



# Pay Employees' CPF Contributions as an Employer using Direct Debit Authorisation

This form may take you 10 minutes to complete.

Form DDA (BIZ) 06/2022

**IMPORTANT: Please read overleaf "Information On Direct Debit Authorisation" before completing the form. Do not email this form** as original signature(s) is required. **Bank account holder must sign against any amendments made. DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

Section 1: For Applicant's Completion

## 1 Applicant's Particulars and Authorisation

Name of Registered Employer (Business/Company/Entity/Individual)

CPF Submission No. (CSN):      Unique Entity/NRIC/FIN No.      CPF Payment Code

**BIZ** [ ] - [ ] - [ ] ▶ *DDA reference no.*

Examples: Unique Entity No. 1 2 3 4 5 6 7 8 9 A P T E 0 1  
 NRIC/FIN No. S 1 2 3 4 5 6 7 A P T E 0 1

- I/We authorise the Bank to process the Billing Organisation's (BO), **Central Provident Fund Board**, instructions to debit and credit my/our bank account.
- The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- This authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank; upon the Bank's receipt of my/our written revocation; or upon the Bank's receipt of the notice of expiry from the BO.

Name (as in Bank Account) [ ]

Bank's Name [ ]

Bank Account No. [ ]

Contact No. [ ]      Email [ ]

*Signature(s)/Thumbprint(s)\* as in Bank's records*

*Date:*

\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

## 2 What to Do Next?

Complete and return this form to us by mailing it to:  
**Tampines Central P.O. Box 171 Singapore 915206**

For Help      Call our hotline at 6220-2340      **OR**      Visit our website at [cpf.gov.sg](http://cpf.gov.sg)

Your DDA application will be sent to your Bank and will be processed within 21 working days.

Section 2: For CPF Board's Completion

CPF Board's Account Details      SWIFT BIC: OCBCSGSGXXX      Account No.: 501600001001  
 Debiting Account Details      SWIFT BIC: [ ]      Account No.: [ ]

Section 3: For Bank's Completion

**To CPF Board:** The application is hereby **REJECTED** because: ▶ *Please tick the all applicable reasons*

Signature/Thumbprint differs from bank's records       Wrong account number  
 Signature/Thumbprint incomplete/unclear       Amendments not countersigned by Bank Account Holder  
 Account operated by signature/thumbprint       Others: [ ]

*Authorised Signature and Stamp of Bank*

Name:      Date:

More than **100,000 employers** are using **Direct Debit**.

***Payment is within your control***

With Direct Debit Authorisation, once you have submitted and confirmed your CPF contribution via CPF EZPay, the payment will be automatically deducted.

It's ***safer, secure and convenient*** way to pay CPF and receive CPF refunds.

**How to use the Business Reply Envelope?**

Fold the top and bottom sections inwards along the dotted lines with the mailing address in front. Seal the edges with clear tape to secure your application form.

Postage will be paid by addressee. For posting in Singapore only.

**BUSINESS REPLY SERVICE  
PERMIT NO. 08383**



TAMPINES CENTRAL POST OFFICE  
P.O. BOX 171  
SINGAPORE 915206

**Information On Direct Debit Authorisation**

- If you have a bank account with any of the eGIRO participating banks, you should apply for Direct Debit Authorisation online. The processing takes only minutes. Find out more at [cpf.gov.sg/applyforDDA](http://cpf.gov.sg/applyforDDA).
- For hardcopy Direct Debit Authorisation application, it will be sent to your bank and will be processed within 21 working days. You will receive a notification on the status and effective date of the Direct Debit arrangement upon approval.
- Please ensure you have enough balance in your bank account before the deduction date. If you have set a payment limit on your Direct Debit deduction with your bank, ensure that the limit is sufficient to pay the Employer's CPF Contributions. Some banks may charge an administrative fee for each unsuccessful deduction.
- If you have an existing Direct Debit arrangement with CPF Board and wish to change your bank account, you will need to complete a new Direct Debit Authorisation form. The deduction for your CPF contributions from your existing bank account will continue until the new Direct Debit Authorisation application is approved.

**For CPF Contribution for Employee(s)**

- 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.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged if your CPF contributions are not paid on time.

**For more information, please visit [cpf.gov.sg](http://cpf.gov.sg) or call us at 6220-2340.**