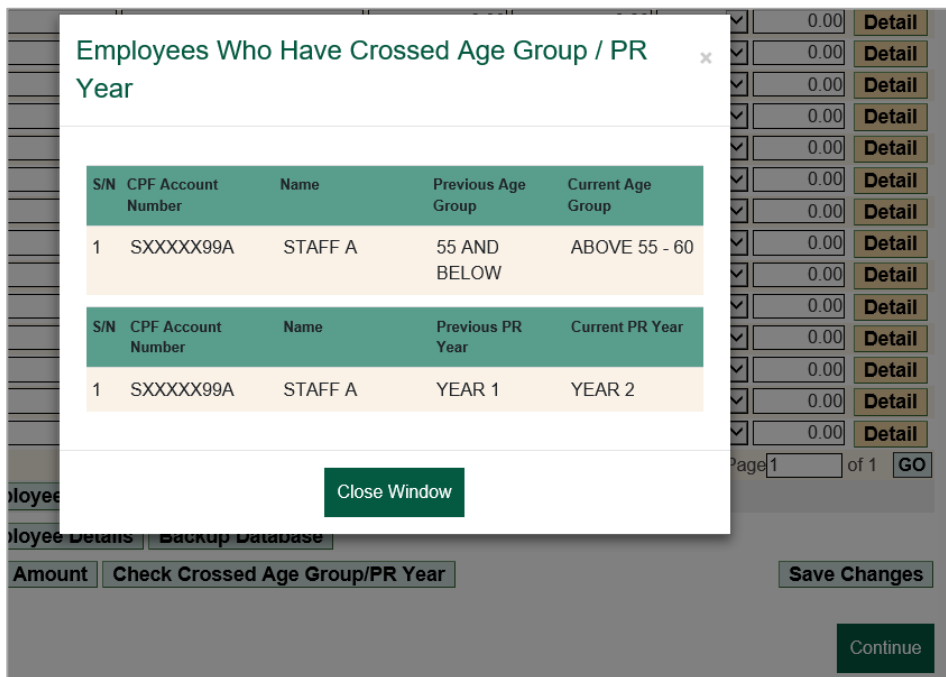


Figure 27: Employees Who Have Crossed Age Group/PR Year

Submit ad hoc CPF Payments (no auto-computation) e.g. late payment interest

3

Employers may use Submit **ad hoc** CPF payments to make ad-hoc payments e.g late payment interest. Please note that this option does not auto compute the CPF to be paid, and employee details keyed via the Submit ad hoc CPF payments are not 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.

The screenshot displays a form for manual entry of employee data. The top section contains a table with columns: S/N, CPF Account No. (SXXXXXXA), Name of Employee (as per NRIC), CPF To Be Paid (\$), Ordinary Wages (\$), Additional Wages (\$), Agency, Agency Fund (\$), Employment Status, and Last Date of Employment (DD/MM/YYYY). Below this table are three rows of input fields, with columns A through I highlighted in red. The bottom section shows a summary table with columns S/N, Description, and Amount (\$). The summary table includes items 1 through 8, each with a corresponding amount of 0.00. A red box highlights the 'Amount (\$)' column. At the bottom right, there are buttons for 'Back', 'Save Draft', and 'Continue'.

| S/N | CPF Account No. (SXXXXXXA) | Name of Employee (as per NRIC) | CPF To Be Paid (\$) | Ordinary Wages (\$) | Additional Wages (\$) | Agency | Agency Fund (\$) | Employment Status | Last Date of Employment (DD/MM/YYYY) |
|-----|----------------------------|--------------------------------|---------------------|---------------------|-----------------------|--------|------------------|-------------------|--------------------------------------|
| 1. | | | 0.00 | 0.00 | 0.00 | - | 0.00 | Existing | |
| 2. | | | 0.00 | 0.00 | 0.00 | | 0.00 | Existing | |
| 3. | | | 0.00 | 0.00 | 0.00 | | 0.00 | Existing | |

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

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

The screenshot displays the 'Import Employee Details' form. The top section contains a table with columns: S/N, Description, and Amount (\$). The summary table includes items 1 through 8, each with a corresponding amount of 0.00. A red box highlights the 'Import Employee Details' button. At the bottom right, there are buttons for 'Back', 'Save Draft', and 'Continue'.

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

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

CPF EZPay

Import Employee Details

- You may use one of the options below to import your employee details.
- For import of employee details via past submissions, you can select the details from your past 6 months of submission records.
- For import of employee details via "MS Excel Template file", the file extension must be in ".csv". The file size should not exceed 50 MB.

