



# How to submit CPF contributions with CPF EZPay – Electronic Standing Instruction (ESI)



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# What is ESI?



# What is ESI?

The Electronic Standing Instruction (ESI) is a convenient payment feature in CPF EZPay that automatically deducts your employees' monthly CPF contributions via Direct Debit from your designated bank account.

## Who is it for?

- ESI is suitable for employers whose wages generally do not change each month.

## What is required?

- To use ESI, you will need to have an active Direct Debit arrangement with the Board. You can [set up Direct Debit Authorisation \(DDA\) for CPF contributions](#) online.

## What to note?

- If you have terminated your Direct Debit arrangement for CPF contributions, your ESI arrangement will also be deactivated automatically.
- Deactivating your ESI arrangement under CPF EZPay does not automatically terminate your Direct Debit authorisation with the bank. You will need to terminate your Direct Debit authorisation both with CPF Board (at CPF website) **and** with your bank if you are no longer using it.



# When to activate ESI?



# When to activate ESI

- To activate ESI for the current month, you can set up the ESI arrangement any time after the processing of previous month's ESI deduction and before the processing of current month's ESI deduction; that is, after the 14th of current month to the 14th of the following month.
- If the 14th of the current or following month falls on a Saturday, Sunday or Public Holiday, the earliest or latest set-up date will be shifted accordingly.
- Example

ESI contribution month	When to set up ESI
July 2025	15 July 2025 – 14 August 2025
August 2025	15 August 2025 – 15 September 2025*
September 2025	16 September 2025* – 14 October 2025

*\*14 September 2025 falls on a Sunday*



# How to activate ESI?



# Activate ESI

1. Go to **cpf.gov.sg**
2. Select **Employer/Business**





# Activate ESI

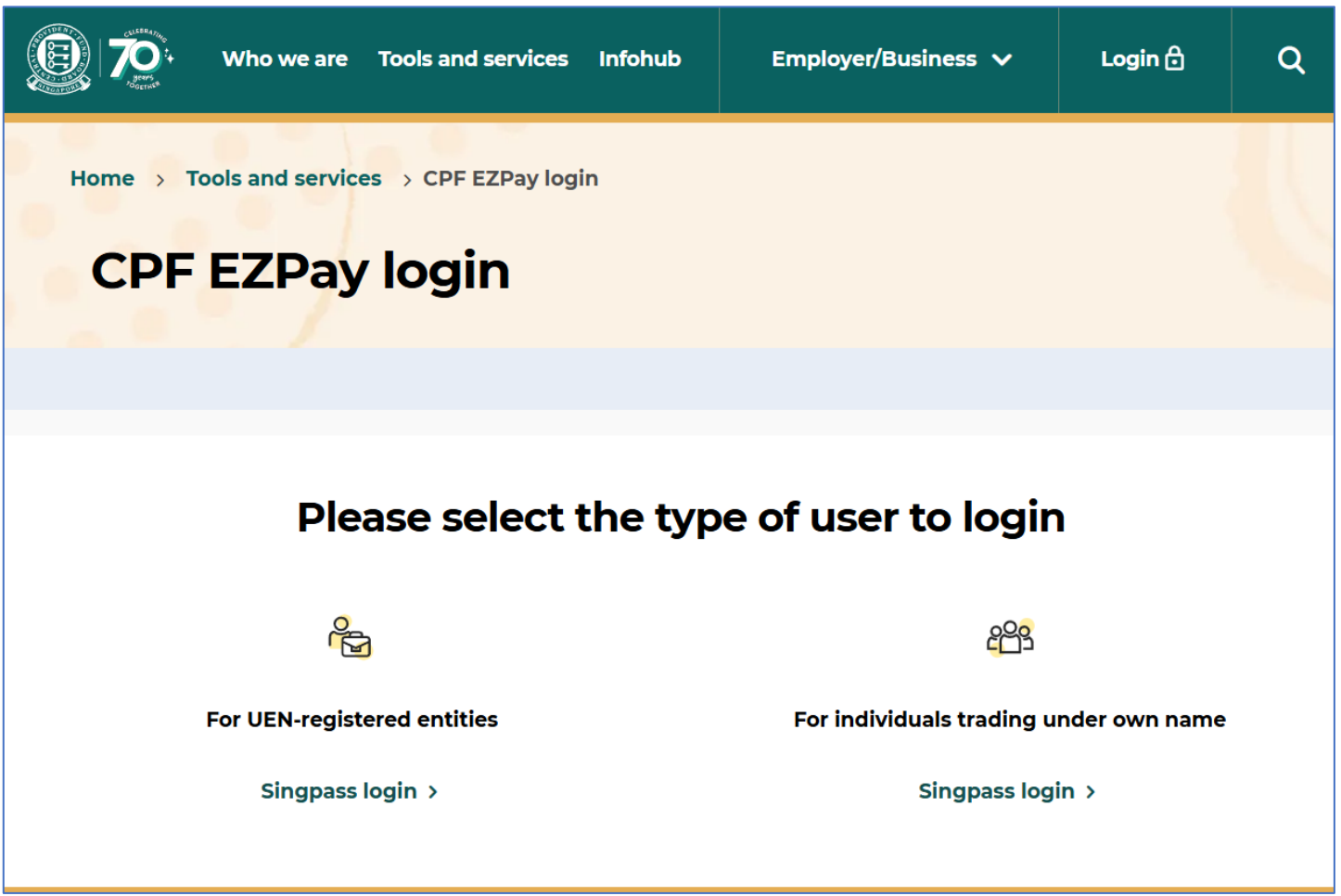
3. Click on **Login**, then **CPF EZPay**.

