



Applying for a CPF Submission Number (CSN) via CPF website



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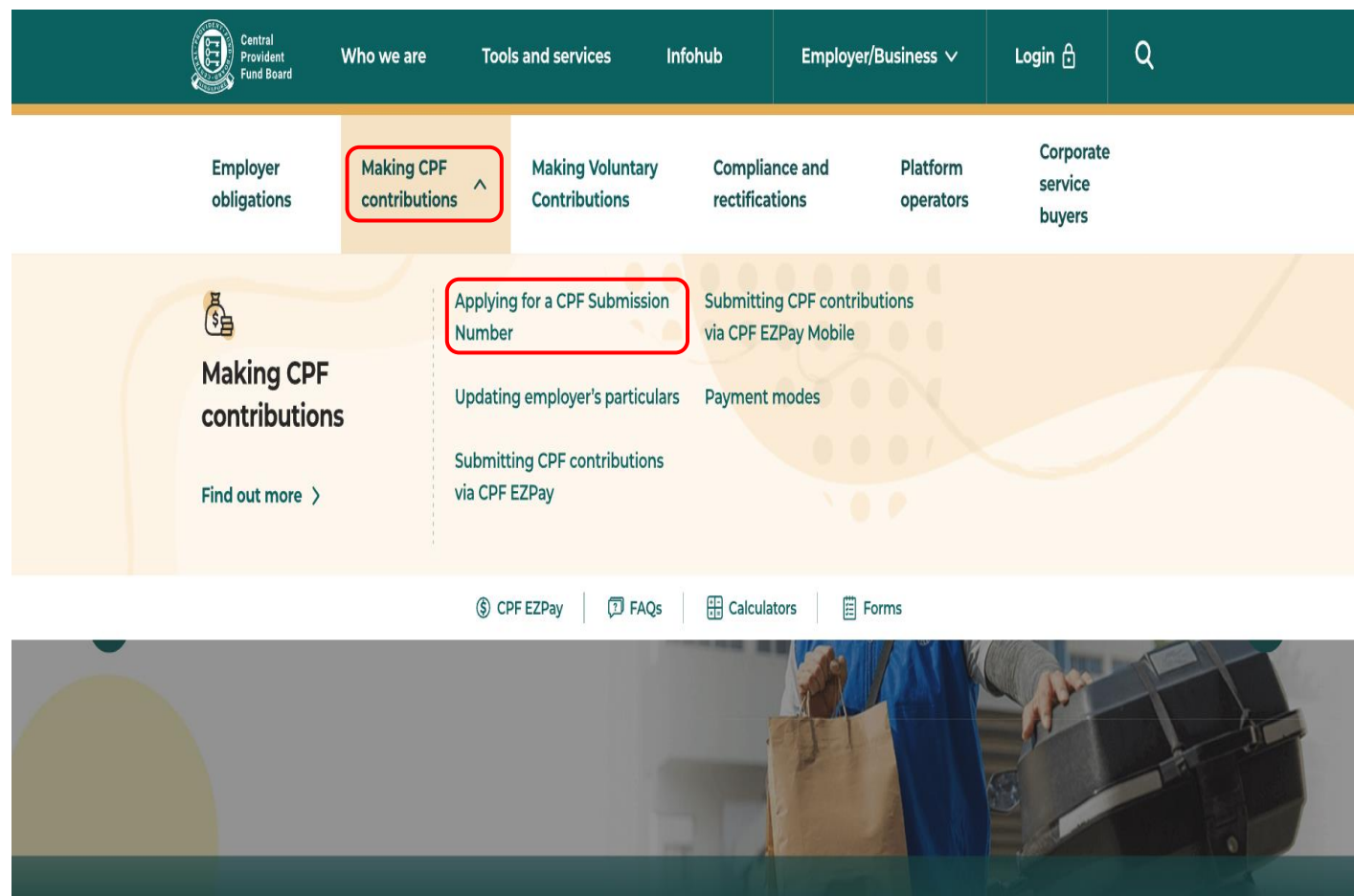
- 1) Go to cpf.gov.sg/employer
- 2) Select **"Making CPF contributions"**
- 3) Click **"Applying for a CPF Submission Number"**

For UEN registered entity

You need to set up the "[CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS](#)" e-service in the Corppass portal and assign to your authorised users before they can access the 'Apply for CPF Submission Number' online application form.

For foreign employers not issued with UEN

You must apply for a [Corppass](#) ID in order to apply for a CSN.





