



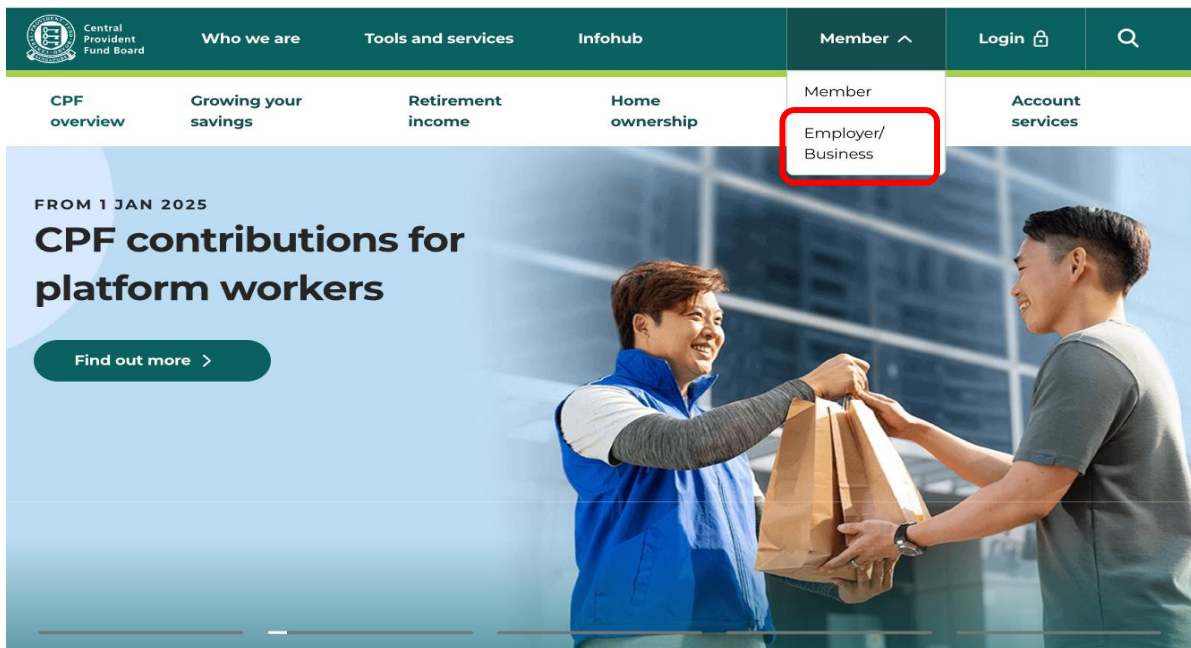
Central Provident Fund Board (CPF Board)
Last updated in January 2025

1. CPF EZPAY (DETAILED GUIDE)		
1.1	LAUNCHING OF CPF EMPLOYER/BUSINESS HOMEPAGE AND MISCELLANEOUS INFORMATION.....	1
1.2	CPF EZPAY (FTP)	8
1.3	CPF EZPAY (FOR AD HOC CPF PAYMENTS).....	12
1.4	VIEW/AMEND/DELETE SUBMISSIONS.....	21
1.5	VIEW RECORD OF PAYMENT (ROP).....	25
1.6	PLATFORM OPERATOR PARTICULARS.....	26
1.7	ELECTRONIC STANDING INSTRUCTION (ESI).....	26