☒ Import from past submissions Please select

☐ Import from MS Excel Template file

[Download Sample Template](#) (CSV, 0.26KB)

File name Choose File No file chosen

Back Import File

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.

CPF EZPay

Import Employee Details

- You may use one of the options below to import your employee details.
- For import of employee details via past submissions, you can select the details from your past 6 months of submission records.
- For import of employee details via "MS Excel Template file", the file extension must be in ".csv". The file size should not exceed 50 MB.

☐ Import from past submissions Please s

☒ Import from MS Excel Template file

[Download Sample Template](#) (CSV, 0.26K

File name Choose File ESS_Emplo

Back Import File

uat2.cpf.gov.sg says

You will override the existing employee details with the imported employee details.

Do you want to continue?

OK Cancel

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.

✔ File imported successfully.

CPF EZPay
🔍

(STEP 1)
Select Month Paid For
(STEP 2)
Prepare Contribution Details
(STEP 3)
Confirmation & Payment
(STEP 4)
Acknowledgement

- Please complete all mandatory fields indicated by an asterisk(*)
- Please indicate the name of your employee as shown in their NRIC.
- To remove a record, select the check box beside employee and click "Clear Row".
- Date format should be DD/MM/YYYY.

Search By CPF Account No. GO Clear Search

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee (as per NRIC) | * CPF To Be Paid (\$) | * Ordinary Wages (\$) | * Additional Wages (\$) | Agency | Agency Fund (\$) | * Employment Status | Last Date of Employment (DD/MM/YYYY) |
|-----------------------------|---------------------------------|----------------------------------|-----------------------|-----------------------|-------------------------|--------|------------------|---------------------|--------------------------------------|
| <input type="checkbox"/> 1. | SXXXXX90A | STAFF A | 624.00 | 2500.00 | 0.00 | CDA(▼) | 0.50 | Existing ▼ | |
| <input type="checkbox"/> 2. | | | 0.00 | 0.00 | 0.00 | - ▼ | 0.00 | Existing ▼ | |

⏪ ⏩ Page 1 of 1 GO

⏪ ⏩ Page 1 of 1 GO

Clear Row
Add Page
Import Employee Details

| S/N | Description | Amount (\$) | |
|-------------|-------------------------------|-------------|--|
| 1. | Total CPF Contributions | 624.00 | |
| 2. | CPF Late Payment Interest | 0.00 | |
| 3. | Skills Development Levy (SDL) | 6.00 | |
| 4. | Donation to Community Chest | 0.00 | Donor Count : <input type="text" value="0"/> |
| 5. | Total MBMF Contributions | 0.00 | Donor Count : <input type="text" value="0"/> |
| 6. | Total SINDA Contributions | 0.00 | Donor Count : <input type="text" value="0"/> |
| 7. | Total CDAC Contributions | 0.50 | Donor Count : <input type="text" value="1"/> |
| 8. | Total ECF Contributions | 0.00 | Donor Count : <input type="text" value="0"/> |
| Grand Total | | 630.50 | |

Back

Save Draft
Continue

Figure 33: File Imported Successfully

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

The steps are the same 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.

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.

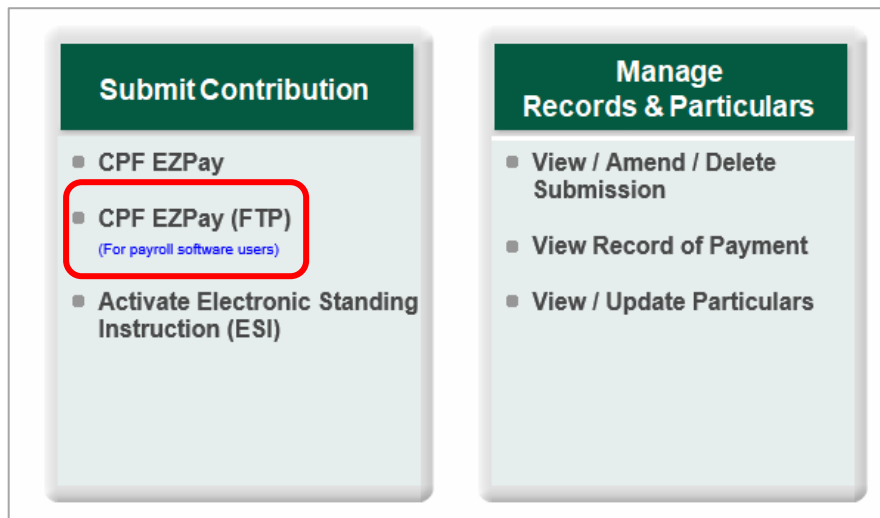


Figure 34: Select CPF EZPay (FTP)

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**.

