



How to perform Additional Submission using Employee Database if you are on Electronic Standing Instruction (ESI)



Perform Additional Submission using Employee Database

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2. [Perform additional submission for unsuccessful ESI submissions](#)



Perform Additional Submission for bonus or additional payments



Perform Additional Submission using Employee Database for bonus or additional payments

1. Login to CPF EZPay and click on **View ESI**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by [redacted] on [redacted]

The next deduction for your ESI will take place on [redacted] for [redacted] CPF contributions.

Manage Electronic Standing Instruction

- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission

Manage Records & Preferences

- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences



Perform Additional Submission using Employee Database for bonus or additional payments

2. Click on **printer icon** to download a copy of ESI details for reference.

Click **Back**

View ESI

CPF Submission No.

Company Name

Activated On

Next Payment Month

Next Deduction Date

Total Record(s): 2

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GO

S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee (as per NRIC)	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Employer CPF (\$)	Employee CPF (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	775.00	11.25	425.00	350.00	5,000.00	0.00	CDAC	1.50
2.	NRIC #2	Name for NRIC #2	1,295.00	8.75	595.00	700.00	3,500.00	0.00	MBMF	15.00

Total Record(s): 2

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GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2,070.00	Computed : \$2,070.00
2.	Skills Development Levy (SDL)	20.00	Computed : \$20.00
3.	Donation to Community Chest	0.00	Donor Count : 0
4.	Total MBMF Contributions	15.00	Donor Count : 1
5.	Total SINDA Contributions	0.00	Donor Count : 0
6.	Total CDAC Contributions	1.50	Donor Count : 1
7.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		2,106.50	

☒ I declare that all the information provided in this submission are true and correct.

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Perform Additional Submission using Employee Database for bonus or additional payments

3. Login to CPF EZPay and click on **Perform Additional Submission**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by [redacted] on [redacted]

The next deduction for your ESI will take place on [redacted] for [redacted] CPF contributions.

Manage Electronic Standing Instruction

- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission**

Manage Records & Preferences

- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences



Perform Additional Submission using Employee Database for bonus or additional payments

- 4. Input **Contribution Month and Year** and select **Submit using pre-loaded Employee Database**
Click on **Continue** to proceed.

Welcome, [redacted] (CPF Account Number: [redacted])
Your last login to CPF EZPay was on [redacted] (GMT+8).

CPF Submission No. [redacted]
Company Name [redacted]

CPF EZPay

Perform Additional Submission

Your company has an existing Electronic Standing Instruction (ESI). This Additional Submission you are making will not affect or change the existing ESI arrangement.

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Please indicate the **month** and **year** you are submitting for.

Contribution Details For

-

(Month) (Year)

☒ **Submit using pre-loaded Employee Database**
(Allows auto-computation for CPF contributions for bonus payments or unsuccessful ESI deductions. Please refer to [How to perform additional submission using Employee Database](#))

☐ **Submit without pre-loaded Employee Database**
(For CPF submission requiring no auto-computation, or other adhoc payments e.g. late payment interest)

Back

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

5. Your ESI details are loaded accordingly.

To remove an employee record (if required) for this submission, **tick the checkbox** beside the employee's CPF Account No. and click on **Delete Employee Record**.

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Any changes to the employee details made in this submission will not overwrite the details in your existing Electronic Standing Instruction (ESI).
- To remove an employee record for this submission, tick the checkbox beside the employee's CPF Account No. and click 'Delete Employee Record' below the table.
- Update the Ordinary Wages (OW) and Additional Wages (AW) for the same contribution month, including the OW and AW in the existing Electronic Standing Instruction (ESI).
- Update the Agency Fund amount based on the total wages payable to each employee for the same contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

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S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)	Agency Fund (\$)	Staff Info
<input type="checkbox"/>	NRIC #1	Name for NRIC #1	5000.00	0.00	CDAC	1.50 <input type="button" value="Detail"/>
<input type="checkbox"/>	NRIC #2	Name for NRIC #2	3500.00	0.00	MBMF	15.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>
<input type="checkbox"/>			0.00	0.00	-	0.00 <input type="button" value="Detail"/>