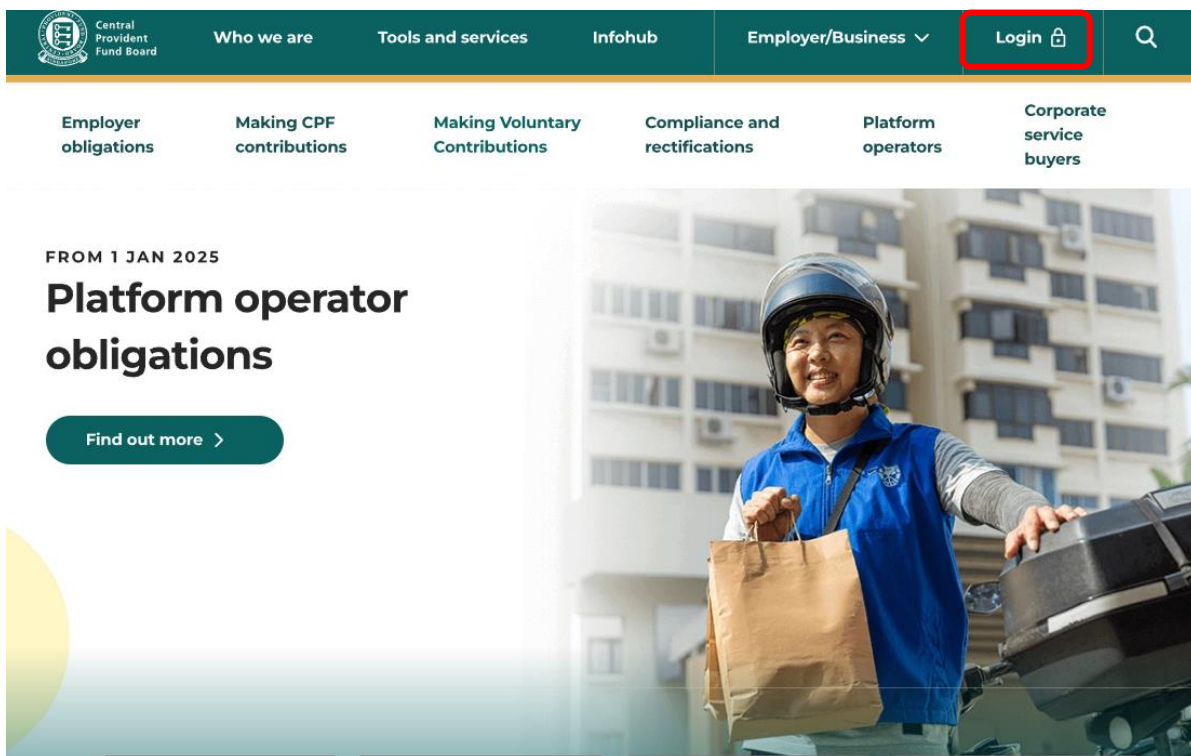
1.1 LAUNCHING OF CPF EMPLOYER/BUSINESS HOMEPAGE AND MISCELLANEOUS INFORMATION

1. Please ensure that you have internet access.
2. To submit via CPF EZPay, you will need:
 - a. Singpass
 - b. An email address
 - c. Approved mode of payment via Direct Debit or PayNow QR
3. CPF EZPay works best with a minimum screen resolution of 1024 X 768 pixels and is best viewed on desktop using Microsoft Edge browser.
4. Accessing CPF EZPay:
 - a. Before accessing the CPF EZPay module, please ensure that you have a valid Singpass and that you have two CPF Submission Numbers (CSNs) for your transactions with the CPF Board; One CSN with “PWA” payment code for PWs with contributions to Ordinary Account (OA), Special Account (SA), MediSave Account (MA) and the other CSN with “PWM” payment code for PWs with contributions to MediSave Account (MA) only.
 - b. If you’re a first timer, you’re required to set up and assign “CPF EZPay” e-Service to your authorised officers for your CSN(s) in the Corppass portal. If you need to update your authorised users, you can do so in the Corppass portal.

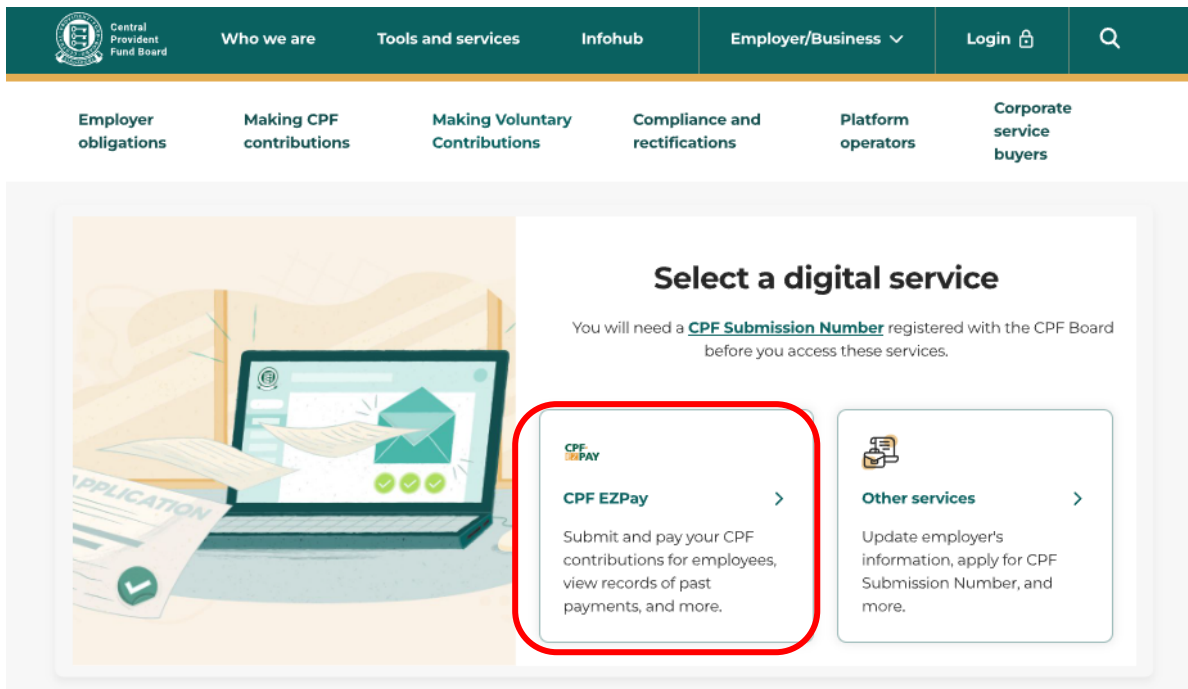
- c. At the CPF homepage, select “**Employer/Business**”.



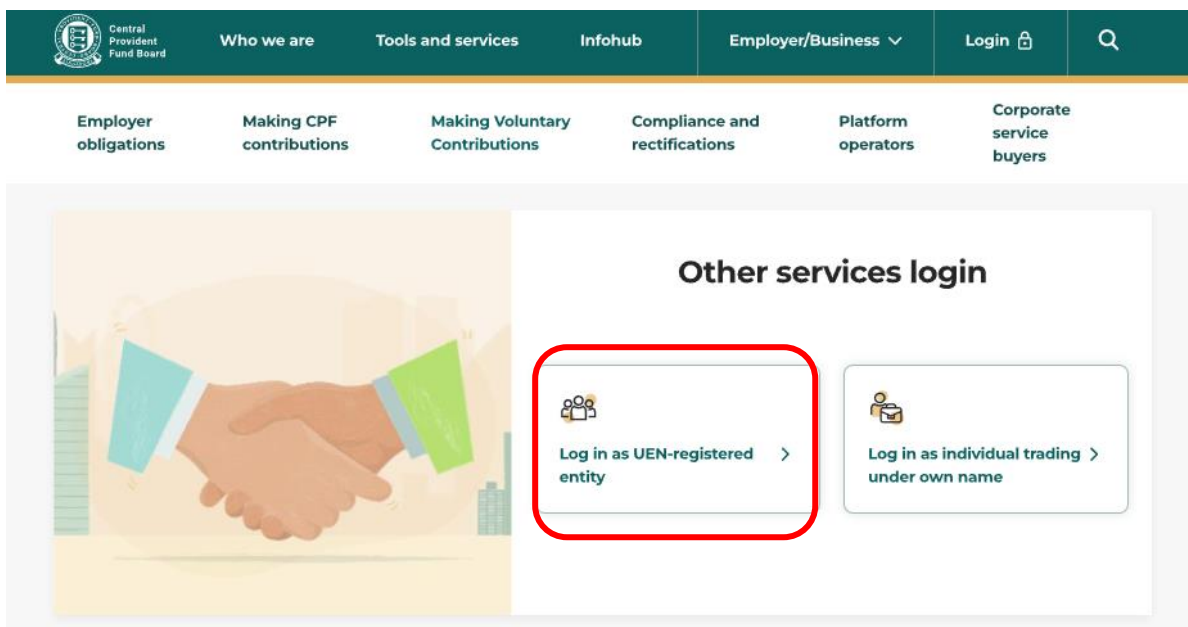
- d. Select “**Login**”.



