



CPF Account Closure for non-Singapore Citizens and non-Permanent Residents (Child)

This form may take you 20 minutes to complete.

Form CPF-CA(C) 07/2023

IMPORTANT:

1. This form should be **completed by the parent/legal guardian** at any CPF Service Centre if you are in Singapore.
2. If your child is a **non-Malaysian residing in West Malaysia**, please only submit the form **from 1 January 2024**.
3. This form is only applicable if your child is not a Singapore Citizen or Permanent Resident, and does not hold a valid Singapore Work Permit or Employment Pass.
4. Please sign against any amendment made. DO NOT use correction fluid/tape as it will render this form void. It is an offence to make any false statement or to produce any document which is false for any purpose in connection with this application.
5. Please read the Important Notes on Page 5 and Page 6 before completing the form.
6. **An incomplete form and/or supporting documents will delay the processing.**

① Child's Particulars

Name as in Identification Document (IN BLOCK LETTERS)

Date of Birth

_____ / ____ / ____
D D / M M / Y Y

NRIC/CPF Account No.

Identification/Foreign Passport No.

Citizenship

② Applicant's (Parent/Legal Guardian) Particulars

Name as in Identification Document (IN BLOCK LETTERS)

Identification/Foreign Passport No.

Contact No.

Email

Relationship to my Child ▶ *Please tick one*

_____ ☐ Father ☐ Mother ☐ Legal guardian

Overseas Address

Please attach all required supporting documents, as stated under Important Notes on Page 5.

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NOTE:

1. Please provide the parent's/legal guardian's bank details.
2. The applicant will need to bear all bank charges for telegraphic transfer to an overseas Bank Account.
3. No bank certification is required if you have a POSB, DBS, OCBC or UOB account maintained under your Singapore NRIC.
4. The Bank Account must not be a trust account.
5. Please note that a cheque in Singapore Dollars may be issued, if your bank details are not in order.

Bank's Name

Bank Account No. _____

► For Telegraphic Transfer only

Recipient's Bank Details

Recipient's Account Name

Recipient Bank's Address

Recipient Bank's SWIFT Code

Additional Bank Details e.g. IBAN, clearing code
etc ▶ *Optional*

Intermediary Bank Details

Intermediary Bank's Name ▶ *Optional*

Intermediary Bank's SWIFT Code ▶ *Optional*

For Bank's Use

The Bank certifies that the Bank Account, signature/thumbprint, name and identification number on this form belong to the applicant.

Name of Bank Officer

Date

Signature/Thumbprint of Applicant
(Parent/Legal Guardian)

Bank Officer's Signature and Bank's Stamp

Please attach an original bank statement for any amendment made to the Bank Name and/or Account No..

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I confirm and declare as follows:

1. I have read the Important Notes as stated on Page 5 and Page 6 of this form. I understand and accept that this application is subject to CPF legislation and policies, and all such terms and conditions that may be imposed from time to time.
2. My Child satisfies all the conditions under “Conditions for Account Closure” under Important Notes at Page 5 of this form.
3. My Child is not holding an active Singapore Employment Pass or Work Permit.
4. I apply to withdraw all the monies standing to my Child’s credit in (1) the CPF, (2) my Child’s CPF Investment Account, if any; and (3) all my Child’s investments under the CPF Investment Scheme-Ordinary Account and CPF Investment Scheme-Special Account, if any.

4 Declaration and Agreement (continue)

Upon the approval of this application by the Central Provident Fund Board (the "Board"), if my Child is participating in these CPF schemes or authorised the use of his/her CPF savings for:

5. CPF Investment Schemes (CPFIS)

The Board will instruct:

- i. My Child's agent bank to transfer all my Child's CPFIS – Ordinary Account investments and cash balance* to my Child and to close my Child's CPF Investment Account; and/or
- ii. My Child's product providers to transfer all my Child's CPFIS – Special Account investments* to my Child;

*These investments and cash balance will no longer be protected from any claims by creditors and/or the Official Assignee

6. CPF Housing Scheme

- i. CPF refunds will not be required to be made to my Child's CPF account for CPF monies withdrawn for my Child's existing property (properties), including the accrued interest when my Child disposes of them. My Child will be responsible for informing HDB and/or my Child's lawyers on the above if my Child has an ongoing sale transaction.

7. CPF Education Loan Scheme

- i. I now revoke the authorisation for all student(s) and wish to waive all repayment(s) of outstanding amount withdrawn* from my Child's CPF account under the CPF Education Loan Scheme. I understand that this application to revoke my Child's authorisation to use my Child's CPF savings and to waive the repayment of CPF savings withdrawn from my Child's CPF account under the CPF Education Loan scheme is irrevocable once this CPF Account Closure application is approved by the Board.

*The amount waived does not include the amount that has already been repaid by the student. If your Child does not wish to revoke his/her authorisation to use his/her CPF savings and to waive the repayment of CPF savings withdrawn from his/her CPF account under the CPF Education Loan Scheme, please contact the Board for alternative arrangements before submitting this CPF Account Closure application.