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4) Click **Application**

The screenshot shows the CPF website interface. At the top, there is a navigation bar with the Central Provident Fund Board logo and links for 'Who we are', 'Tools and services', 'Infohub', 'Employer/Business', 'Login', and a search icon. Below this is a secondary navigation bar with links for 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', 'Platform operators', and 'Corporate service buyers'. The main content area has a breadcrumb trail: 'Home > Making CPF contributions > Applying for a CPF Submission Number'. Below the breadcrumb, there is a social media sharing section with icons for Facebook, Telegram, WhatsApp, a menu, and a print icon. The main heading is 'Applying for a CPF Submission Number', followed by a subheading 'CPF CONTRIBUTIONS'. A paragraph states: 'All employers need a CPF Submission Number (CSN) to submit their CPF contributions. Learn what a CSN is and how to apply for it.' Below this is a tabbed interface with three tabs: 'Definition', 'Application' (highlighted with a red box), and 'FAQs'. The 'Definition' tab is currently selected, showing the heading 'What's a CSN?'.



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5) Select the section applicable to you, depending on whether you are a UEN-registered entity or individual trading under your own name, and click on **Apply CSN now >**

UEN-registered entity

Quick Guide to start your CPF Contribution Journey as an Employer

Find out the steps from applying for a CSN to setting up your CPF EZPay.

[Apply for CSN and set up CPF EZPay quick guide \(PDF, 1.4MB\) >](#)

Applying for CSN if you already have a UEN

If you already have an existing UEN and your authorised users are granted access to 'CPF Services for Employers and Business Partners' e-Service in Corppass portal, they can proceed to apply for a CSN.

[Apply CSN now >](#)

[Step-by-step guide \(PDF, 1.1MB\) >](#)

Guide to set up and assign CPF e-Services in Corppass portal

You will need to set up the "CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS" e-Service in the Corppass portal and assign your authorised users before they can access CPF e-Services.

[Step-by-step guide \(PDF, 1.1MB\) >](#)

Individual trading under your own name

Applying for a CSN

You're considered to be trading under your own name if you're an individual hiring Singapore Citizen or Singapore Permanent Resident employees in your personal capacity and do not require a UEN.

For example, a hawker hiring a hawker assistant, or a person who hires a personal driver, gardener, or domestic worker.

Application for a CSN will be done on our CPF website using your Singpass.

[Apply CSN now >](#)

[Step-by-step guide \(PDF, 1.1MB\) >](#)



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6) Select and log in, depending on whether you are a UEN-registered entity or individual trading under your own name.

Other services login



Log in as UEN-registered
entity >



Log in as individual trading >
under own name



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7) Read the information and **Terms of Use**. Check the box “**I have read and accepted the Terms of Use.**”

Click **Start**

ACCOUNT SERVICES

Apply for CPF Submission Number

A CPF Submission Number is required for employers to transact with the CPF Board.

Before you can make CPF contributions or transact with us, you need to apply for a CPF Submission Number (CSN).

If you are starting to make mandatory contributions for your employees, apply for a CSN early to ensure that you can submit the contributions in time. The due date for submitting mandatory CPF contributions is the last day of the calendar month. Enforcement action will be taken against employers who fail to pay by the 14th of the following month.

Important notes

- Only individuals trading under their own name should log in with Singpass. Organisations (e.g. private limited companies, sole proprietorships) with a registered Unique Entity Number should log in with Corppass instead.

☐ I have read and accepted the [Terms of Use](#).

Start >



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8) Select your Unique Entity Number from the authorised list of UENs.

Click **Next**

Employer > Tools and services > Apply for CPF Submission Number

Apply for CPF Submission Number

1 New account details 2 Principal place of business 3 Contact details 4 Review

Enter employer details

Select Unique Entity Number

Back Next >



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For UEN-registered entities

9) Select the contribution type 'Mandatory contribution' for the CPF Submission Number (CSN) that you are applying.

If you are registering for an additional CSN, please select the purpose.

Click **Next**

Note: You need to first obtain approval from the Ministry of Manpower before applying for additional CSN for Work Permit purposes.



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For individual trading under own name

10) For individual trading under own name, add your nature of business by clicking '**Add Primary SSIC +**'.

After adding your nature of business, proceed to select the contribution type 'Mandatory contribution'.

Click **Next**



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11) Indicate whether your business address* is a **Singapore** or **Overseas** address. You must update CPF Board if you changed your business address subsequently.

*This is where your entity conducts its daily operations.

The screenshot shows the 'Apply for CPF Submission Number' process on the CPF website. The breadcrumb trail is 'Employer > Tools and services > Apply for CPF Submission Number'. A progress bar at the top indicates four steps: 1. New account details, 2. Principal place of business (current step), 3. Contact details, and 4. Review. The main heading is 'Principal place of business'. Under the sub-heading 'Persons in charge', there are two optional text input fields: 'Attention to (optional)' and 'Care of (optional)'. Below this, under the sub-heading 'Business address', there is a 'Country' section with two radio button options: 'Singapore' and 'Other country'. The 'Singapore' option is selected. At the bottom of the form, there are 'Back' and 'Next >' buttons.



