



Go to <u>cpf.gov.sg/employer</u>
 Click Login





3) Select Other services





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







5) After logging in, enter the 'CPF Submission Number'.

Click Proceed

Note: If you are an individual trading under own name, please note that only you can update the particulars for your own CSN.





6) Click '**Account settings**' to access your existing particulars maintained with CPF Board.





7) Click '**Update**' on the relevant section to update the employer particulars.

Note: Employer who is trading under own name can update Singapore Standard Industrial Classification (SSIC), also known as the nature of business, under '**Employer details**' section.

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#### Update principal place of business

8) Your existing business address\* is populated. Click '**Edit address**' to update.

\*This is where your entity conducts its daily operations.

1 Update principal place of business 2 Review
Update principal place of business
Persons in charge
Country  Singapore  Cther country  Enter postal code  Edit address
Block or house number Street name Building name Floor Number (optional) Unit number (optional)
Back Next >



### Update principal place of business

9) Indicate whether your new business address is a **Singapore** or **Overseas** address.

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

	Business address	
	Country O Singapore O Other country	
	Enter postal code	
	Retrieve address	
Back		Next >



Back

### Update principal place of business

10) 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

O Singapore	Other country	
Enter postal code		
	Edit address	
Block or house number		
Street name		
Building name		
Bananghanne		
Floor Number (optional)	Unit number (optional)	
Floor Number (optional)	Unit number (optional)	



#### 2 Update contact details Update contact details Owner or employer representative Email Mobile numbe 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

Home > Account settings > Update contact details

### Update contact details

11) Edit the information populated or key in the contact details that you wish to update with CPF Board.

Click Next



#### **Review your changes**

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

Click Submit





#### Acknowledgement

13) You have successfully submitted your application. The red box indicates the section that you have updated.

You may click '**Go to account settings**' to view the updated employer particulars or update other sections.

Note: Email notifications will be sent to all the email addresses maintained under this CPF Submission Number.

Account settings Acknowledgement							
Completed			Go to account settings				