- e. Select “CPF EZPay”.



- f. Select “Log in as UEN-registered entity” and login with your Singpass.
Note: For UEN registered entities, the Corppass Admin of your company is responsible for creating and managing Corppass user accounts and digital service access. It includes updating user details, suspending, reactivating, and terminating user accounts, assigning digital service access rights to user accounts. For more information on how to setup and assign CPF e-Service for CPF EZPay within Corppass, please refer to [this guide](#).



- g. Key in your CPF Submission Number and click **“Proceed”**.

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.'"/>

5. CPF EZPay Main Menu

After successful login, you will see the main menu of CPF EZPay. On this screen, there are two main sections:

Submit Contribution	Manage Records & Preferences
• CPF EZPay	• View / Amend / Delete Submission
• CPF EZPay (FTP) (For payroll software users)	• View Record of Payment
• Activate Electronic Standing Instruction (ESI)	• Manage Preferences

- a. Under the **Submit Contribution** section, you have a choice of submitting via two submission modes **CPF EZPay** and **CPF EZPay (FTP)**.

Note: The “Activate Electronic Standing Instruction (ESI)” is not applicable for POs.

- b. Under the **Manage Records & Preferences** section, you can **View / Amend / Delete Submission, View Record of Payment** and **Manage Preferences**.

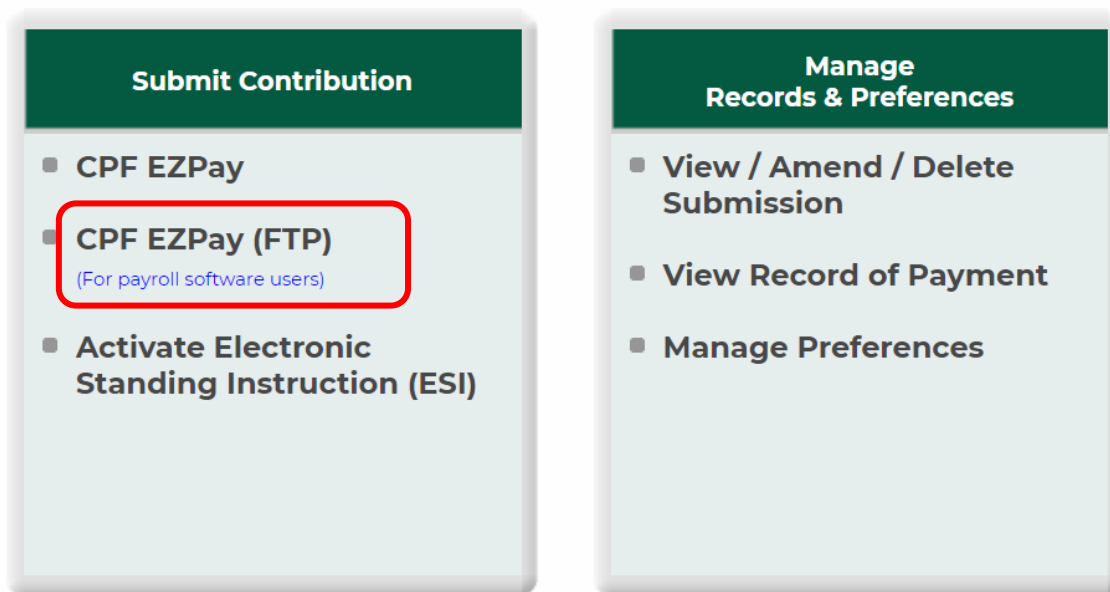
1.2. CPF EZPAY (FTP)

The File Transfer Protocol (FTP) mode enables you to prepare your CPF submission details offline, and only log in to CPF EZPay when you are ready to perform your submission.

If you wish to generate your own FTP file for submission, please ensure that your file complies with the FTP Platform Operator File Specifications (PDF, 0.3 MB)

1. (STEP 1) FILE UPLOAD

- a. At the main menu, select **CPF EZPay (FTP)**.



- b. Click on **Choose File** to select the file which you wish to submit.
- c. After you have uploaded the file, click on **Continue**.

CPF EZPay (FTP)

(STEP 1) File Upload	(STEP 2) Confirmation & Payment	(STEP 3) Acknowledgement
<p>You are required to declare accurate wage information of your employee(s) when making your monthly CPF Submission so that the correct amount of CPF contributions can be verified. This is important as it ensures that government payout schemes can be correctly paid out based on your employees' wages. It is an offence under the CPF Act to knowingly provide false information to CPF Board.</p> <ul style="list-style-type: none">You should still provide the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings. <p>For Platform Operators (PO), you should pay CPF contributions to your Platform Workers (PW) using your Platform Operator CSN.</p> <ul style="list-style-type: none">Please ensure that you declare accurate net earnings information (after fixed expense deduction amount) for your platform workers. For more detailed instructions, please refer to the "CPF EZ Pay Detailed User Guide (POs)".		
<p>File Name Choose File No file chosen</p> <p>Only file with the extension .dat, .dtl or .txt is allowed. The file size should not exceed 50 MB.</p> <div>Back to MainContinue</div>		

2. (STEP 2) CONFIRMATION & PAYMENT

- a. System will prompt a message “**I understand that CPF contributions should only be paid for persons working for/with the business entity and based on their actual wages or earnings. The CPF contribution may be used for the assessment of Government grants.**” Click **OK**.
- b. Tick the checkbox if all the information provided in your submission are true and correct.
- c. The default deduction date will be set at two working days after the submission date. You could override your preferred deduction date up to the last working day of 14 (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).
- d. Check your submission before selecting **Direct Debit** or **PayNow QR** to complete the submission.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

File Name testing Successful file.txt

S/N	CPF Submission No.	Month Paid For	Advice Code	Amount (\$)
1.	12345XXXX-XXX-XX	NOV 2022	55	2,493.50

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

Back

Pay By

DIRECT DEBIT **PAYNOW QR**

Deduction On

Click to change the deduction date

3. (STEP 3) ACKNOWLEDGEMENT

After you have clicked on **Direct Debit** or **PayNow QR** buttons, **CPF EZPay Acknowledgement** page will be displayed.