Perform Additional Submission using Employee Database for bonus or additional payments

6. Update the **Ordinary Wages (OW)** and **Additional Wages (AW)**, including the OW and AW in the existing ESI.

Example:

- Employee #1's ESI OW is \$5,000 and you gave him an extra AW of \$2,500 in this additional submission, you should retain OW as \$5,000 and input AW as \$2,500.
- Employee #2's ESI OW is \$3,500 and you gave him an extra AW of \$4,000 in this additional submission, you should retain OW as \$3,500 and input AW as \$4,000.

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Any changes to the employee details made in this submission will not overwrite the details in your existing Electronic Standing Instruction (ESI).

To remove an employee record for this submission, tick the checkbox beside the employee's CPF Account No. and click 'Delete Employee Record' below the table.

Update the Ordinary Wages (OW) and Additional Wages (AW) for the same contribution month, including the OW and AW in the existing Electronic Standing Instruction (ESI).

Update the Agency Fund amount based on the total wages payable to each employee for the same contribution month.

Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

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S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee (as per NRIC)	* Ordinary Wages (\$) ⓘ	* Additional Wages (\$) ⓘ	Agency ⓘ	Agency Fund (\$)	Staff Info
<input type="checkbox"/> 1.	NRIC #1	Name for NRIC #1	5000.00	2500.00	CDAC ▼	1.50	<input type="button" value="Detail"/>
<input type="checkbox"/> 2.	NRIC #2	Name for NRIC #2	3500.00	4000.00	MBMF ▼	15.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 3.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 4.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 5.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 6.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 7.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 8.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 9.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 10.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 11.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 12.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 13.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 14.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 15.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 16.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 17.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 18.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 19.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/> 20.			0.00	0.00	- ▼	0.00	<input type="button" value="Detail"/>



Perform Additional Submission using Employee Database for bonus or additional payments

7. Update **Agency Fund** amount based on the total wages payable to each employee for the same contribution month.

Example:

- Employee #1's total wages is $\$5,000 + \$2,500 = \$7,500$. He would need to contribute Agency Fund amount of \$2 but since \$1.50 is paid under ESI, you should update the Agency Fund amount to \$0.50 which is the difference (i.e. $\$2 - \1.50).
- Employee #2's total wages is $\$3,500 + \$4,500 = \$7,500$. He would need to contribute Agency Fund amount of \$22 but since \$15 is paid under ESI, you should update the Agency Fund amount to \$7 which is the difference (i.e. $\$22 - \15).

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Any changes to the employee details made in this submission will not overwrite the details in your existing Electronic Standing Instruction (ESI).
- To remove an employee record for this submission, tick the checkbox beside the employee's CPF Account No. and click 'Delete Employee Record' below the table.
- Update the Ordinary Wages (OW) and Additional Wages (AW) for the same contribution month, including the OW and AW in the existing Electronic Standing Instruction (ESI).
- Update the Agency Fund amount based on the total wages payable to each employee for the same contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

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S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee (as per NRIC)	* Ordinary Wages (\$) ⓘ	* Additional Wages (\$) ⓘ	Agency ⓘ	Agency Fund (\$)	Staff Info	
<input type="checkbox"/>	1.	NRIC #1	Name for NRIC #1	5000.00	2500.00	CDAC ▾	0.50	<input type="button" value="Detail"/>
<input type="checkbox"/>	2.	NRIC #2	Name for NRIC #2	3500.00	4000.00	IMBMF ▾	7.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	3.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	4.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	5.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	6.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	7.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	8.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	9.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	10.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	11.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	12.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	13.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	14.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	15.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	16.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	17.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	18.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	19.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	20.			0.00	0.00	- ▾	0.00	<input type="button" value="Detail"/>

Delete Employee Record

Add Page

Back

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

8. Review the list of employees and ensure that it is accurate.

Click on **Continue** to proceed.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Select Employees

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Please tick the check box beside the employees you wish to include in your CPF submission. By default, all employees are included.
- To exclude an employee, un-check the box next to the relevant employee record.