The screenshot shows the CPF Board website interface. At the top, there is a dark green navigation bar with the CPF Board logo and '70 years' anniversary mark on the left. The navigation menu includes 'Who we are', 'Tools and services', 'Infohub', 'Employer/Business', and 'Login' (which is highlighted with a red box). A search icon is on the far right. Below the navigation bar is a white horizontal menu with six categories: 'Employer obligations', 'Making CPF contributions', 'Making Voluntary Contributions', 'Compliance and rectifications', 'Platform operators', and 'Corporate service buyers'. The main content area features an illustration of a laptop with a document and a checkmark, and a document labeled 'APPLICATION' with a checkmark. The heading 'Select a digital service' is followed by the text: 'You will need a [CPF Submission Number](#) registered with the CPF Board before you access these services.' Below this, there are two service cards. The first card, 'CPF EZPay', is highlighted with a red box and includes a right-pointing chevron. The second card, 'Other services', also has a right-pointing chevron.



# Activate ESI

- 4. Select the type of business entity applicable to you and log in with your **Singpass**.
  - For **UEN-registered entities**, learn how to [setup and assign access to your user in Corppass portal](#).
  - For **individuals trading under own name**, learn how to [manage your user's access in CPF EZPay](#).





# Activate ESI

## 5. Select **Activate Electronic Standing Instruction (ESI)** at **CPF EZPay Main Menu**.

**CPF EZPAY**

Welcome, [REDACTED] (CPF Account Number: [REDACTED])  
Your last login to CPF EZPay was on 11 Aug 2025 at 04:19 PM (GMT+8).

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

**Notice :**

- To keep pace with rising wages and strengthen retirement adequacy of senior workers, there are changes to the CPF Ordinary Wage ceiling and contribution rates from 1 Jan 2026. Find out more about these [changes](#).
- You are required to declare accurate wage information of your employees when making your monthly CPF submission. This is so that CPF Board can verify that the correct CPF contributions were paid. It is an offence under the CPF Act to knowingly submit inaccurate wage information.
  - You should still declare the actual full wage information of your employee, even if it is above the Ordinary Wage and Additional Wage Ceilings.
- Total CPF contribution should be rounded off to the nearest dollar, and cents should be dropped for the employee's share of CPF contribution.
- The "Statement No." in the Record of Payment has been renamed to "Submission ID" for new Record of Payment issued from 9 Oct 2024.
- Payments for Skills Development Levy (SDL), Self-Help Groups (SHGs) and SHARE donation should only be made using CSN for mandatory CPF contributions. CPF submission made using CSN for voluntary contributions (i.e. CSN with payment code VCT, AMS or MSE) will be rejected and refunded if it includes payment for SDL, contributions to SHGs and/or SHARE donation.
- For Platform Operators (PO), you should pay CPF contributions to your Platform Workers (PW) using your Platform Operator CSN.
  - 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 EZPay Detailed User Guide (POs)".
- Please read through the "Terms and Conditions" before using CPF EZPay.