You will also receive an email acknowledgement from CPFEB.

- a. To print **CPF EZPay Acknowledgement** page, click on the **Printer** icon. You will be prompted to download a PDF file which you can print or save. Please check that the payment details are correct.
- b. You may view your submission details at **Click here to view your submission details**, otherwise select **Logout** to exit from CPF EZPay.

CPF EZPay (FTP)
The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

(STEP 1)
File Upload

(STEP 2)
Confirmation & Payment

(STEP 3)
Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No. 12345XXXXX-XXX-XX
Total Amount (\$) 42,990.00
Submitter NRIC/FIN SXXXXX014C
Date/Time of Submission 28/11/2022 09:18:11 AM
Payment Mode Direct Debit
Deduction On 30/11/2022
File Name testing Successful file.txt
Submission Status Submitted (Click [here](#) to view your submission details.)

Month Paid For	Advice Code	Amount (\$)
NOV 2022	55	42,990.00
Grand Total:		42,990.00

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 deleted 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.

Back to Main
Upload Another File

4. (STEP 4) SUBMISSION FOR OTHER CSN

As a platform operator, you will have to perform another submission as you have 2 CSNs for your platform workers. To switch the CSN you are submitting for, please click the “**Switch**” at the top of the CPF EZPay webpage.

Central Provident Fund Board

CPF EZPay

Employer/Business ▼

Logout ➔

🔍

Welcome, [REDACTED] (NRIC/FIN: [REDACTED])

Your last login to CPF EZPay was on 07 Jan 2025 at 02:16 PM (GMT+8).

CPF Submission No. [REDACTED]

Company Name [REDACTED]

(Switch)

After selecting the relevant CSN to submit for, click “**Submit**” and repeat the steps listed above.

Switch CPF Submission No.

CPF Submission No.

Company Name

CSN 1

CSN 2

Please be reminded to complete your submission under the current CPF Submission No. before switching to the new CPF Submission No.

Submit

Cancel

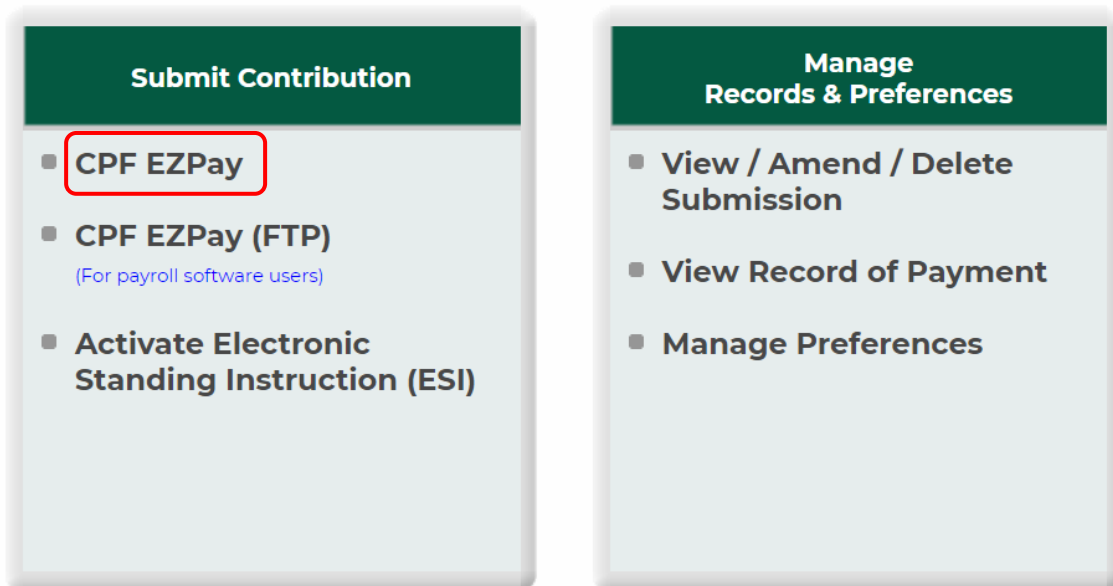
1.3. CPF EZPAY (FOR AD HOC CPF PAYMENTS)

This submission option can be used when you want to manually input the CPF contribution details for your platform workers (via direct manual entry or manual creation of Excel file), or when you want to make ad-hoc payments e.g. for late payment interest.

Please note that this option does **not** auto compute the CPF to be paid. Use the [platform worker CPF contribution calculator](#) to compute the CPF contributions payable for your platform workers.

1. (STEP 1) CONTRIBUTION DETAILS FOR

- a. At main menu, under “**Submit Contribution**”, select “**CPF EZPay**”.



- b. Under “**Contribution Details for**”, select the relevant “**Month**” and “**Year**”.

- c. Select “**Submit ad hoc CPF payments**” and click “**Continue**”.

*Note: The “**Submit via Employee Database**” option is not available for POs.*

The image shows a screenshot of the 'CPF EZPay' form. At the top, there are four tabs: '(STEP 1) Select Month Paid For', '(STEP 2) Prepare Contribution Details', '(STEP 3) Confirmation & Payment', and '(STEP 4) Acknowledgement'. Below the tabs, there is a instruction: 'Please indicate the month and year you are submitting for.' The 'Contribution Details For' section has a dropdown menu for the month and a text box for the year, both highlighted with a red box. Below this, there are two radio button options: 'Submit via Employee Database (Pre-load saved employee details with auto-computation of CPF)' and 'Submit ad hoc CPF payments (For one-time CPF submission (no auto-computation), or other ad hoc payments e.g. late payment interest)'. The second option is selected and highlighted with a red box. At the bottom, there are 'Back' and 'Continue' buttons.

2. (STEP 2) PREPARE CONTRIBUTION DETAILS

There are two methods to prepare contribution details:

a. Manual Entry

i. Please key in the following information for each PW.