CPF EZPay (FTP)

| (STEP 1) File Upload | (STEP 2) Confirmation & Payment | (STEP 3) Acknowledgement |
|--|------------------------------------|-----------------------------|
| <p>You are required to declare accurate wage information of your employee(s) when making your monthly CPF Submission so that the correct amount of CPF contributions can be verified. This is important as it ensures that government payout schemes can be correctly paid out based on your employees' wages. It is an offence under the CPF Act to knowingly provide false information to CPF Board.</p> <ul style="list-style-type: none"> You should still provide the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings. | | |
| <p>File Name: Choose File No file chosen</p> <p>Only file with the extension .dat, .dtl or .txt is allowed. The file size should not exceed 50 MB.</p> <p>Back to Main Continue</p> | | |

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.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation (STEP 3)

File Name: testing Successful file.txt

S/N CPF Submission No.

| S/N | CPF Submission No. |
|-----|--------------------|
| 1. | 12345XXXX-XXX-XX |

Amount (\$): 42,990.00

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

Back

Pay By

DIRECT DEBIT PAYNOW QR

Deduction On: 30/11/2022

*Enter first 6 digits

Note: PayNow payment mode will not be available on 4 December 2022 from 12.30am to 8.30am due to scheduled maintenance by our bank. If you are using PayNow with corporate bank accounts, please inform the Authoriser not to approve payments during this period to avoid rejection of payment.

Please try again after the scheduled maintenance period.

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.

CPF EZPay (FTP)

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) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.: 12345XXXX-XXX-XX

Total Amount (\$): 42,990.00

Submitter NRIC/FIN: SXXXX014C

Date/Time of Submission: 28/11/2022 09:18:11 AM

Payment Mode: Direct Debit

Deduction On: 30/11/2022

File Name: testing Successful file.txt

Submission Status: Submitted (Click [here](#) to view your submission details.)

| Month Paid For | Advice Code | Amount (\$) |
|----------------|-------------|-------------|
| NOV 2022 | 55 | 42,990.00 |
| Grand Total: | | 42,990.00 |

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 deleted 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.

Back to Main Upload Another File

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.

View / Amend / Delete Submission

5

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.

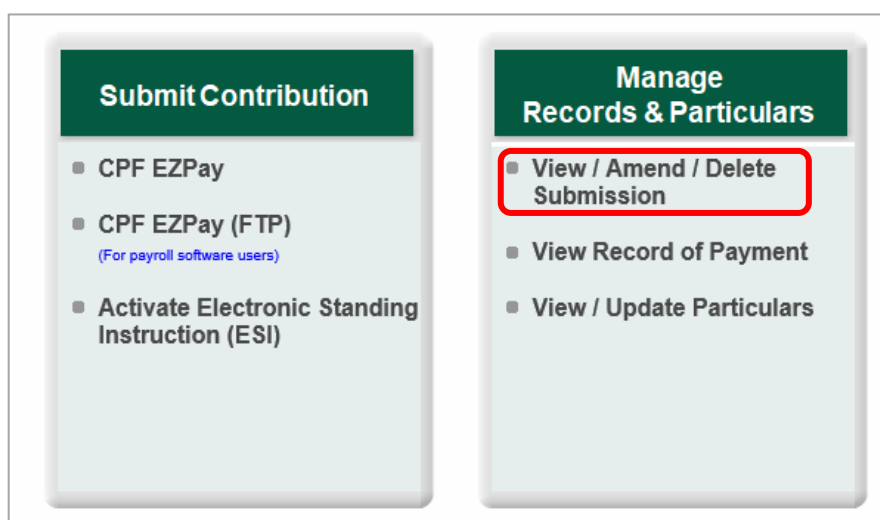


Figure 38: Select View / Amend / Delete Submission

- (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.

The screenshot shows the 'View/Amend/Delete Submission' page. At the top, there is a title bar 'View/Amend/Delete Submission' and a search icon. Below it is the section 'List of Employer Submission (Last 24 Months)' with instructions: 'Click on the Submission Date to view the Contribution details.', 'To Delete, select the submission record by checking the check-box and click button "Delete Submission".', and 'To Amend, Click on the amend icon on the right of the submission record.' Below the instructions, it says 'Total Record(s) 4' and 'Page 1 of 1 GO'. The table has columns: Delete, S/N, Submission Channel, Submission Date, Month Paid For, Grand Total (\$), Submission Status, Payment Mode, Payment Status, Submitter NRIC/FIN, and Amend. The first row is highlighted with a red box around the 'Submission Date' column.

