

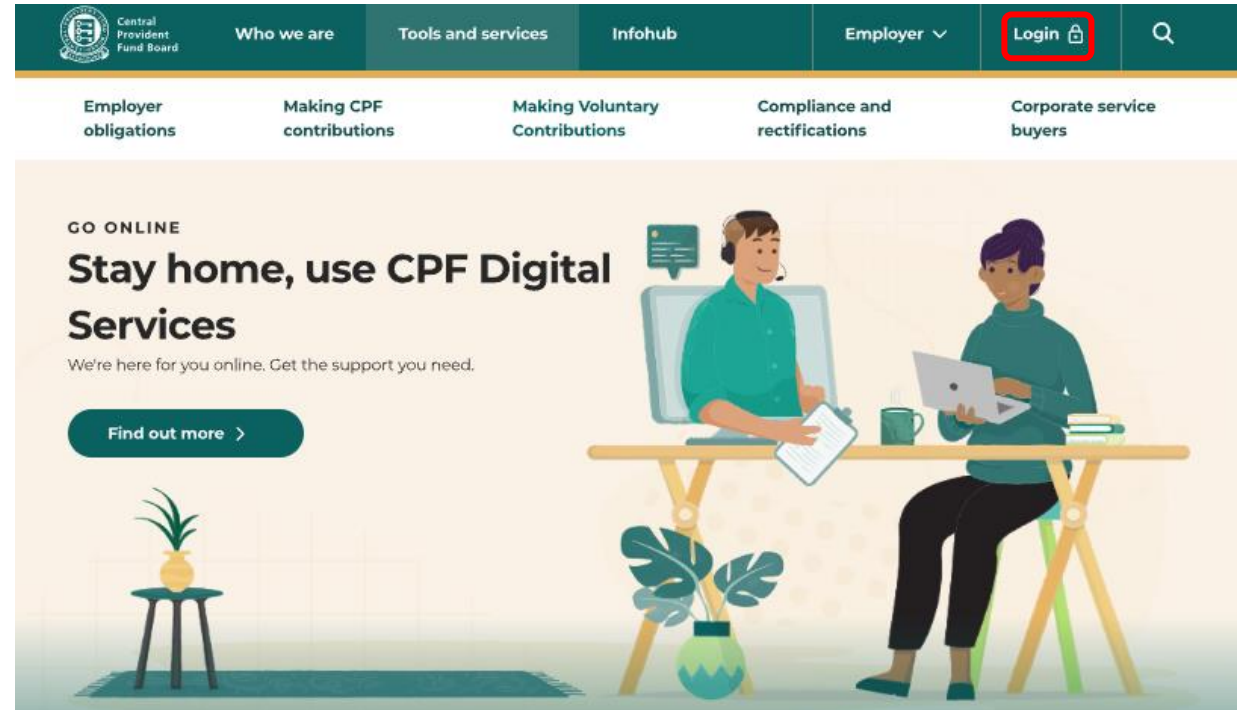


# Update Employer Particulars via Account Settings



# Update Employer Particulars via Account Settings

- 1) Go to [cpf.gov.sg/employer](https://cpf.gov.sg/employer)
- 2) Click Login





# Update Employer Particulars via Account Settings

3) Select **Other employer services**

The screenshot shows the CPF Board website's 'Select a digital service' page. The navigation bar includes the CPF Board logo, 'Who we are', 'Tools and services', 'Infohub', 'Employer', 'Login', and a search icon. Below the navigation bar are five main service categories: 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', and 'Corporate service buyers'. The main content area features an illustration of a laptop with a document and a checkmark, and a text prompt: 'Select a digital service. You will need a CPF Submission Number registered with the CPF Board before you access these services.' Two service cards are displayed: 'CPF EZPay' and 'Other employer services'. The 'Other employer services' card is highlighted with a red border and contains the text: 'Update employer's information, apply for CPF Submission Number, and more.' The footer includes the 'CPF Board' logo, navigation links for 'Business partners', 'Useful links', 'Careers', 'Contact us', 'Feedback', and 'FAQ', social media icons for Facebook, Instagram, YouTube, and LinkedIn, and a list of links: 'Report vulnerability', 'Privacy statement', 'Terms of use', 'Sitemap', and 'Security best practices'. The footer also contains the copyright notice: 'Copyright © 2024, Government of Singapore. Last updated 11 Oct 2023.'