A	CPF Account Number
B	Name of Platform Worker (as per NRIC)
C	CPF to be Paid
D	Platform Worker's Net Earnings
E	Additional Wages Leave as "0.00", not relevant to PWs
F	Agency Leave as "-", not relevant to PWs
G	Agency Fund Leave as "0.00", not relevant to PWs
H	Employment Status If it is the first time you are submitting CPF contributions for your platform worker, select "New". Else, select "Existing"
I	Last Date of Employment Leave as empty, not relevant to PWs

S/N	* CPF Account No. (SXXXXXXA)	* Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency	Agency Fund (\$)	* Employment Status	Last Date of Employment (DD/MM/YYYY)
1.			0.00	0.00	0.00	-	0.00	Existing	
2.			0.00	0.00	0.00		0.00	Existing	
3.			0.00	0.00	0.00		0.00	Existing	

Clear Row Add Page Import Submission Details

S/N	Description	Amount (\$)	Donor Count
1.	Total CPF Contributions	0.00	
2.	CPF Late Payment Interest	0.00	
3.	Skills Development Levy (SDL)	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	0.00	Donor Count : 0
6.	Total SINDA Contributions	0.00	Donor Count : 0
7.	Total CDAC Contributions	0.00	Donor Count : 0
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		0.00	

Back Save Draft Continue

- ii. For row 2 labelled **CPF Late Payment Interest**, outstanding late payment interest will be displayed if previous submission(s) was late.
- iii. For rows 3 – 8, leave as "0.00", as they are not relevant to PWs.
- iv. After keying in all the relevant information, click on **Save Draft**. The confirmation message **Draft saved successfully** will be

displayed on the same page. Alternatively, click on **Continue** and follow the instructions on page 12 for **Confirmation & Payment**.

b. **IMPORT FROM PAST SUBMISSIONS**

Click on “Import Submission Details”.

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

Buttons: Back, Save Draft, Continue

There are two options available:

i. **Import from past submission.**

You may import details from any of the past six submissions.

CPF EZPay

Import Employee Details

- You may use one of the options below to import your employee details.
- For import of employee details via past submissions, you can select the details from your past 6 months of submission records.
- For import of employee details via "MS Excel Template file", the file extension must be in ".csv". The file size should not exceed 50 MB.

☐ Import from past submissions Please select

☒ Import from MS Excel Template file

[Download Sample Template For Employers](#) (CSV, 0.26KB)

If you are a Platform Operator, please use [this template](#) (CSV, 0.5KB).

File name Choose File No file chosen

ii. Import from MS Excel Template file.

1. Select “**Import from MS Excel Template file**” and download the sample templates for POs. Enter the PW details according to the format.
2. Click “**Choose File**” to select the csv file that you have saved and click “**Import File**”.

CPF EZPay

Import Employee Details

- You may use one of the options below to import your employee details.
- For import of employee details via past submissions, you can select the details from your past 6 months of submission records.
- For import of employee details via "MS Excel Template file", the file extension must be in ".csv". The file size should not exceed 50 MB.

☐ Import from past submissions Please select ▼

☒ Import from MS Excel Template file

[Download Sample Template For Employers \(CSV, 0.26KB\)](#) ?

If you are a Platform Operator, please use [this template](#) (CSV, 0.5KB).

File name Choose File No file chosen

3. A confirmation message “**File imported successfully**” will be displayed on the same page. If necessary, the contribution details can be amended manually.

✔ File imported successfully.

CPF EZPay

(STEP 1) Select Month Paid For	(STEP 2) Prepare Contribution Details	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement
<ul style="list-style-type: none"> Please complete all mandatory fields indicated by an asterisk(*). Please indicate the name of your employee or platform worker as shown in their NRIC To remove a record, select the check box beside the row and click "Clear Row" Date format should be DD/MM/YYYY. For Platform Operators, please indicate Net Earnings (after fixed expense deduction amount) for each Platform Worker in "Ordinary Wages" and leave all other columns blank (e.g. "Additional Wages", "Agency funds"). 			

Search By CPF Account No. GO Clear Search

S/N	* CPF Account No. (SXXXXXXA)	* Name of Employee (as per NRIC)	* CPF To Be Paid (\$)	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency ?	Agency Fund (\$)	* Employment Status ?	Last Date of Employment (DD/MM/YYYY)
<input type="checkbox"/> 1.		TESTER	1000.00	1000.00	0.00	-	0.00	Existing	

File imported successfully.

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterisk(*).
- Please indicate the name of your employee as shown in their NRIC.
- To remove a record, select the check box beside employee and click "Clear Row".
- Date format should be DD/MM/YYYY.

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 (\$)	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency	Agency Fund (\$)	* Employment Status	Last Date of Employment (DD/MM/YYYY)
<input type="checkbox"/> 1.	SXXXXX90A	STAFF A	624.00	2500.00	0.00	CDA(▼)	0.50	Existing ▼	
<input type="checkbox"/> 2.			0.00	0.00	0.00	- ▼	0.00	Existing ▼	

- Verify that the records are imported correctly.
- Outstanding **CPF Late Payment Interest** will be displayed (if applicable). For the rest of the rows (Skills Development Levy (SDL) to Total ECF Contributions), please leave them as "0.00", as they are not relevant to PWs.
- Click on **Save Draft** or **Continue**.

Page 1 of 1

S/N	Description	Amount (\$)	Donor Count :
1.	Total CPF Contributions	624.00	
2.	CPF Late Payment Interest	0.00	
3.	Skills Development Levy (SDL)	6.00	
4.	Donation to Community Chest	0.00	
5.	Total MBMF Contributions	0.00	0
6.	Total SINDA Contributions	0.00	0
7.	Total CDAC Contributions	0.50	1
8.	Total ECF Contributions	0.00	0
Grand Total		630.50	

3. (STEP 3) CONFIRMATION & PAYMENT

- You will be prompted with a message **"I understand that CPF contributions should only be paid for persons working for/with the business entity and based on their actual wages or earnings. The CPF contributions may be used for the assessment of Government grants."**
- Click **"OK"** and verify the CPF contribution details submitted.
- Tick the checkbox if all the information provided in your submission are true and correct.

Central Provident Fund Board

CPF EZPAY

I understand that CPF contributions should only be paid for persons working for/with the business entity and based on their actual wages or earnings. The CPF contributions may be used for the assessment of Government grants.