| Delete | S/N | Submission Channel | Submission Date | Month Paid For | Grand Total (\$) | Submission Status | Payment Mode | Payment Status | Submitter NRIC/FIN | Amend |
|--------------------------|-----|--------------------|---------------------|----------------|------------------|-------------------|--------------|---------------------------------|--------------------|-------|
| <input type="checkbox"/> | 1 | Website | 7/04/2021 15:48:43 | APR 2012 | 3,831.50 | Submitted | Direct Debit | Pending Deduction 09/04/2021 | SXXXX014C | |
| | 2 | Mobile | 22/03/2021 16:48:43 | MAR 2021 | 202.00 | Processed | Direct Debit | Successful deduction 24/03/2021 | SXXXX706B | - |
| | 3 | Website | 23/02/2021 15:48:43 | FEB 2021 | 1,947.00 | Processed | Direct Debit | Successful deduction 25/03/2021 | SXXXX706B | - |
| | 4 | Website | 27/01/2021 12:48:43 | JAN 2021 | 1,992.00 | Processed | Direct Debit | Successful deduction 29/01/2021 | SXXXX706B | - |

Total Record(s): 4 Page 1 of 1 GO

Back to Main Delete Submission

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.

View Employer Submission
The print form is created in Adobe's 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.

Submission Date: 28/11/2022 09:18:11
Submission Status: Submitted
Payment Mode: Direct Debit
Payment Status: Pending Deduction
Deduction Date: 30/11/2022
Uploaded File Name: testing Successful file.txt

Total Record(s): 1

| S/N | CPF Submission No. | Advice Code | Month Paid For | Amount (\$) |
|-----|--------------------|-------------|----------------|-------------|
| 1. | 12345XXXXC-XXX-XX | 55 | NOV 2022 | 42,990.00 |

Total Record(s): 1

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

Close Window

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

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

Total Record(s): 4

| Delete | S/N | Submission Channel | Submission Date | Month Paid For | Grand Total (\$) | Submission Status | Payment Mode | Payment Status | Submitter NRIC/FIN | Amend |
|--------------------------|-----|--------------------|---------------------|----------------|------------------|-------------------|--------------|---------------------------------|--------------------|--------------|
| <input type="checkbox"/> | 1 | Website | 7/04/2021 15:48:43 | | | | | Pending Deduction 09/04/2021 | SXXXX014C | Amend |
| | 2 | Mobile | 22/03/2021 16:48:43 | | | | | Successful deduction 24/03/2021 | SXXXX706B | - |
| | 3 | Website | 23/02/2021 15:48:43 | | | | | Successful deduction 25/03/2021 | SXXXX706B | - |

Message from webpage

This submission will not be processed if you amend the submission record. Please re-submit the record after amendment. Do you want to continue?

OK **Cancel**

Figure 41: Select Amend Submission

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

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) **Verify Contribution Details** (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(*).
- To remove a record, click on the "Delete" button for the employees you wish to remove.

Search By CPF Account No.

Page 1 of 1

| 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 (\$) | Delete |
|-----|----------------------------|--------------------------------|-----------------------|-----------------------|---------------------|-----------------------|--------|------------------|---------------------------------------|
| 1. | SXXXXX14C | STAFF A | 444.00 | 6.00 | 2,400.00 | 0.00 | CDAC | 0.50 | <input type="button" value="Delete"/> |
| 2. | SXXXXX06B | STAFF B | 1850.00 | 11.25 | 5,000.00 | 0.00 | SINDA | 2.00 | <input type="button" value="Delete"/> |

Page 1 of 1

| S/N | Description | Amount (\$) | |
|--------------------|---|----------------|-----------------------|
| 1. | Total CPF Contributions | 2294.00 | Computed : \$2,294.00 |
| 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 | | 2313.75 | |

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.

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

Total Record(s) 4

| Delete | S/N | Submission Channel | Submission Date | Month Paid For | Grand Total (\$) | Submission Status | Payment Mode | Payment Status | Submitter NRIC/FIN | Amend |
|-------------------------------------|-----|--------------------|-------------------------------------|----------------|------------------|-------------------|--------------|---------------------------------|--------------------|-----------------------|
| <input checked="" type="checkbox"/> | 1 | Website | 7/04/2021 15:48:43 | APR 2012 | 3,831.50 | Submitted | Direct Debit | Pending Deduction 09/04/2021 | SXXXX014C | Amend |
| | 2 | Mobile | 22/03/2021 16:48:43 | | | Submitted | Direct Debit | Successful deduction 24/03/2021 | SXXXX706B | - |
| | 3 | Website | 23/02/2021 15:48:43 | | | Submitted | Direct Debit | Successful deduction 25/03/2021 | SXXXX706B | - |
| | 4 | Website | 27/01/2021 12:48:43 | JAN 2021 | 1,992.00 | Processed | Direct Debit | Successful deduction 29/01/2021 | SXXXX706B | - |

Total Record(s): 4

Page 1 of 1 GO

Back to Main

Delete Submission

Figure 43: Select Delete Submission

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

Submission record deleted successfully.