Recent Submission(s)			
Date/Time of Submission	Contribution Month	Grand Total (\$)	Payment Status
08/07/2025 23:59:59	JUN 2025	1,484.00	Deduction via GIRO
24/02/2025 10:50:11	FEB 2025	300.00	Pending Payment
24/02/2025 10:48:10	FEB 2025	300.00	Pending Payment

**Submit Contribution**

- CPF EZPay
- CPF EZPay (FTP)  
(for payroll software users)
- **Activate Electronic Standing Instruction (ESI)**

**Manage Records & Preferences**

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


6. Read the instruction to determine if ESI is suitable for your company and click on **Continue**.

*Important: To receive CPF EZPay email notifications, please ensure you update the email addresses of persons in charge of CPF contribution matters at [Account Settings](#).*

### Set up your CPF Electronic Standing Instruction (ESI)

The ESI allows you to setup a one-time standing instruction to auto-submit your employees CPF contributions every month. For more information, please download our ESI user guide (PDF, 0.71MB).

#### ? How ESI works?


**1**  **Should I use ESI?**

The ESI is suitable for you if your employees' wages do not change every month.

As the CPF contributions are auto-computed based on their wages, you are required to amend your employees' wages in ESI if there are changes so that CPF contributions to be deducted are updated.

*Example:*

Jan 2022 - Wages of \$1,400  
Feb 2022 - Wages of \$1,400  
Mar 2022 - Wages of \$1,400

**2**  **Activate ESI**

You will need to activate the ESI arrangement before the 14<sup>th</sup> of the following month (or the next working day if the 14<sup>th</sup> falls on a Saturday, Sunday or Public Holiday).


To amend the ESI details, you must do so by the 14<sup>th</sup> of the following month before deduction is made.

Any changes made after the 14<sup>th</sup> will only be effected in the following month.

*Example:*

Month Paid For: Jan 2022  
Activation Date: By 14 Feb 2022

Month Paid For: Jul 2022  
Activation Date: By 15 Aug 2022


**3**  **Auto-Submission**

Once your ESI is set up, your monthly submission and deduction will be automatically made.

If you have an employee who is leaving the company, he will be removed automatically from the ESI in the contribution month after the 'Date Left Employment'. Hence, you should declare the employee's pro-rated wages accordingly for the last contribution month. Otherwise, the full CPF contribution amount will be deducted.

*Example:*

If 'Date Left Employment' for an employee is indicated as 28 Aug 2022, he will be removed from ESI with effect from the contribution month of Sep 2022. To avoid overpayment of CPF contributions, you would need to pro-rate the employee's wages based on the number of days he worked in Aug 2022 and update the ESI by 14 Sep 2022.

**4**  **Notification**

In total, you will receive 4 email notifications from us:

1. Upon ESI activation (one-time)
2. Reminder to review ESI details (5<sup>th</sup> of each month)
3. ESI details have been processed (usually 15<sup>th</sup> of each month)
4. Monies have been credited to employees' CPF accounts.

[Back](#) [Continue](#)



# Activate ESI

- 7. Verify that the **First ESI Month Paid For** stated is the intended effective ESI month.
- 8. Key in the **CPF Account No., Name of Employee** (as stated in NRIC), **Ordinary Wages** and other details of your employee.
- 9. Select **Detail** to key in Staff information.

*Note: You will be logged out after 15 minutes of inactivity.*

Welcome, [redacted] (CPF Account Number: [redacted])  
Your last login to CPF EZPay was on 11 Aug 2025 at 04:19 PM (GMT+8).

