



1) Go to <u>cpf.gov.sg/employer</u>

2) Select "Making CPF contributions"
 3) Click "Applying for a CPF Submission Number"

For UEN registered entity

You need to set up the "<u>CPF SERVICES FOR</u> <u>EMPLOYERS AND BUSINESS PARTNERS</u>" 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 <u>Corppass</u> ID in order to apply for a CSN.





4) Click Application





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 >**





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

Other services login





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.



Start >



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





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.

1 New account details	Principal place of Contact details business	4 Review
	Enter employer details	
	Select Unique Entity Number	~
	Employer name Primary SSIC	
	Secondary SSIC	
ſ	Contribution type for CPF Submission Number	
L	Mandatory contribution Voluntary contribution	
	Additional MediSave contribution scheme	
Our records indicate s	nu have 1 or more CPF Submission Numbers registered for mandaton Purpose for registering an additional CPF Submission Number f mandatory contributions.	y contributions.
	Work Permit purposes Ensure that you have prior approval from the Ministry of Manpower before you apply.	
	Payroll segregation	
Back		Next >





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'.

Employer > Tools and services > Forms and e-applications > Apply for CPF Submission Number	
Apply for CPF Submission Number	
0 0 0	
New account details Principal place of Contact details Review	
Entor omnlovor details	
Enter employer details	
NRIC/FIN number Employer name	
Select Primary SSIC	
Add your nature of business by clicking the button	
Leidw.	
Add Primary SSIC +	
Select contribution type	
Select contribution type	
Contribution type for CPF Submission Number	
O Mandatory contribution	
Voluntary contribution	
Additional MediSave contribution scheme	
Back Next >	



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.

Employer > Tools and services >	Apply for CPF Submission Number		
	Apply for CPF Sub	mission Number	
· · · · · · · · · · · · · · · · · · ·	2	3	
New account details	Principal place of business	Contact details	Review
	Principal place Persons in Attention to (optional) () Care of (optional) () Business	e of business	
Back			Next >



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) ③	
Care of (optional) ①	
Country	
Singapore Other country	
Enter postal code	
Retrieve address	
Back	Next >



Back

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.

Busi	ness address	
Country Singapore	O Other country	
Enter postal code	Edit address	
Block or house number		
Street name THOMSON ROAD		
Building name		
Floor number (optional)	Unit number (optional)	
		Next >



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

Contact details	
Owner or employer representative	
Email	
Mobile number	
Alternative phone number (optional)	
Persons in charge of CPF contribution matters	oll 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 >



Review your application

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

Click Submit

New account details	2 Principal place of business	3 Contact details	Review
	Review you Please review these details befo	IF application	n.
Account details			
Employer details Unique Entity Number	Employer name	Primary SSIC	Secondary SSIC
Contribution type Contribution type for CPF Submission Number Mandatory contribution			
Principal place of business			
Persons in charge Attention to -	Care of -		
Business address Address			
Contact details			
Owner or employer representa	ative		
Email	Mobile number	Alternative phone number -	
Persons in charge of CPF cont	ribution matters		
Email of person in charge I Email of person in charge 5	Email of person in charge 2 -	Email of person in charge 3 -	Email of person in charge 4 -
Declaration 1 I declare that the information	on given in this application is corre	ct and complete to the best of my	knowledge.
2 I understand and accept the be imposed by the Board from the Board the Boar	at this application is subject to CPF om time to time. The Board reserv	es the right to reject any application	ch terms and conditions that may on as it deems fit.
I have read and agreed to the	he Declaration above.		
Back			Submit >



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.

Aŗ	oply for CPF S	Submission Nu	mber
	Acknow	wledgement	
	Your applica	ation has been received.	
	Trans	action Details	
Service name Apply for CPF Submission Number - Mandatory contribution	Transaction number 3311000016310829	Transaction date 14 May 2025 10:44 AM	Transaction status Completed
For transaction status: Compl	eted		
You will be notified of your	new CPF Submission Number o	ver email.	
If your CSN application is a	pproved, you can proceed to sub	mit your CPF contribution the next o	alendar day via CPF EZPay.
 UEN-registered entities ne guide to setup EZPay acc 	ed to do a one-time setup before <u>ess</u> (PDF, 1.5MB).	they can use CPF EZPay to submit (CPF contributions. For details, see this
	aress		
For transaction status: In-Pro			