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

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](#).

View Record of Payment (ROP)

6

6.1 View Record of Payment (ROP Details)

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

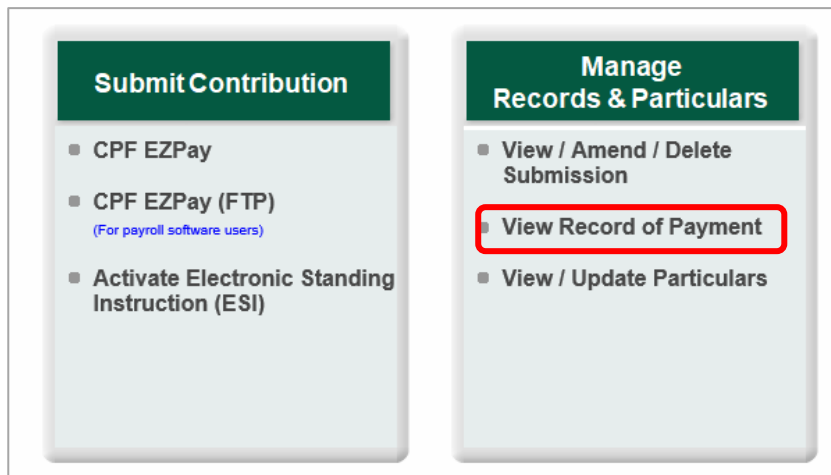


Figure 45: Select View Record of Payment

- (ii) You will be directed to the **Enquiry of Record of Payment(s)** page.
- (iii) Click on **Statement No.** Figure 46.

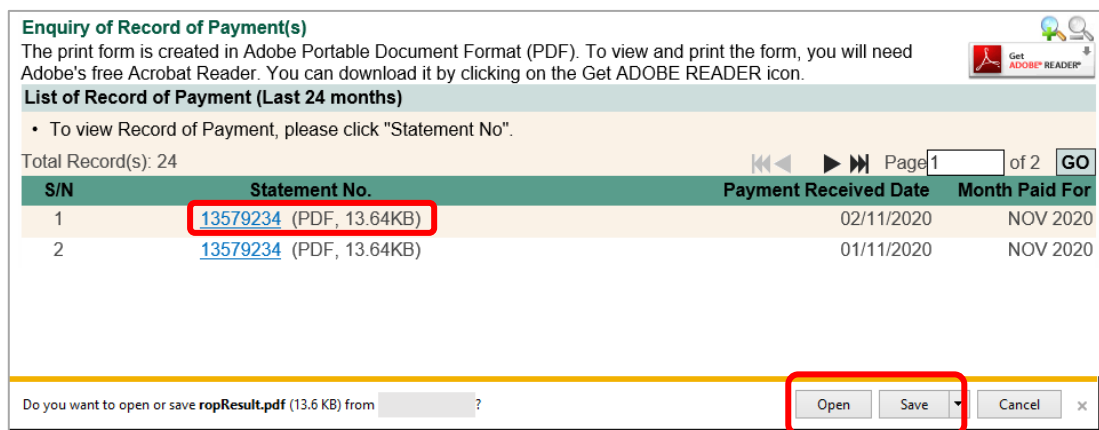


Figure 46: View Record of Payment Details

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

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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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.

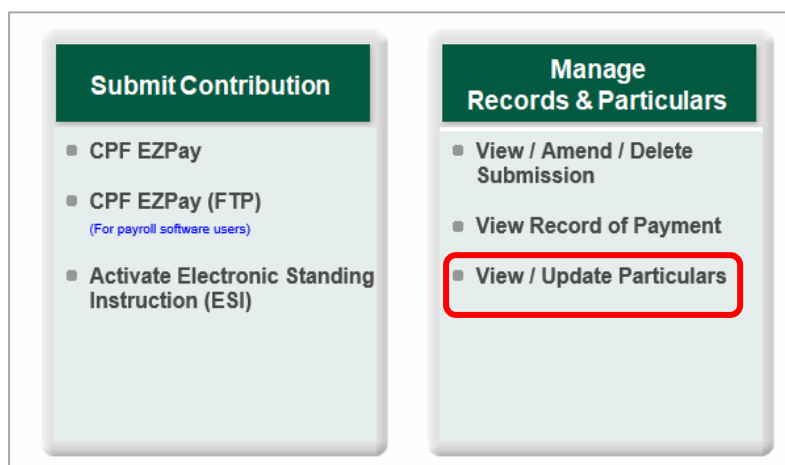


Figure 47: Select Employer Particulars

- (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.