<input checked="" type="checkbox"/>	S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)
<input checked="" type="checkbox"/>	1.	NRIC #1	Name for NRIC #1	5,000.00	2,500.00
<input checked="" type="checkbox"/>	2.	NRIC #2	Name for NRIC #2	3,500.00	4,000.00

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

9. The computed **CPF To Be Paid** amount includes the ESI CPF contribution amount and the computed **SDL To Be Paid** amount includes the ESI SDL amount.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

S/N

CPF Account No.
(SXXXXXXXXA)

Name of Employee (as per NRIC)

* CPF To Be Paid (\$)

* SDL To Be Paid (\$)

Ordinary Wages (\$)

Additional Wages (\$)

Agency

Agency Fund (\$)

1.

NRIC #1

Name for NRIC #1

1163.00

11.25

5,000.00

2,500.00

CDAC

0.50

2.

NRIC #2

Name for NRIC #2

2775.00

11.25

3,500.00

4,000.00

MBMF

7.00

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GO

S/N

Description

Amount (\$)

1.

Total CPF Contributions

3938.00

Computed :

\$3,938.00

2.

CPF Late Payment Interest

0.00

Computed :

\$0.00

3a.

Skills Development Levy (SDL) - For Local Employees

22.50

Computed :

\$22.50

3b.

Skills Development Levy (SDL) - For Foreign Employees

0.00

4.

Donation to Community Chest

0.00

Donor Count :

0

5.

Total MBMF Contributions

7.00

Donor Count :

1

6.

Total SINDA Contributions

0.00

Donor Count :

0

7.

Total CDAC Contributions

0.50

Donor Count :

1

8.

Total ECF Contributions

0.00

Donor Count :

0

Grand Total

3968.00

Save Draft

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

10. Update **CPF To Be Paid** amount for each employee by subtracting the ESI CPF contribution amount from the computed amount.

Example:

- Employee #1's total computed CPF contribution based on OW of \$5,000 and AW of \$2,500 is \$1,163 and his ESI contribution amount is \$775. You should update the **CPF To Be Paid** to \$388 which is the difference (i.e. \$1,163 - \$775).
- Employee #2's total computed CPF contribution based on OW of \$3,500 and AW of \$4,000 is \$2,775 and his ESI contribution amount is \$1,295. You should update the **CPF To Be Paid** to \$1,480 which is the difference (i.e. \$2,775 - \$1,295).

*Note: If your employee has reached the AW Ceiling, use the AW Ceiling Calculator to compute the correct CPF contribution amount and update **CPF To Be Paid** amount accordingly.*

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.

Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.

Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

GO

Clear Search

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S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* SDL To Be Paid (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	388.00	11.25	5,000.00	2,500.00	CDAC	0.50
2.	NRIC #2	Name for NRIC #2	1295.00	11.25	3,500.00	4,000.00	MBMF	7.00

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GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	1683.00	Computed : \$3,938.00
2.	CPF Late Payment Interest	0.00	Computed : \$0.00
3a.	Skills Development Levy (SDL) - For Local Employees	22.50	Computed : \$22.50
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	7.00	Donor Count : 1
6.	Total SINDA Contributions	0.00	Donor Count : 0
7.	Total CDAC Contributions	0.50	Donor Count : 1
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		1713.00	

Save Draft

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

11. Update **SDL To Be Paid** amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.

Example:

- Employee #1's total computed SDL amount based on OW of \$5,000 and AW of \$2,500 is \$11.25 and his ESI SDL amount is \$11.25. You should update the **SDL To Be Paid** to \$0 which is the difference (i.e. \$11.25 - \$11.25).
- Employee #2's total computed SDL amount based on OW of \$3,500 and AW of \$4,000 is \$11.25 and his ESI SDL amount is \$8.75. You should update the **SDL To Be Paid** to \$2.50 which is the difference (i.e. \$11.25 - \$8.75).