OK

CPF EZPay

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

Total Record(s): 1

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 Fund (\$)
1.	S5850014C	TESTER	100.00	0.00	-	-	5,000.00	0.00	-

Total Record(s): 1

S/N	Description	Amount (\$)
1.	Total CPF Contributions	100.00
2.	CPF Late Payment Interest	0.00
3.	Skills Development Levy (SDL)	0.00
4.	Donation to Community Chest	0.00
5.	Total MBMF Contributions	0.00
6.	Total SINDA Contributions	0.00
7.	Total CDAC Contributions	0.00
8.	Total ECF Contributions	0.00
Grand Total		100.00

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

CPF Board has a system to detect employers who are late in paying CPF contributions. If you do not have any CPF contributions payable after this submission, please complete the following section to avoid any potential enforcement actions.

(Optional - Only tick checkbox when required)
☐ I wish to notify CPF Board that I will have:

☐ No CPF contributions payable temporarily
 From: [] To: []

☐ No CPF contributions payable permanently
 From: []

Back

Pay By
 Direct Debit PayNow QR

Deduction On
 17/12/2024
 Click to change the deduction date

- If you wish to notify CPF Board that your company will no longer have any platform workers after your current submission, please tick the box and select any of the two options and month accordingly.
- To print this page, click on the **Printer** icon. You will be prompted to download a PDF file which you can save or print.
- Click on one of the payment buttons at the bottom of your screen.
 - If you have selected **Direct Debit**, the default Direct Debit deduction date will be 2 working days after the submission date. You could override this date with your preferred deduction date up to the last working day of 14 (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).
 - If you have selected **PayNow QR**:
 - If you are using a personal bank account, please make payment before the PayNow QR code expires at 23:59hrs. If payment is not received, the submission will be deemed unsuccessful. You will need to do a fresh submission and get a new PayNow QR code.

- If you are using a corporate bank account, please make sure the Maker scans the PayNow QR code before it expires at 23:59hrs. The Authoriser will need to approve the payment immediately to avoid incurring late payment interest.

IMPORTANT NOTE!

- The due date for CPF contributions is on the last day of the calendar month. Enforcement action will be taken against you if you fail to pay by the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday). This includes imposing late payment interest charged at 1.5% per month commencing from the first day after the due date.
- All bank deductions are subject to your daily deduction limit that you have set with your bank. Please ensure that it is able to meet your required payment amount.
- For Direct Debit deductions, you can split your CPF contributions details into multiple files and select a different deduction date for each file.
- Transaction limit of S\$90 million for Direct Debit is set in the Inter-Bank GIRO infrastructure by the Singapore Clearing House Association.
- The maximum amount you can transfer via PayNow QR is \$200,000, subject to daily and monthly limits set by your bank. If your total CPF submission amount exceeds \$200,000, you will need to perform another submission via CPF EZPay. For example, if your total CPF submission amount is \$300,000, you will need to make two separate CPF submissions via CPF EZPay consisting of \$200,000 and \$100,000 respectively. Any payment made without the payment details embedded in the PayNow QR code, or multiple payments made using the same PayNow QR code will be refunded.

4. (STEP 4) ACKNOWLEDGEMENT

After you have clicked on “**Direct Debit**” or **PayNow QR** buttons , **CPF EZPay Acknowledgement** page will be displayed.

You will also receive an email acknowledgement from CPFEB.

- a. To print **CPF EZPay Acknowledgement** page, click on the **Printer** icon. You will be prompted to download a PDF file which you can print or save. Please check that the payment details are correct.
- b. You may view your submission details at **Click here to view your submission details**, otherwise select **Logout** to exit from CPF EZPay.

CPF EZPay

The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

(STEP 1) Select Month Paid For (STEP 2) Prepare Contribution Details (STEP 3) Confirmation & Payment (STEP 4) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No. 12345XXXX-XXX-XX
 Total Amount (\$) 2,757.50
 Submitter NRIC/FIN SXXXX014C
 Date/Time of Submission 24/07/2023 10:12:02 AM
 Payment Mode Direct Debit
 Deduction On 26/07/2023
 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](#)

5. (STEP 5) SUBMISSION FOR OTHER CSN

As a platform operator, you will have to perform another submission as you have 2 CSNs for your platform workers. To switch the CSN you are submitting for, please click “**Switch**” at the top of the CPF EZPay main page.

Central Provident Fund Board CPF EZPay Employer/Business ▼ Logout [→] 🔍

CPF EZPAY

Welcome, [REDACTED] (NRIC/FIN: [REDACTED])
 Your last login to CPF EZPay was on 07 Jan 2025 at 02:16 PM (GMT+8).

CPF Submission No. CSN 1 [\(Switch\)](#)
 Company Name

After selecting the relevant CSN to submit for, click “Submit” and repeat the steps listed above.

Switch CPF Submission No.

CPF Submission No.

Company Name

CSN 1
CSN 2

Please be reminded to complete your submission under the current CPF Submission No. before switching to the new CPF Submission No.

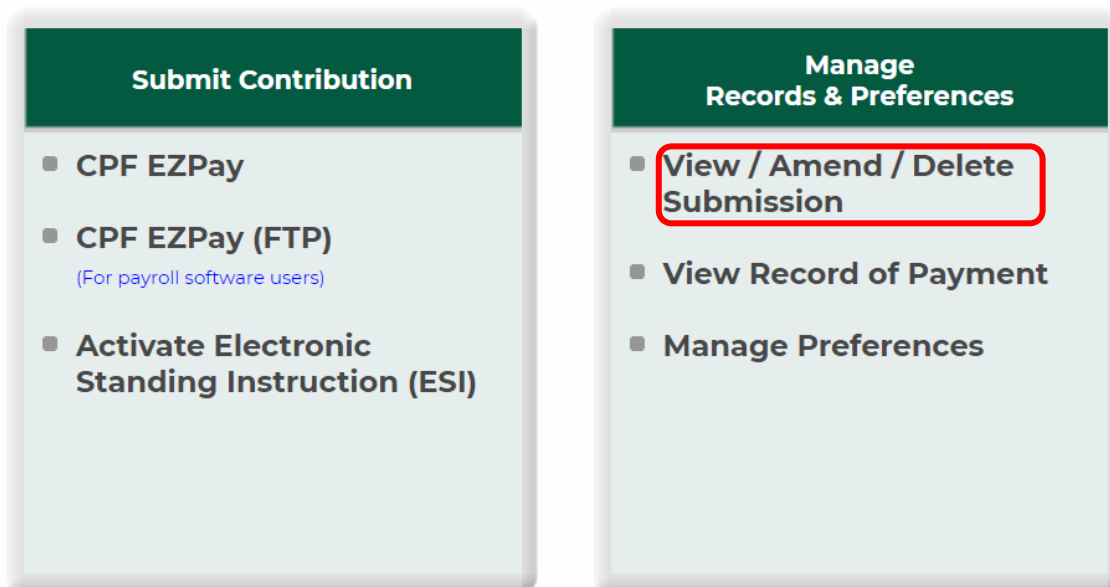
Submit

Cancel

1.4. VIEW/AMEND/DELETE SUBMISSION

1. VIEW SUBMISSION

At the main menu, under **Manage Records & Preferences**, select **View / Amend / Delete Submission**.