View Employer Particulars

CPF Submission No. 12345XXXX-XXX-XX

Company Name COMPANY

Internet Email

Account 1 test@cpf.gov.sg

Account 2

Account 3

Account 4

Account 5

Contact Person

Name STAFF C

Designation Admin Clerk

Telephone No. 99999999

Mobile No.

Submission Mode CPF EZPay

Receive CPF EZPay Newsletter Yes

Any activated Standing Instructions? No

This is the list of staff who can login with their Singpass. To update your staff access for Corppass, please click [here](#).

Staff Access List

| S/N | NRIC/FIN | Name | Role |
|-----|------------|---------|---------------|
| 1 | SXXXXX014C | STAFF C | Administrator |
| 2 | SXXXXX706B | STAFF D | Editor |

Back Amend

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**.

Internet Email

* Account 1 test@cpf.gov.sg

Account 2 staffd@cpf.gov.sg

Account 3 staffe@company.com

Account 4

Account 5

Contact Person

* Name STAFF C

* Designation ADMIN CLERK

* Telephone No. 99999999

Mobile No. 12345678

Submission Mode CPF EZPay

Receive CPF EZPay Newsletter ☒ Yes ☐ No

Any activated Standing Instructions? No

This is the list of staff who can login with their Singpass. To update your staff access for Corppass, please click [here](#).

Staff Access List

| S/N | * NRIC/FIN | * Name | * Role |
|----------------------------|------------|---------|---------------|
| 1 | SXXXXX14C | STAFF C | Administrator |
| <input type="checkbox"/> 2 | SXXXXX06B | STAFF D | Editor |
| <input type="checkbox"/> 3 | SXXXXX90A | STAFF E | Administrator |

Add Staff Delete Staff

Back Save Changes

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

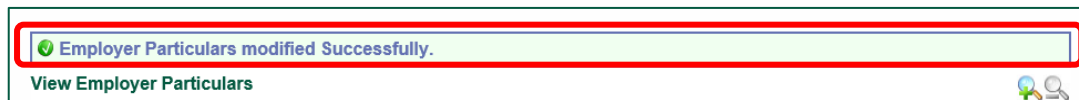


Figure 50: Confirmation Message of Updated Employer Particulars

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](#).

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.

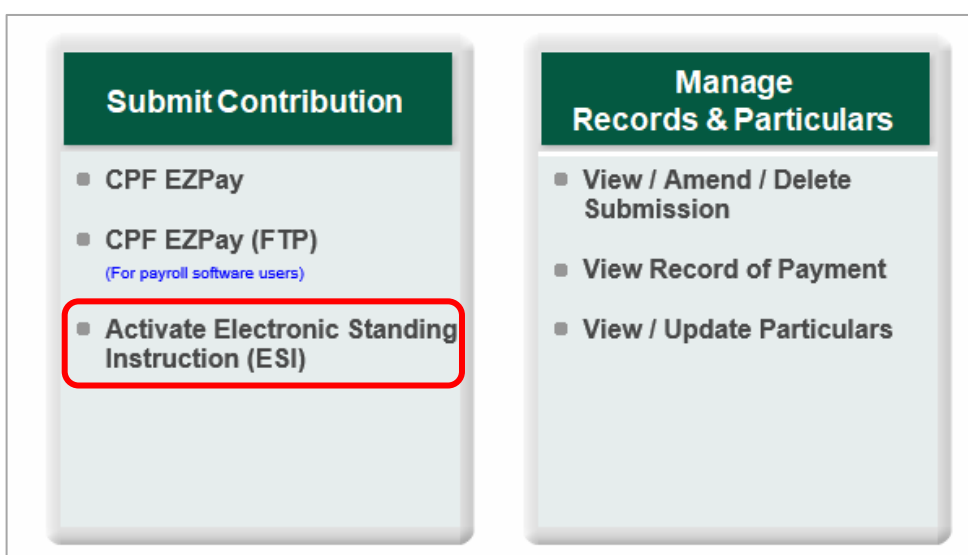


Figure 51: Activate ESI


- (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.

Set up your CPF Electronic Standing Instruction (ESI)

The ESI allows you to setup a one-time standing instruction to auto-submit your employees CPF contributions every month. For more information, please download our [ESI user guide](#) (PDF, 0.71MB).

How ESI works?

1



Should I use ESI?