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

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S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* SDL To Be Paid (\$)	Ordinary Wages (\$) 1	Additional Wages (\$) 1	Agency 1	Agency Fund (\$) 1
1	NRIC #1	Name for NRIC #1	388.00	0.00	5,000.00	2,500.00	CDAC	0.50
2	NRIC #2	Name for NRIC #2	1295.00	2.50	3,500.00	4,000.00	MBMF	7.00

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S/N	Description	Amount (\$)	
1.	Total CPF Contributions	1683.00	Computed : \$3,938.00
2.	CPF Late Payment Interest	0.00	Computed : \$0.00
3a.	Skills Development Levy (SDL) - For Local Employees	2.50	Computed : \$22.50
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	7.00	Donor Count : 1
6.	Total SINDA Contributions	0.00	Donor Count : 0
7.	Total CDAC Contributions	0.50	Donor Count : 1
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		1693.00	

Save Draft

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

12. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.

Click on **Continue** to proceed.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

GO

Clear Search

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S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* SDL To Be Paid (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1	NRIC #1	Name for NRIC #1	388.00	0.00	5,000.00	2,500.00	CDAC	0.50
2	NRIC #2	Name for NRIC #2	1295.00	2.50	3,500.00	4,000.00	MBMF	7.00

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GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	1683.00	Computed : \$3,938.00
2.	CPF Late Payment Interest	0.00	Computed : \$0.00
3a.	Skills Development Levy (SDL) - For Local Employees	2.50	Computed : \$22.50
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	7.00	Donor Count : 1
6.	Total SINDA Contributions	0.00	Donor Count : 0
7.	Total CDAC Contributions	0.50	Donor Count : 1
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		1693.00	

Save Draft

Continue



Perform Additional Submission using Employee Database for bonus or additional payments

13. Tick the checkbox for the declaration and proceed to make payment via Direct Debit (preferred) or PayNow QR.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Total Record(s): 2

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GO

S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Employer CPF (\$)	Employee CPF (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	388.00	0.00	-	-	5,000.00	2,500.00	CDAC	0.50
2.	NRIC #2	Name for NRIC #2	1,295.00	2.50	-	-	3,500.00	4,000.00	MBMF	7.00

Total Record(s): 2

Page 1 of 1

GO

S/N	Description	Amount (\$)
1.	Total CPF Contributions	1,683.00
2.	CPF Late Payment Interest	0.00
3.	Skills Development Levy (SDL)	2.00
4.	Donation to Community Chest	0.00
5.	Total MBMF Contributions	7.00
6.	Total SINDA Contributions	0.00
7.	Total CDAC Contributions	0.50
8.	Total ECF Contributions	0.00
Grand Total		1,692.50

☐ I declare that all the information provided in this submission are true and correct.

Back

Pay By

Direct Debit

PayNow QR

Deduction On

01/08/2024

Click to change the deduction date



Perform Additional Submission using Employee Database for bonus or additional payments

14. You have completed the additional submission.

Click on **Back to Main** to perform other transactions or **Logout** to end the session.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.
Total Amount (\$)
Submitter NRIC/FIN
Date/Time of Submission
Payment Mode
Deduction On
Submission Status

Submitted (Click [here](#) to view your submission details.)

Notes:

- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.
- Your CPF submission can be amended anytime before 5.15pm on the day of submission.
- Please refrain from submitting a new online Direct Debit Authorisation (DDA) application to change your bank account while the deduction for this submission is pending. This is to avoid unsuccessful deduction which may incur late payment interest. If you wish to change the bank account for Direct Debit deduction, you should only submit the new online DDA application after the deduction is successful.
- To amend your submission, please click on "Back to Main", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend".
- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

Back to Main



Perform Additional Submission for unsuccessful ESI deductions



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

1. Login to CPF EZPay and click on **Perform Additional Submission**.

Manage your CPF Electronic Standing Instruction (ESI)

You are currently submitting your monthly CPF contribution via ESI which was activated by [redacted] on [redacted]

The next deduction for your ESI will take place on [redacted] for [redacted] CPF contributions.