CPF Submission No. [redacted]  
Company Name [redacted]  
**First ESI Month Paid For** JUL 2025

Setup ESI

(STEP 1) Update Employee Database | (STEP 2) Update Summary | (STEP 3) Confirmation | (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(\*)
- Please indicate the name of your employee as shown in their NRIC.
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".

Search By CPF Account No.

S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)	Agency	Agency Fund (\$)	Staff Info
<input type="checkbox"/>	[redacted]	[redacted]	1000.00	0.00	MBMF	3.00	<b>Detail</b>
<input type="checkbox"/>	[redacted]	[redacted]	2000.00	0.00	CDAC	0.50	<b>Detail</b>
<input type="checkbox"/>	[redacted]	[redacted]	3000.00	0.00	SINDA	7.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>
<input type="checkbox"/>			0.00	0.00	-	0.00	<b>Detail</b>



# Activate ESI

## 10. Key in **Date of Birth, Citizenship** and **Employment Status**.

- **PR Start Date** and **PR Type** is mandatory if citizenship is a PR Yr 1 or PR Yr 2

## 11. Ensure that **SDL Payable** option is correct.

- For UEN-registered entities, **SDL Payable** should be selected as 'Yes'
- For individuals trading under own name, **SDL Payable** should be selected as 'No'

## 12. Click on **Save**.

**Key/Update Staff Information**

**Staff Information**

- Please complete all mandatory fields indicated by an asterix(\*).
- Date format should be DD/MM/YYYY.
- Employee will be removed automatically from the Electronic Standing Instruction (ESI) if they have left employment. To find out more, please click on the tooltip ⓘ at the 'Date Left Employment'.

Name of Employee (as per NRIC) [Redacted]

CPF Acct No [Redacted]

\* Date of Birth [Redacted]

\* Citizenship ⓘ Singaporean/PR Yr 3 ▾

PR Start Date [Redacted]

PR Type ⓘ - ▾

\* Employment Status New ▾

\* Date Left Employment ⓘ [Redacted]

\* SDL Payable ⓘ  Yes  No

**Save** **Cancel**



# Activate ESI

13. Key in the amount for other payments, if applicable.

14. Select **Continue**.

**Setup ESI**

(STEP 1) Update Employee Database    (STEP 2) Update Summary    (STEP 3) Confirmation    (STEP 4) Acknowledgement

Page 1 of 1 **GO**

S/N	CPF Account No. (SXXXXXXXXA)	Name of Employee (as per NRIC)	CPF To Be Paid (\$)	SDL To Be Paid (\$)	Ordinary Wages (\$) <i>i</i>	Additional Wages (\$) <i>i</i>	Agency <i>i</i>	Agency Fund (\$)
1.	████████	████████	370.00	2.50	1,000.00	0.00	MBMF	3.00
2.	████████	████████	740.00	0.00	2,000.00	0.00	CDAC	0.50
3.	████████	████████	1,110.00	0.00	3,000.00	0.00	SINDA	7.00

Page 1 of 1 **GO**

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2220.00	Computed : \$2,220.00
2a.	Skills Development Levy (SDL) - For Local Employees	2.50	Computed : \$2.50
2b.	Skills Development Levy (SDL) - For Foreign Employees	<input type="text" value="0.00"/>	
3.	Donation to Community Chest	<input type="text" value="0.00"/>	Donor Count : <input type="text" value="0"/>
4.	Total MBMF Contributions	<input type="text" value="3.00"/>	Donor Count : <input type="text" value="1"/>
5.	Total SINDA Contributions	<input type="text" value="7.00"/>	Donor Count : <input type="text" value="1"/>
6.	Total CDAC Contributions	<input type="text" value="0.50"/>	Donor Count : <input type="text" value="1"/>
7.	Total ECF Contributions	<input type="text" value="0.00"/>	Donor Count : <input type="text" value="0"/>
<b>Grand Total</b>		2233.00	

**Back** **Continue**



# Activate ESI

15. Tick the declaration checkbox.

16. Click on **Activate ESI**.

**CPF EZPAY** Welcome, [REDACTED] (CPF Account Number: [REDACTED])  
Your last login to CPF EZPay was on 11 Aug 2025 at 04:19 PM (GMT+8).