# Update Employer Particulars via Account Settings

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

## Other employer services login



**Log in as UEN-registered  
entity** >



**Log in as individual trading >  
under own name**



# Update Employer Particulars via Account Settings

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

Click **Proceed**

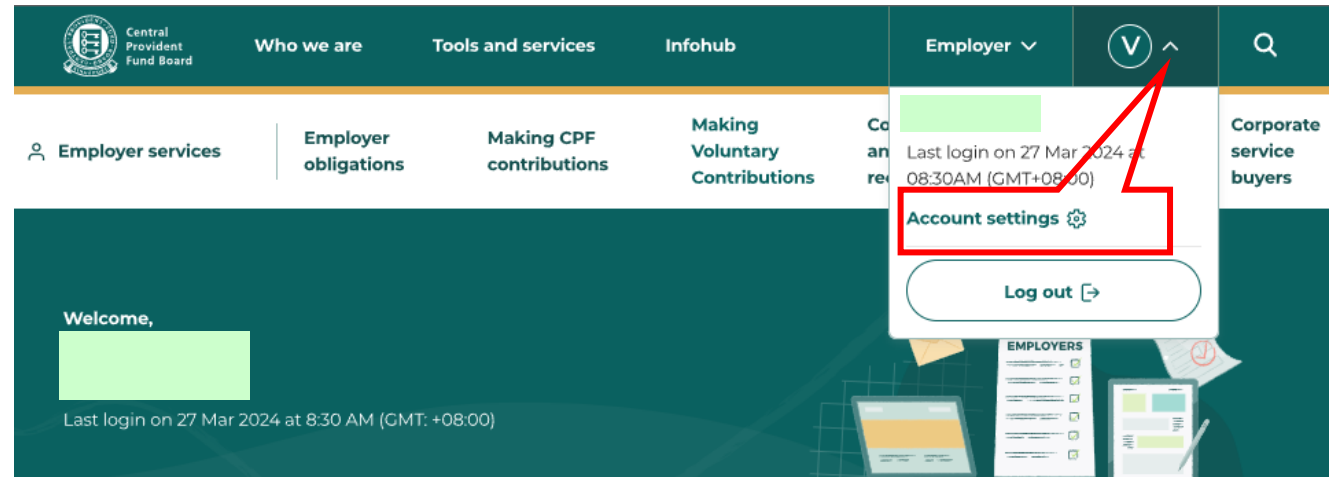
Note: If you are an individual trading under own name, please note that only you can update the particulars for your own CSN.

The screenshot shows the 'Enter CPF Submission Number' page on the Central Provident Fund Board website. The page has a dark green header with the logo and navigation links: 'Who we are', 'Tools and services', 'Infohub', 'Employer', a profile icon, and a search icon. Below the header is a navigation bar with links for 'Employer services', 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', and 'Corporate service buyers'. The main content area features an illustration of two people working at a desk. To the right of the illustration is a form titled 'Enter CPF Submission Number'. The form includes a radio button selection for 'My company' (selected) and 'My client'. Below this is a section for 'CPF Submission Number' with three input fields. The first field is highlighted with a red box and contains a green bar. Below the input fields is a 'Proceed' button. At the bottom, there is a list of instructions: 'Don't have a CPF Submission Number (CSN)? [Apply for a CSN](#) now.' and 'Only valid Unique Entity Number(s) (UEN) you are authorised to access are shown. If you cannot find your UEN, or if you see a UEN that isn't yours, please contact your company's Corppass Admin.'



# Update Employer Particulars via Account Settings

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





# Update Employer Particulars via Account Settings

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.

The screenshot displays the 'Account settings' page with a navigation bar at the top containing four tabs: 'Employer details', 'Principal place of business', 'Contact details', and 'Direct Debit bank account'. The 'Employer details' section is active and contains a warning message: 'Please ensure that these details are up to date. If you have recently made changes via your Unique Entity Number (UEN) Issuance Agency or the Immigration & Checkpoints Authority, [click here](#) to update these details.' Below this are input fields for 'CPF Submission Number', 'Employer name', 'Primary SSIC', and 'Secondary SSIC'. The 'Principal place of business' section includes 'Persons in charge' (with 'Alteration to' and 'Care of' dropdowns), 'Business address', and an 'Update' button highlighted with a red box. The 'Contact details' section notes it displays official contact details used by CPF Board, with fields for 'Owner or employer representative' (Email, Mobile number, Alternative phone number) and 'Persons in charge of CPF contribution matters' (Email of person in charge 1-5), with an 'Update' button highlighted in red. The 'Direct Debit bank account' section has fields for 'Bank name' and 'Bank account number'.



# Update Employer Particulars via Account Settings

## 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**

Attention to (optional) ⓘ

Care of (optional) ⓘ

**Business address**

Country

Singapore  Other country

Enter postal code

**Edit address**

Block or house number

Street name

Building name

Floor Number (optional) Unit number (optional)

Back Next >





# Update Employer Particulars via Account Settings

## 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'**.

The screenshot shows a form titled "Business address" with the following elements:

- Country:** Two radio button options: "Singapore" (selected) and "Other country".
- Enter postal code:** A text input field with a green highlight on the first few characters.
- Retrieve address:** A button located below the postal code field.
- Navigation:** "Back" and "Next >" buttons at the bottom of the form.



# Update Employer Particulars via Account Settings

## 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**

Business address

Country

Singapore  Other country

Enter postal code

[Edit address](#)

Block or house number

Street name

Building name

Floor Number (optional)  Unit number (optional)

[Back](#) [Next >](#)



# Update Employer Particulars via Account Settings

## Update contact details

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

Click **Next**

The screenshot shows a web interface for updating contact details. At the top, there is a breadcrumb trail: Home > Account settings > Update contact details. Below this is a progress indicator with two steps: 1. Update contact details (active) and 2. Review. The main content area is titled 'Update contact details' and is divided into two sections. The first section, 'Owner or employer representative', contains three input fields: 'Email', 'Mobile number', and 'Alternative phone number (optional)'. The second section, 'Persons in charge of CPF contribution matters', includes a sub-instruction: 'Enter the contact details of at least 1 person in charge. Examples include finance officer and payroll agent.' This section contains five input fields for 'Email of person in charge 1' through '5 (optional)'. At the bottom of the form, there are two buttons: 'Back' and 'Next >'.



# Update Employer Particulars via Account Settings

## Review your changes

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

Click **Submit**

1 Update principal place of business

2 Review

### Review your changes

Please review these details before you proceed.

**Persons in charge**

Attention to

Care of

**Business address**

**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.

Back Submit >

This section will display the updates that you wish to make with the CPF Board.



# Update Employer Particulars via Account Settings

## 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.

Transaction Details			
Service name Update employer particulars - Mandatory contribution	Action Update contact details	Transaction number 4311000008474324	Transaction date 06 Mar 2024 03:25 PM
Transaction status Completed			