- 8. If I am to lodge a report with the Board if there are any CPF contributions owed to my Child by my Child's employer(s) or ex-employer(s), I can lodge the report via the Board's online form.
- 9. I irrevocably authorise the Board to share my Child's NRIC number and/or other identification number and Bank Account information with the Government and other public sector agencies (including statutory boards) and authorised agents of the Government (collectively, the "the Government and Paying Agencies"), for the purpose of crediting cash payments from the Government and Paying Agencies to my Child using the Bank Account.
- 10. I also authorise the Board to credit any payment due to my Child:
 - i. under the CPF Act and its subsidiary legislation; and
 - ii. from the Government in respect of which the Board is the administrator, agent or trustee, to the Bank Account.
- 11. I irrevocably consent to and authorise the Bank, including any officer thereof, to disclose to the Board and the Government and Paying Agencies any information whatsoever relating to me and to the Bank Account as is necessary for the purpose of verifying and making payment to my Bank Account. This consent shall survive the termination of the Bank Account with the Bank and may be relied on and enforced as fully and effectively by the Bank as if it was addressed to the Bank.
- 12. I understand that the Board, the Government and Paying Agencies have the absolute discretion to decide whether to verify information relating to my Child or my Bank Account. I will not hold the Board, the Government and Paying Agencies responsible if they decide not to perform such verification.

NRIC/CPF Account No./Identity Card No.

Date

__/__/__
D D / M M / Y Y

Signature/Thumbprint of Applicant
(Parent/Legal Guardian)

5 Witness Certification (For Applications Not Completed in CPF Service Centre)

NOTE:


- a. Please fill in this section only if you are not completing this form at a CPF Service Centre or do not fulfil the conditions to submit via alternative channels at Page 7*.
- b. The witness must be an official from a Singapore Overseas Mission** with his official seal/stamp duly affixed.
- c. Alternatively, if you are residing in a country which is part of the Apostille Convention***:
 - i. Your documents must first be witnessed and certified true by a Notary Public;
 - ii. Thereafter, the notarised documents must be certified by the designated Competent Authority**** of your country via the issuance of an apostille certificate.

I certify that the applicant had signed the form in my presence.


NRIC/CPF Account/Identity Card No.	Date	Name of Witness	Date
<div></div>	<div></div>	<div></div>	<div></div>
Signature/Thumbprint of Applicant (Parent/Legal Guardian)		Signature/Thumbprint of Witness and Official Seal/Stamp	
<div></div>		<div></div>	


* We reserve the rights to reject application and supporting documents not witnessed or certified true in accordance with our requirements.
** Locations of Singapore Overseas Missions can be found at mfa.gov.sg.
*** Check if your country of residence is part of the [Apostille Convention](#).
**** You may wish to refer to the list of Competent Authorities [here](#).

6 What to Do Next?





Complete and return this form to us by
visiting CPF Maxwell Service Centre (please make an appointment via cpf.gov.sg/ClaAppt)
or
mailing it to:
Central Provident Fund Board
238B Thomson Road #08-00 Tower B Novena Square Singapore 307685






Call our hotline at
(+65) 6776-6776





Visit cpf.gov.sg/AccountClosureFAQ
for more information



Have you

- ☐ read all Important Notes on Page 5 and Page 6?
- ☐ filled in all relevant fields?
- ☐ signed on pages 1, 3 and 4?
- ☐ attached **all required supporting documents**, as stated under Important Notes on Page 5?
- ☐ attached an original bank statement, **if you have made any amendment to the Bank Name and/or Account No.?**
- ☐ obtained the witness' certification, **if your application is not completed at a CPF Service Centre?**

For Board's Use	
Accepted and Checked by: Name: _____ Date: _____	<input type="checkbox"/> Revised Mode of Payment (if any): IBG / TT / CHQ Refer to NAC/SUPP/F/dated: _____
Authorised by: _____ Date of Processing: _____	
Remarks	

Important Notes

Conditions for Account Closure

Your Child must satisfy the following conditions to close his/her CPF account and transfer his/her CPF savings:

1. Your child is not a Singapore Citizen or Permanent Resident and he/she is leaving or has left Singapore permanently with no intention to reside or work in Singapore;
2. Your child has renounced his/her Singapore Citizenship/Permanent Residency;
3. Your child is not a non-Malaysian residing in West Malaysia;
4. Your child is a citizen/Permanent Resident of a foreign country; and
5. Your child does not hold a valid Singapore Work Permit or Employment Pass

Original Supporting Documents (if applicable) for Account Closure

NOTE: If your application is not completed in person at a CPF Service Centre, **your application and all original supporting documents** (if applicable) must be witnessed and certified true by either:

- a. an official from a Singapore Overseas Mission with his official seal/stamp duly affixed; or
- b. via apostille certification where you would have to first obtain certification by a Notary Public. Thereafter, your notarised documents must be certified by the designated Competent Authority of your country via the issuance of an apostille certificate