The ESI is suitable for you if your employees' wages do not change every month.

As the CPF contributions are auto-computed based on their wages, you are required to amend your employees' wages in ESI if there are changes so that CPF contributions to be deducted are updated.

Example:

Jan 2022 - Wages of \$1,400
Feb 2022 - Wages of \$1,400
Mar 2022 - Wages of \$1,400

2



Activate ESI

You will need to activate the ESI arrangement before the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).

To amend the ESI details, you must do so by the 14th of the following month before deduction is made.


Example:

Any changes made after the 14th will only be effected in the following month.

Month Paid For: Jan 2022
Activation Date: By 14 Feb 2022

Month Paid For: Jul 2022
Activation Date: By 15 Aug 2022

3



Auto-Submission


Once your ESI is set up, your monthly submission and deduction will be automatically made.

If you have an employee who is leaving the company, he will be removed automatically from the ESI in the contribution month after the 'Date Left Employment'. Hence, you should declare the employee's pro-rated wages accordingly for the last contribution month. Otherwise, the full CPF contribution amount will be deducted.

Example:

If 'Date Left Employment' for an employee is indicated as 28 Aug 2022, he will be removed from ESI with effect from the contribution month of Sep 2022. To avoid overpayment of CPF contributions, you would need to pro-rate the employee's wages based on the number of days he worked in Aug 2022 and update the ESI by 14 Sep 2022.

4



Notification

In total, you will receive 4 email notifications from us:

1. Upon ESI activation (one-time)
2. Reminder to review ESI details (5th of each month)
3. ESI details have been processed (usually 15th of each month)
4. Monies have been credited to employees' CPF accounts.

Back

Continue

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**.

CPF EZPAY

Your last login to the CPF EZPay was on 15 Mar 2021 at 06:48 AM (GMT+8).

CPF Submission No. 12345XXXXX-XXX-XX

Company Name

First ESI Month Paid For MAR 2021

Setup ESI

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

Search By CPF Account No.

Page 1 of 1

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee | * Ordinary Wages (\$) | * Additional Wages (\$) | Agency | Agency Staff Info Fund (\$) | |
|-----------------------------|------------------------------|--------------------|-----------------------|-------------------------|--------|-----------------------------|---------------------------------------|
| <input type="checkbox"/> 1. | SXXXXX14C | STAFF A | 2400.00 | 0.00 | CDAC | 0.50 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 2. | SXXXXX06B | STAFF B | 5000.00 | 0.00 | SINDA | 2.00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 3. | | | 0.00 | 0.00 | - | 0.00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 4. | | | 0.00 | 0.00 | - | 0.00 | <input type="button" value="Detail"/> |
| <input type="checkbox"/> 5. | | | 0.00 | 0.00 | - | 0.00 | <input type="button" value="Detail"/> |

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.

| S/N | Description | Amount (\$) | |
|--------------------|---|-------------|--|
| 1. | Total CPF Contributions | 2474.00 | Computed : \$2,474.00 |
| 2a. | Skills Development Levy (SDL) - For Local Employees | 17.25 | Computed : \$17.25 |
| 2b. | Skills Development Levy (SDL) - For Foreign Employees | 0.00 | |
| 3. | Donation to Community Chest | 0.00 | Donor Count : <input type="text" value="0"/> |
| 4. | Total MBMF Contributions | 0.00 | Donor Count : <input type="text" value="0"/> |
| 5. | Total SINDA Contributions | 2.00 | Donor Count : <input type="text" value="1"/> |
| 6. | Total CDAC Contributions | 0.50 | Donor Count : <input type="text" value="1"/> |
| 7. | Total ECF Contributions | 0.00 | Donor Count : <input type="text" value="0"/> |
| Grand Total | | 2493.75 | |

Figure 54: Confirmation Page

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

| 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.

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.

Setup 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) ACTIVATED

Your ESI has been activated.

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

| | |
|---------------------------|-------------|
| Activated By | STAFF C |
| Date of Activation | 15 MAR 2021 |

Click [here](#) to view your ESI details.