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12) If you have selected **Singapore Address**, enter the **Postal Code** of your business address and click '**Retrieve address**'.

Principal place of business

----- Persons in charge -----

Attention to (optional) ⓘ

Care of (optional) ⓘ

----- Business address -----

Country

☒ Singapore ☐ Other country

Enter postal code

Retrieve address

Back Next >



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13) Block/House Number, Street Name and Building name (if applicable) will be retrieved and populated in the grey box.

- For Walk-Up Apartment, you need to select the correct block number.

Key in both the **Floor** and **Unit Number** (if applicable).

- If the Floor Number was keyed in, the Unit Number must be keyed in and vice versa.

Click **Next**

The screenshot shows the 'Business address' section of the CPF website. It includes the following fields and options:

- Country:** Two radio button options: 'Singapore' (selected) and 'Other country'.
- Enter postal code:** A text input field with a green highlight.
- Edit address:** A button with a teal border.
- Block or house number:** A text input field with a green highlight.
- Street name:** A text input field containing 'THOMSON ROAD'.
- Building name:** A text input field with a green highlight.
- Floor number (optional):** A text input field.
- Unit number (optional):** A text input field.

At the bottom of the form, there are two buttons: 'Back' (teal border) and 'Next >' (teal fill).



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14) Key in the contact details of the owner or employer representative and persons in charge of CPF contribution matters.

Click **Next**

Contact details

Owner or employer representative

Email

Mobile number

Alternative phone number (optional)

Persons in charge of CPF contribution matters

Enter the contact details of at least 1 person in charge. Examples include finance officer and payroll agent.

Email of person in charge 1

Email of person in charge 2 (optional)

Email of person in charge 3 (optional)

Email of person in charge 4 (optional)

Email of person in charge 5 (optional)

Back Next >



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Review your application

15) Verify the details. Check the box 'I have read and agreed to the Declaration above.'

Click **Submit**

1

2

3

4

New account detailsPrincipal place of businessContact detailsReview

Review your application

Please review these details before you proceed with the application.

Account details

Employer details

Unique Entity NumberEmployer namePrimary SSICSecondary SSIC

Contribution type

Contribution type for CPF Submission NumberMandatory contribution

Principal place of business

Persons in charge

Attention toCare of

Business address

Address

Contact details

Owner or employer representative

EmailMobile numberAlternative phone number

Persons in charge of CPF contribution matters

Email of person in charge 1Email of person in charge 2Email of person in charge 3Email of person in charge 4Email of person in charge 5

Declaration

1 I declare that the information given in this application is correct and complete to the best of my knowledge.

2 I understand and accept that this application is subject to CPF legislation and policies, and all such terms and conditions that may be imposed by the Board from time to time. The Board reserves the right to reject any application as it deems fit.

☒ I have read and agreed to the Declaration above.

BackSubmit >



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Acknowledgement

16) Once your application has been successfully submitted, the CPF Submission Number will be displayed on the acknowledgment page (see red box).

Note: Please read the messages in the grey box of the acknowledgment page before you proceed to submit your CPF contributions.

The screenshot displays the CPF website interface. At the top, a breadcrumb trail reads: Home > Tools and services > Forms and e-applications > Apply for CPF Submission Number. Below this, a teal header contains the title 'Apply for CPF Submission Number' and a red-bordered box highlighting the 'CPF Submission Number' field. The main content area is titled 'Acknowledgement' with the message 'Your application has been received.' Below this is a 'Transaction Details' section with a table:

Service name	Transaction number	Transaction date	Transaction status
Apply for CPF Submission number - Mandatory contribution	40100000760960	01 Mar 2024 09:30 AM	Completed

Below the table, a grey box provides instructions for the 'Completed' status:

For transaction status: Completed
Next steps

- You will be notified of your new CPF Submission Number over email.
- If you are a CPF EZPay Mobile user, you can start submitting CPF contributions the next day if you applied for the new CPF Submission Number before 5pm.
- If you are a CPF EZPay user, you can start submitting CPF contributions after 2 days if you applied for the new CPF Submission Number before 5pm. UEN-registered entities need to do a one-time setup before they can use CPF EZPay to submit CPF contributions. For details, see this [guide to setup EZPay access](#) (PDF, 1.5MB).

Below this, another grey box provides instructions for the 'In-Progress' status:

For transaction status: In-Progress

- The application will be generally processed within 2 working days.

At the bottom right, there is a 'Go to start' button.