1) Proof of relationship between your Child and you	<ol style="list-style-type: none">a. Your Child's birth certificate; orb. Legal documentation of guardianship (including any relevant Court Order)c. Your identification documents
2) Your Child's Passports	Your Child's current & all old passports (used during your Child's employment/residence in Singapore), with pages showing: <ol style="list-style-type: none">a. Your Child's passport number, full personal particulars, signature and passport expiry dateb. the cancellation of long-term pass/dependent pass (if applicable)
3) Identification Documents	<ol style="list-style-type: none">a. Both sides of your Child's currently valid Malaysian/foreign identity card or citizenship certificateb. Supporting documents showing your Child's NRIC/UIN with photo ID (e.g. Singapore NRIC, Singapore passport, Singapore Driving License, Singapore Foreign Identity Card etc)c. Any other original supporting documents showing your Child's NRIC/UIN number (e.g. ICA renunciation letter, Singapore marriage certificate, Singapore birth certificate, CPF Statement of Account, CPF letters, ICA entry permit – Form 5 or Re-entry permit – Form 7)
4) Bank documents	<p>If you did not obtain bank certification or do not have a POSB, DBS, OCBC or UOB account maintained under your Singapore NRIC, please provide :</p> <p>an original bank letter/statement or certified true copy (with the bank officer's stamp, name and signature) of your bank statement, showing clearly your full name and bank account number.</p> <p>Online bank statements are not acceptable.</p>
5) Certification of Name Change (if applicable)	<ol style="list-style-type: none">a. Deed poll/change of name certificate/marriage certificate if the name in your/your Child's passport/citizenship certificate/bank account differs from that in our records. The document must show clearly your/your Child's original/maiden name and your/your Child's new/married name.

We may request additional documents/information where necessary, for further verification.

Mode of Payment

1. Payment will be credited into the Bank Account as stated in Section 3 via:
 - a. Interbank GIRO (IBG) for a Singapore bank account; or
 - b. Telegraphic Transfer to an overseas bank account where you will need to ensure that the bank accepts payment in Singapore dollars. You will need to bear all bank charges:
 - i. for telegraphic transfer to an overseas bank account
 - ii. if you provide insufficient bank account details resulting in an unsuccessful telegraphic transfer
 - c. Please note that a cheque in Singapore Dollars may be issued, if your bank details are not in order. Upon receiving the cheque, please ensure that you bank it in **within 6 months from the date of issuance to avoid paying additional charges for re-issuance of cheques**. You will also need to bear all bank charges for overseas bank clearance of cheque.
2. Please obtain your bank's certification of your Bank Account information at Section 3 or mail us your original bank statement for verification. Online bank statements are not acceptable.
3. Upon approval of your application, your Child's CPF savings or part thereof will be forwarded to Inland Revenue Authority of Singapore (IRAS) to settle your Child's liabilities (if any).

Service Standards

1. We will generally require 14 weeks of processing time from the point we have received all required documents. This excludes the time taken to transfer your Child's CPF savings to your bank account, as it depends on the payment mode:
 - a. IBG: 2 working days
 - b. Telegraphic Transfer: 5 to 12 working days
 - c. Cheque: Time taken for the cheque to reach you will depend on your country's courier service

Alternative Channels to Submit your Account Closure Application

1. If you have a valid Singpass:

You can submit your application form and supporting documents via "My Mailbox"

Please proceed to:

- a. Login to [My Mailbox](#) using your Singpass and 2FA-authentication.
- b. Click on **+New Enquiry**.
- c. Select subject **Withdrawals Due to Death / Leaving Singapore**, and category **Appeal – Account Closure for non-Singapore Citizens and non-permanent Residents**
- d. Upload your completed application form ([Form CPF-CA\(C\)](#)) and required supporting documents as stated under Important Notes on Page 5 of the application form:
 - You do not need to complete section 5 of the application form ("Witness Certification").
Note: if the file sizes are too large, you may need to submit using separate enquiries.
- e. Click **Submit**.

In addition, please take note of the following information:

- i. **If you have a POSB, DBS, OCBC or UOB bank account maintained under your Singapore NRIC,:**
 - a. At section 3 of the application form ("Bank Details and Certification"), fill in the details of this bank account.
- ii. **However, if your POSB/DBS/OCBC/UOB bank account is not maintained under your Singapore NRIC, or you intend to receive your CPF monies in another bank account, please submit:**
 - a. Your bank statement showing your bank account information and your residential address; and
 - b. An additional document e.g. utilities/phone bill etc which matches your residential address on your bank statement.

2. If you do not have a valid Singpass, but have a personal POSB, DBS, OCBC or UOB account maintained under your Singapore NRIC:

You can submit your application form and supporting documents via "Write to Us"

Please proceed to:

- a. Go to [Write to Us](#).
- b. Select from **A CPF member**.
- c. Select subject **Withdrawals Due to Death / Leaving Singapore**, and category **Appeal – Account Closure for non-Singapore Citizens and non-permanent Residents**
- d. Upload your completed application form ([Form CPF-CA\(C\)](#)) and required supporting documents as stated under Important Notes on Page 5 of the application form:
 - At section 3 of the application form ("Bank Details and Certification"), fill in the details of this bank account.
 - You do not need to complete section 5 of the application form ("Witness Certification").
Note: if the file sizes are too large, you may need to submit using separate enquiries.
- e. Fill in your personal details.
- f. Click **Submit**.