Manage Electronic Standing Instruction

- View ESI
- Amend ESI
- De-activate ESI
- Perform Additional Submission**

Manage Records & Preferences

- View / Amend / Delete Submission
- View Record of Payment
- Manage Preferences



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

2. Input **Contribution Month and Year** and select **Submit using pre-load Employee Database**

Click **Continue**

Welcome, [redacted] (CPF Account Number: [redacted])
Your last login to CPF EZPay was on [redacted] (GMT+8).

CPF Submission No. [redacted]
Company Name [redacted]

CPF EZPay

Perform Additional Submission

Your company has an existing Electronic Standing Instruction (ESI). This Additional Submission you are making will not affect or change the existing ESI arrangement.

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Please indicate the **month** and **year** you are submitting for.

Contribution Details For

- -

(Month) (Year)

☒ **Submit using pre-loaded Employee Database**
(Allows auto-computation for CPF contributions for bonus payments or unsuccessful ESI deductions. Please refer to [How to perform additional submission using Employee Database](#))

☐ **Submit without pre-loaded Employee Database**
(For CPF submission requiring no auto-computation, or other adhoc payments e.g. late payment interest)

Back

Continue



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

3. Your ESI details are loaded accordingly.

To remove an employee record (if required) for this submission, **tick the checkbox** beside the employee's CPF Account No. and click on **Delete Employee Record**.

Amend the **Ordinary Wages** and **Additional Wages**, and **Agency Fund** amount if required and click **Continue**.

Note: Any changes to the employee details made in this submission will not overwrite the details in your existing ESI.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Update Employee Database

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Any changes to the employee details made in this submission will not overwrite the details in your existing Electronic Standing Instruction (ESI).
- To remove an employee record for this submission, tick the checkbox beside the employee's CPF Account No. and click 'Delete Employee Record' below the table.
- Update the Ordinary Wages (OW) and Additional Wages (AW) for the same contribution month, including the OW and AW in the existing Electronic Standing Instruction (ESI).
- Update the Agency Fund amount based on the total wages payable to each employee for the same contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

S/N

CPF Account No.
(SXXXXXXA)

Name of Employee (as per NRIC)

Ordinary Wages (\$)

Additional Wages (\$)

Agency Fund (\$)

Staff Info

<input type="checkbox"/>	1	NRIC #1	Name for NRIC #1	5000.00	0.00	CDAC	1.50	Detail
<input type="checkbox"/>	2	NRIC #2	Name for NRIC #2	3500.00	0.00	MBMF	15.00	Detail
<input type="checkbox"/>	3			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	4			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	5			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	6			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	7			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	8			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	9			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	10			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	11			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	12			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	13			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	14			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	15			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	16			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	17			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	18			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	19			0.00	0.00	-	0.00	Detail
<input type="checkbox"/>	20			0.00	0.00	-	0.00	Detail



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

4. Review the list of employees and ensure that it is accurate.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Select Employees

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Please tick the check box beside the employees you wish to include in your CPF submission. By default, all employees are included.

To exclude an employee, un-check the box next to the relevant employee record.

<input checked="" type="checkbox"/>	S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)
<input checked="" type="checkbox"/>	1.	NRIC #1	Name for NRIC #1	1,500.00	2,500.00
<input checked="" type="checkbox"/>	2.	NRIC #2	Name for NRIC #2	3,500.00	4,000.00

Continue



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

5. Review the **CPF To Be Paid** and **SDL To Be Paid** amounts and amend if required.

Since the submission is late, the **CPF Late Payment Interest** has been auto-computed.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

S/N

CPF Account No.
(SXXXXXXA)

Name of Employee (as per NRIC)

CPF To Be Paid (\$)

SDL To Be Paid (\$)

Ordinary Wages (\$)

Additional Wages (\$)

Agency

Agency Fund (\$)