CPF Submission No. [REDACTED]  
Company Name [REDACTED]  
First ESI Month Paid For JUL 2025

**Setup ESI**

(STEP 1) Update Employee Database (STEP 2) Update Summary (STEP 3) Confirmation (STEP 4) Acknowledgement

Total Record(s): 3 Page 1 of 1 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.	[REDACTED]	[REDACTED]	370.00	2.50	170.00	200.00	1,000.00	0.00	MBMF	3.00
2.	[REDACTED]	[REDACTED]	740.00	0.00	340.00	400.00	2,000.00	0.00	CDAC	0.50
3.	[REDACTED]	[REDACTED]	1,110.00	0.00	510.00	600.00	3,000.00	0.00	SINDA	7.00

Total Record(s): 3 Page 1 of 1 GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2,220.00	Computed : \$2,220.00
2.	Skills Development Levy (SDL)	2.00	Computed : \$2.50
3.	Donation to Community Chest	0.00	Donor Count : 0
4.	Total MBMF Contributions	3.00	Donor Count : 1
5.	Total SINDA Contributions	7.00	Donor Count : 1
6.	Total CDAC Contributions	0.50	Donor Count : 1
7.	Total ECF Contributions	0.00	Donor Count : 0
<b>Grand Total</b>		<b>2,232.50</b>	

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

Back Activate ESI



# Activate ESI

17. You will see an online acknowledgement screen that your ESI details have been updated. Please make sure to maintain sufficient funds for successful deduction. An email will also be sent to your email address(es) registered with the Board.

18. Click on **Back to Main**.

**CPF EZPAY**

Welcome, [Redacted] (CPF Account Number: [Redacted])  
 Your last login to CPF EZPay was on 11 Aug 2025 at 04:19 PM (GMT+8).

CPF Submission No. [Redacted]  
 Company Name [Redacted]  
 First ESI Month Paid For JUL 2025

**Setup ESI**

(STEP 1) Update Employee Database | (STEP 2) Update Summary | (STEP 3) Confirmation | (STEP 4) Acknowledgement

**ELECTRONIC STANDING INSTRUCTION (ESI) ACTIVATED**

Your ESI has been activated.

Grand Total \$2,232.50  
 Direct Debit Deduction 19 AUG 2025

Activated By [Redacted]  
 Date of Activation 12 AUG 2025

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

**Back to Main**



# Activate ESI

19. You will see the **ESI Main Menu**.

**Manage your CPF Electronic Standing Instruction (ESI)**

You are currently submitting your monthly CPF contribution via ESI which was activated by [REDACTED] on **12 Aug 2025**.

The next deduction for your ESI will take place on **19 Aug 2025** for **Jul 2025** CPF contributions.

Manage Electronic Standing Instruction	Manage Records & Preferences
<ul style="list-style-type: none"><li>View ESI</li><li>Amend ESI</li><li>De-activate ESI</li><li>Perform Additional Submission</li></ul>	<ul style="list-style-type: none"><li>View / Amend / Delete Submission</li><li>View Record of Payment</li><li>Manage Preferences</li></ul>



# How to view ESI?



# View ESI

1. Select **View ESI** at ESI Main Menu.

**Manage your CPF Electronic Standing Instruction (ESI)**

You are currently submitting your monthly CPF contribution via ESI which was activated by [REDACTED] on **12 Aug 2025**.

The next deduction for your ESI will take place on **19 Aug 2025** for **Jul 2025** CPF contributions.