[Back to Main](#)

Figure 56: ESI Online Acknowledgement

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

| | |
|--|--|
| <p>Manage Electronic Standing Instruction</p> <ul style="list-style-type: none"> View ESI Amend ESI De-activate ESI Perform Additional Submission | <p>Manage Records & Particulars</p> <ul style="list-style-type: none"> View / Amend / Delete Submission View Record of Payment View / Update Particulars |
|--|--|

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.

| | |
|---|--|
| <p>Manage Electronic Standing Instruction</p> <ul style="list-style-type: none"> View ESI Amend ESI De-activate ESI Perform Additional Submission | <p>Manage Records & Particulars</p> <ul style="list-style-type: none"> View / Amend / Delete Submission View Record of Payment View / Update Particulars |
|---|--|

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

| S/N | CPF Account No. (SXXXXXXA) | Name of Employee | CPF To Be Paid (\$) | SDL To Be Paid (\$) | Employer CPF (\$) | Employee CPF (\$) | Ordinary Wages (\$) | Additional Wages (\$) | Agency CDAC | Agency SINDA | 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

| S/N | Description | Amount (\$) |
|--------------------|-------------------------------|-----------------|
| 1. | Total CPF Contributions | 2,474.00 |
| 2. | Skills Development Levy (SDL) | 17.00 |
| 3. | Donation to Community Chest | 0.00 |
| 4. | Total MBMF Contributions | 0.00 |
| 5. | Total SINDA Contributions | 2.00 |
| 6. | Total CDAC Contributions | 0.50 |
| 7. | Total ECF Contributions | 0.00 |
| 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.

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 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.

Amend ESI

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

Search By CPF Account No.

Message from webpage: The selected employee(s) will be deleted for this submission. Do you want to continue?

| S/N | * CPF Account N (SXXXXXXA) | * Additional Wages (\$) | Agency | Agency Fund (\$) | Staff Info |
|--|----------------------------|-------------------------|--------|------------------|------------------------|
| <input type="checkbox"/> 1. | SXXXXX90A | 0.00 | CDAC | 0.50 | Detail |
| <input type="checkbox"/> 2. | SXXXXX07D | 0.00 | SINDA | 30.00 | Detail |
| <input checked="" type="checkbox"/> 3. | SXXXXX13J | 0.00 | - | 0.00 | Detail |

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

| S/N | Description | Amount (\$) | |
|-------------|---|-------------|-----------------------|
| 1. | Total CPF Contributions | 2474.00 | Computed : \$2,474.00 |
| 2a. | Skills Development Levy (SDL) - For Local Employees | 17.25 | Computed : \$17.25 |
| 2b. | Skills Development Levy (SDL) - For Foreign Employees | 0.00 | |
| 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 | | 2493.75 | |

Figure 62: Update Summary

- (ii) Verify the changes in the confirmation page and click **Update ESI**. Figure 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.

CPF EZPay

Perform Additional Submission

Your company is already on ESI. The submission that you are going to perform now will be treated as an additional payment on top of the existing ESI arrangement.

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

• Please indicate the **month** and **year** you are submitting for.

Contribution Details For - - (Month) (Year)

Back Continue

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.

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

• Please complete all mandatory fields indicated by an asterisk(*).
• To remove a record, select the check box beside employee and click "Clear Row".
• Date format should be DD/MM/YYYY.

Search By CPF Account No. GO Clear Search

Page 1 of 1 GO

| S/N | * CPF Account No. (SXXXXXXA) | * Name of Employee | * CPF To Be Paid (\$) | * Ordinary Wages (\$) | * Additional Wages (\$) | Agency | Agency Fund (\$) | * Employment Status | Last Date of Employment (DD/MM/YYYY) |
|-----------------------------|------------------------------|--------------------|-----------------------|-----------------------|-------------------------|--------|------------------|---------------------|--------------------------------------|
| <input type="checkbox"/> 1. | | | 0.00 | 0.00 | 0.00 | - | 0.00 | Existing | |
| <input type="checkbox"/> 2. | | | 0.00 | 0.00 | 0.00 | - | 0.00 | Existing | |
| <input type="checkbox"/> 3. | | | 0.00 | 0.00 | 0.00 | - | 0.00 | Existing | |
| <input type="checkbox"/> 4. | | | 0.00 | 0.00 | 0.00 | - | 0.00 | Existing | |

Page 1 of 1 GO

Clear Row Add Page Import Employee Details

| S/N | Description | Amount (\$) |
|-------------|-------------------------------|-------------|
| 1. | Total CPF Contributions | 0.00 |
| 2. | CPF Late Payment Interest | 0.00 |
| 3. | Foreign Worker Levy (FWL) | 0.00 |
| 4. | FWL Late Payment Interest | 0.00 |
| 5. | Skills Development Levy (SDL) | 0.00 |
| 6. | Donation to Community Chest | 0.00 |
| 7. | Total MBMF Contributions | 0.00 |
| 8. | Total SINDA Contributions | 0.00 |
| 9. | Total CDAC Contributions | 0.00 |
| 10. | Total ECF Contributions | 0.00 |
| Grand Total | | 0.00 |

Back Save Draft Continue

Figure 70: Contribution Details

--- END ---