1.	NRIC #1	Name for NRIC #1	775.00	11.25	5,000.00	0.00	CDAC	1.50
2.	NRIC #2	Name for NRIC #2	1295.00	8.75	3,500.00	0.00	MBMF	15.00

S/N

Description

Amount (\$)

1.	Total CPF Contributions	2070.00	Computed : \$2,070.00
2.	CPF Late Payment Interest	29.00	Computed : \$29.00
3a.	Skills Development Levy (SDL) - For Local Employees	20.00	Computed : \$20.00
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	15.00	Donor Count : 1
6.	Total SINDA Contributions	0.00	Donor Count : 0
7.	Total CDAC Contributions	1.50	Donor Count : 1
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		2135.50	



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

6. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.

Click on **Continue** to proceed.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Verify Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

- Update the "CPF To Be Paid" amount for each employee, taking into account the CPF contribution under the existing ESI.
- Update the "SDL To Be Paid" amount for each employee, taking into account the SDL amount under the existing ESI. The maximum SDL payable per employee is \$11.25 per contribution month.
- Refer to How to perform additional submission using Employee Database to make accurate submission.

Search By CPF Account No.

Page 1 of 1

S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* SDL To Be Paid (\$)	Ordinary Wages (\$) (i)	Additional Wages (\$) (i)	Agency (i)	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	775.00	11.25	5,000.00	0.00	CDAC	1.50
2.	NRIC #2	Name for NRIC #2	1295.00	8.75	3,500.00	0.00	MBMF	15.00

Page 1 of 1

S/N	Description	Amount (\$)
1.	Total CPF Contributions	2070.00
2.	CPF Late Payment Interest	29.00
3a.	Skills Development Levy (SDL) - For Local Employees	20.00
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00
4.	Donation to Community Chest	0.00
5.	Total MBMF Contributions	15.00
6.	Total SINDA Contributions	0.00
7.	Total CDAC Contributions	1.50
8.	Total ECF Contributions	0.00
Grand Total		2135.50

Save Draft

Continue



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

7. Tick the checkbox for the declaration and proceed to make payment via Direct Debit (preferred) or PayNow QR.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

Total Record(s): 2

Page 1 of 1

GO

S/N	CPF Account No. (SXXXXXXA)	Name of Employee (as per NRIC)	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Employer CPF (\$)	Employee CPF (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)
1.	NRIC #1	Name for NRIC #1	775.00	11.25	425.00	350.00	5,000.00	0.00	CDAC	1.50
2.	NRIC #2	Name for NRIC #2	1,295.00	8.75	595.00	700.00	3,500.00	0.00	MBMF	15.00

Total Record(s): 2

Page 1 of 1

GO

S/N	Description	Amount (\$)
1.	Total CPF Contributions	2,070.00
2.	CPF Late Payment Interest	29.00
3.	Skills Development Levy (SDL)	20.00
4.	Donation to Community Chest	0.00
5.	Total MBMF Contributions	15.00
6.	Total SINDA Contributions	0.00
7.	Total CDAC Contributions	1.50
8.	Total ECF Contributions	0.00
Grand Total		2,135.50

☐ I declare that all the information provided in this submission are true and correct.

Back

Pay By

Direct Debit

PayNow QR

Deduction On

02/08/2024

Click to change the deduction date



Perform Additional Submission using Employee Database for unsuccessful ESI deductions

8. You have completed the additional submission.

Click on **Back to Main** to perform other transactions or **Logout** to end the session.

CPF EZPay

(STEP 1)
Select Month Paid For

(STEP 2)
Prepare Contribution Details

(STEP 3)
Confirmation & Payment

(STEP 4)
Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No.
Total Amount (\$)
Submitter NRIC/FIN
Date/Time of Submission
Payment Mode
Deduction On
Submission Status

Submitted (Click here to view your submission details.)

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- To amend your submission, please click on "Back to Main", followed by "View/Amend/Delete Submission". Select the submission you wish to amend and click "Amend".
- Amended submissions will be reset to Draft mode and need to be re-submitted by the 14th of the month to avoid late payment interest.

Back to Main