Manage Electronic Standing Instruction	Manage Records & Preferences
<ul style="list-style-type: none"><li>View ESI</li><li>Amend ESI</li><li>De-activate ESI</li><li>Perform Additional Submission</li></ul>	<ul style="list-style-type: none"><li>View / Amend / Delete Submission</li><li>View Record of Payment</li><li>Manage Preferences</li></ul>



# View ESI

2. You will see your ESI details. Click on the printer icon if you wish to print the details.

**View ESI**

**CPF Submission No.** [REDACTED]  
**Company Name** [REDACTED]  
**Activated On** 12 AUG 2025  
**Next Payment Month** JUL 2025  
**Next Deduction Date** 19 AUG 2025

Total Record(s): 3 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.	[REDACTED]	[REDACTED]	370.00	2.50	170.00	200.00	1,000.00	0.00	MBMF	3.00
2.	[REDACTED]	[REDACTED]	740.00	0.00	340.00	400.00	2,000.00	0.00	CDAC	0.50
3.	[REDACTED]	[REDACTED]	1,110.00	0.00	510.00	600.00	3,000.00	0.00	SINDA	7.00

Total Record(s): 3 Page 1 of 1 **GO**

S/N	Description	Amount (\$)		
1.	Total CPF Contributions	2,220.00	Computed :	\$2,220.00
2.	Skills Development Levy (SDL)	2.00	Computed :	\$2.50
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	3.00	Donor Count :	1
5.	Total SINDA Contributions	7.00	Donor Count :	1
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
<b>Grand Total</b>		<b>2,232.50</b>		

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

**Back**



# When to amend ESI?



# When to amend ESI

- You will need to amend your ESI if there are changes to your employees' wages or staff turnover.
- To amend ESI for the current month, you can make the changes any time after the processing of previous month's ESI deduction and before the processing of current month's ESI deduction; that is, after the 14th of current month to the 14th of the following month.
- If the 14th of the current or following month falls on a Saturday, Sunday or Public Holiday, the earliest or latest date to do amendment will be shifted accordingly.

- Example

ESI contribution month	When to amend ESI
July 2025	15 July 2025 – 14 August 2025
August 2025	15 August 2025 – 15 September 2025*
September 2025	16 September 2025* – 14 October 2025

*\*14 September 2025 falls on a Sunday*



# How to amend ESI?



# Amend ESI

1. Select **Amend ESI** at **ESI Main Menu**.

**Manage your CPF Electronic Standing Instruction (ESI)**

You are currently submitting your monthly CPF contribution via ESI which was activated by [REDACTED] on **12 Aug 2025**.

The next deduction for your ESI will take place on **19 Aug 2025** for **Jul 2025** CPF contributions.

Manage Electronic Standing Instruction	Manage Records & Preferences
<ul style="list-style-type: none"><li>View ESI</li><li><b>Amend ESI</b></li><li>De-activate ESI</li><li>Perform Additional Submission</li></ul>	<ul style="list-style-type: none"><li>View / Amend / Delete Submission</li><li>View Record of Payment</li><li>Manage Preferences</li></ul>



# Amend ESI

2. Update your employees' details at the **Update Employee Database** page.

3. Click on **Continue**.

### Examples of amendments:

- a) Changes to Ordinary Wages, Additional Wages, Agency and or Agency Fund
- b) Addition of new employees
- c) Deletion of employee(s).
  - When there is no more contribution payable for an employee who has left the employment, put a tick in the checkbox beside the employee record and click on the **Delete Employee Record** button.

**Amend ESI**

(STEP 1) Update Employee Database (STEP 2) Update Summary (STEP 3) Confirmation (STEP 4) Acknowledgement

- Please complete all mandatory fields indicated by an asterix(\*).
- Please indicate the name of your employee as shown in their NRIC.
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".

Search By CPF Account No.

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.	[REDACTED]	1000.00	0.00	MBMF	3.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	2.	[REDACTED]	2000.00	0.00	CDAC	0.50	<input type="button" value="Detail"/>
<input type="checkbox"/>	3.	[REDACTED]	3000.00	0.00	SINDA	7.00	<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"/>



# Amend ESI

4. If you need to make changes to other payment items, please do it at the **Update Summary** page.

5. Click on **Continue**.

### Examples of amendments:

- Input the SDL payable for foreign employees (item 2b)
- Input the amount to be donated to Community Chest and also the number of donors (item 3)

**Amend ESI**

(STEP 1) Update Employee Database    (STEP 2) Update Summary    (STEP 3) Confirmation    (STEP 4) Acknowledgement