- You can view your submissions up to the last 24 months.
- Click on the **Submission Date** to view the contribution details.

View/Amend/Delete Submission										
List of Employer Submission (Last 24 Months)										
Instruction for List Submission Result :										
• Click on the Submission Date to view the Contribution details.										
• To Delete , select the submission record by checking the check-box and click button "Delete Submission".										
• To Amend , Click on the amend icon on the right of the submission record.										
Total Record(s) 4										
Delete	S/N	Submission Channel	Submission Date	Month Paid For	Grand Total (\$)	Submission Status	Payment Mode	Payment Status	Submitter NRIC/FIN	Amend
<input type="checkbox"/>	1	Website	7/04/2021 15:48:43	APR 2012	3,831.50	Submitted	Direct Debit	Pending Deduction 09/04/2021	SXXXX014C	
	2	Mobile	22/03/2021 16:48:43	MAR 2021	202.00	Processed	Direct Debit	Successful deduction 24/03/2021	SXXXX706B	-
	3	Website	23/02/2021 15:48:43	FEB 2021	1,947.00	Processed	Direct Debit	Successful deduction 25/03/2021	SXXXX706B	-
	4	Website	27/01/2021 12:48:43	JAN 2021	1,992.00	Processed	Direct Debit	Successful deduction 29/01/2021	SXXXX706B	-
Total Record(s): 4										
Page 1 of 1 GO										
Back to Main Delete Submission										

- You will be directed to the **View Employer Submission** page.
- To print this page, click on the **Printer** icon. You will be prompted to download a PDF file which you can save or print. Click **Close Window** to exit.

View Employer Submission
The print form is created in Adobe Portable Document Format (PDF). To view and print the form, you will need Adobe's free Acrobat Reader. You can download it by clicking on the Get ADOBE READER icon.

Submission Date: 28/11/2022 09:18:11
Submission Status: Submitted
Payment Mode: Direct Debit
Payment Status: Pending Deduction
Deduction Date: 30/11/2022
Uploaded File Name: testing Successful file.txt

Total Record(s): 1

S/N	CPF Submission No.	Advice Code	Month Paid For	Amount (\$)
1.	12345XXXXXC-XXX-XX	55	NOV 2022	42,990.00

Total Record(s): 1

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

Close Window

2. AMEND SUBMISSION (BEFORE PROCESSING)

For submissions via FTP, you are not able to amend it.

If your payment option is **Direct Debit**, you can amend your submission if it is done before 5.15pm within the same day. For submissions made after 5.15pm, the submission can be amended before 5.15pm the next day. This is useful if you need to make minor changes to payment details, instead of making a new submission.

You will not be able to amend the Net Earnings, or Update Information such as Name or NRIC. If you wish to change these details, please delete the current submission and create a new submission instead.

IMPORTANT NOTE!

Once you have clicked on “Amend” button, it will result in the retrieval of your submitted file. Hence, even if you did not make any amendment, you will need to click on “Continue” to re-submit the file and also select the payment option again. If the process is not completed, it will be in Draft mode and will not be sent for Direct Debit deduction.

If you wish to print a copy of the contribution details only, please do not use the Amend Submission function as it will result in retrieval of your submitted file. Instead, please follow the instructions under the **View Submission** section on page 21.

- Click on **Amend**. A pop-up message “**This submission will not be processed if you amend the submission record. Please re-submit the record after amendment. Do you want to continue?**” will appear on the same page.

CPF EZPAY

Welcome, You are logged in as [Name] (GMT+8).

CPF Submission Company

This submission will not be processed if you amend the submission record. Please re-submit the record after amendment.
Do you want to continue?

OK **Cancel**

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

Total Record(s): 199

Delete	S/N	Submission Channel	Submission Date	Month Paid For	Grand Total (\$)	Submission Status	Payment Mode	Payment Status	Submitter NRIC/FIN	Amend
<input type="checkbox"/>	1.	Website	12/12/2024 18:04:44	DEC 2024	1,861.00	Submitted	Direct Debit	Pending Deduction 17/12/2024	SXXXXX014C	Amend
	2.	Website	11/12/2024 11:14:09	FEB 2024	423.00	Submitted	PayNow QR	Pending Payment	SXXXXX014C	-

- b. You can amend the necessary fields at the **Verify Contribution Details** page. For the rows (Skills Development Levy (SDL) to Total ECF Contributions), please leave them as "0.00", as they are not relevant to PWs.

CPF EZPay

(STEP 1) Select Month Paid For **(STEP 2) Verify Contribution Details** **(STEP 3) Confirmation & Payment** **(STEP 4) Acknowledgement**

Please complete all mandatory fields indicated by an asterisk(*).
To remove a record, click on the "Delete" button for the employees you wish to remove.

Search By CPF Account No. **GO** **Clear Search**

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 (\$)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)	Delete
1.	SXXXXX14C	STAFF A	444.00	6.00	2,400.00	0.00	CDAC	0.50	Delete
2.	SXXXXX06B	STAFF B	1850.00	11.25	5,000.00	0.00	SINDA	2.00	Delete

Page 1 of 1 **GO**

Add Employee

S/N	Description	Amount (\$)	Computed
1.	Total CPF Contributions	2294.00	Computed : \$2,294.00
2.	CPF Late Payment Interest	0.00	Computed : \$0.00
3a.	Skills Development Levy (SDL) - For Local Employees	17.25	Computed : \$17.25
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	0.00	Donor Count : 0
6.	Total SINDA Contributions	2.00	Donor Count : 1
7.	Total CDAC Contributions	0.50	Donor Count : 1
8.	Total ECF Contributions	0.00	Donor Count : 0
Grand Total		2313.75	

Back **Save Draft** **Continue**

3. DELETE SUBMISSION (BEFORE PROCESSING)

- a. If your payment option is Direct Debit, you can delete your submission if it is done before 5.15pm within the same day. For submissions made

after 5.15pm, the submission can be deleted before 5.15pm the next day Tick the checkbox to select the submission record to be deleted.

- b. Click on **Delete Submission**. A pop-up message “**You are about to delete the selected submission record. Do you want to continue?**” will appear on the same page.

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

Total Record(s) 4 Page 1 of 1 GO

Delete	S/N	Submission Channel	Submission Date	Month Paid For	Grand Total (\$)	Submission Status	Payment Mode	Payment Status	Submitter NRIC/FIN	Amend
<input checked="" type="checkbox"/>	1	Website	7/04/2021 15:48:42	APR 2012	3,831.50	Submitted	Direct Debit	Pending Deduction 09/04/2021	SXXXX014C	Amend
<input type="checkbox"/>	2	Mobile	22/03/2021 16:48:43				bit	Successful deduction 24/03/2021	SXXXX706B	-
<input type="checkbox"/>	3	Website	23/02/2021 15:48:43				bit	Successful deduction 25/03/2021	SXXXX706B	-
<input type="checkbox"/>	4	Website	27/01/2021 12:48:43	JAN 2021	1,992.00	Processed	Direct Debit	Successful deduction 29/01/2021	SXXXX706B	-

Total Record(s): 4 Page 1 of 1 GO

[Back to Main](#) [Delete Submission](#)

Message from webpage

You are about to delete the selected submission record. Do you want to continue?

[OK](#) [Cancel](#)

- c. Click on OK. You will see the confirmation message “**Submission record deleted successfully.**”

Submission record deleted successfully.

View/Amend/Delete Submission

List of Employer Submission (Last 24 Months)

Instruction for List Submission Result :

- Click on the **Submission Date** to view the Contribution details.
- To **Delete**, select the submission record by checking the check-box and click button "Delete Submission".
- To **Amend**, Click on the amend icon on the right of the submission record.

- d. Find out more on how you can [Amend or Delete your submission](#).

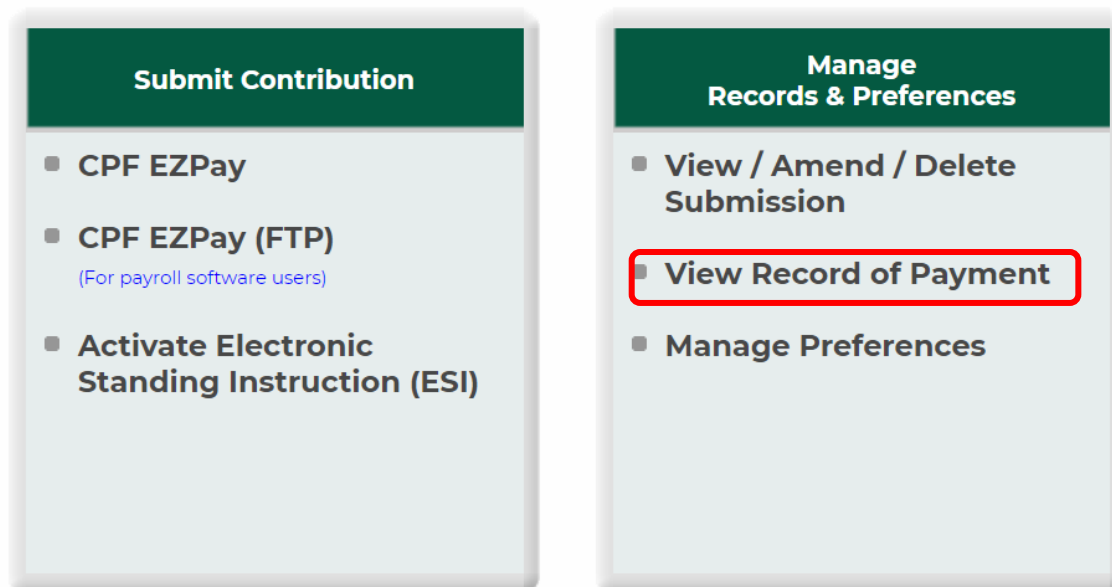
IMPORTANT NOTE!

If you have deleted your submission, please remember to make a fresh submission before the due date to avoid incurring late payment interest.

1.5. VIEW RECORD OF PAYMENT (ROP)

1. VIEW RECORD OF PAYMENT (ROP DETAILS)

- a. At main menu, under **Manage Records & Preferences**, select **View Record of Payment**.



- b. You will be directed to the Enquiry of Record of Payment(s) page.
- c. Click on **Submission ID**.

Enquiry of Record of Payment(s)

List of Record of Payment (Last 24 months)

To view Record of Payment, please click "Submission ID".

Total Record(s): 2

⏪

⏩

Page1 of 1

GO

S/N	Submission ID	Payment Received Date	Month Paid For
1	<div><div>BA002310</div><div>(PDF, 66.33KB)</div></div>	27/08/2024	AUG 2024
2	<div><div>BA002309</div><div>(PDF, 66.17KB)</div></div>	27/08/2024	MAY 2024

Total Record(s): 2

⏪

⏩

Page1 of 1

GO

Back

2. PRINT ROP DETAILS

- a. As good record keeping practice, you should save a copy of your ROP. We do not provide retrieval of past ROPs. When you click on the **Submission ID**, you will be prompted to **open** or **save** the PDF version of the ROP.
- b. To print, click on the **Printer** icon on the top left-hand corner of the PDF version of the ROP.

1.6. PLATFORM OPERATOR PARTICULARS

To update your entity's particulars, please [write to us](#).

1.7. ELECTRONIC STANDING INSTRUCTION (ESI)

The ESI function is not available for POs.

To submit CPF contributions, please use either **CPF EZPay** or **CPF EZPay (FTP)** instead.

--END--