Page 1 of 1 GO

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.	██████████	██████████	370.00	2.50	1,000.00	0.00	MBMF	3.00
2.	██████████	██████████	740.00	0.00	2,000.00	0.00	CDAC	0.50
3.	██████████	██████████	1,110.00	0.00	3,000.00	0.00	SINDA	7.00

Page 1 of 1 GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2220.00	Computed : \$2,220.00
2a.	Skills Development Levy (SDL) - For Local Employees	2.50	Computed : \$2.50
2b.	Skills Development Levy (SDL) - For Foreign Employees	<input type="text" value="0.00"/>	
3.	Donation to Community Chest	<input type="text" value="0.00"/>	Donor Count : <input type="text" value="0"/>
4.	Total MBMF Contributions	<input type="text" value="3.00"/>	Donor Count : <input type="text" value="1"/>
5.	Total SINDA Contributions	<input type="text" value="7.00"/>	Donor Count : <input type="text" value="1"/>
6.	Total CDAC Contributions	<input type="text" value="0.50"/>	Donor Count : <input type="text" value="1"/>
7.	Total ECF Contributions	<input type="text" value="0.00"/>	Donor Count : <input type="text" value="0"/>
<b>Grand Total</b>		<b>2233.00</b>	

Back    **Continue**



# Amend ESI

- 6. Verify the changes in the confirmation page.
- 7. Tick the declaration checkbox.
- 8. Click on **Update ESI**.

**Amend ESI**

(STEP 1) Update Employee Database    (STEP 2) Update Summary    (STEP 3) Confirmation    (STEP 4) Acknowledgement

Total Record(s): 3    Page 1 of 1    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 Fund (\$)
1.	██████████	██████████	370.00	2.50	170.00	200.00	1,000.00	0.00	MBMF 3.00
2.	██████████	██████████	740.00	0.00	340.00	400.00	2,000.00	0.00	CDAC 0.50
3.	██████████	██████████	1,110.00	0.00	510.00	600.00	3,000.00	0.00	SINDA 7.00

Total Record(s): 3    Page 1 of 1    GO

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2,220.00	Computed : \$2,220.00
2.	Skills Development Levy (SDL)	2.00	Computed : \$2.50
3.	Donation to Community Chest	5.00	Donor Count : 2
4.	Total MBMF Contributions	3.00	Donor Count : 1
5.	Total SINDA Contributions	7.00	Donor Count : 1
6.	Total CDAC Contributions	0.50	Donor Count : 1
7.	Total ECF Contributions	0.00	Donor Count : 0
<b>Grand Total</b>		<b>2,237.50</b>	




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

Back    Update ESI



# Amend ESI


9. You will see an acknowledgement screen. An email will also be sent to your email address(es) registered with the Board.

**Amend ESI**   

<b>(STEP 1)</b> Update Employee Database	<b>(STEP 2)</b> Update Summary	<b>(STEP 3)</b> Confirmation	<b>(STEP 4)</b> Acknowledgement
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**ELECTRONIC STANDING INSTRUCTION (ESI) UPDATED**

Your ESI has been updated.

Grand Total	\$2,237.50
Direct Debit Deduction	19 AUG 2025
Updated By	
Date of Activation	12 AUG 2025

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

[Back to Main](#)



# When to de-activate ESI?



# When to de-activate ESI

- You should de-activate your ESI If you no longer have any employees in your service. You should also inform CPF Board immediately to avoid potential enforcement actions.
- To stop ESI for the current month, you can de-activate your ESI any time after the processing of previous month's ESI deduction and before the processing of current month's ESI deduction; that is, after the 14th of current month to the 14th of the following month.
- If the 14th of the current or following month falls on a Saturday, Sunday or Public Holiday, the earliest or latest de-activation date will be shifted accordingly.
- Example

Last ESI contribution month	When to de-activate ESI
June 2025	15 July 2025 – 14 August 2025
July 2025	15 August 2025 – 15 September 2025*
August 2025	16 September 2025* – 14 October 2025

*\*14 September 2025 falls on a Sunday*



# How to de-activate ESI?



# De-activate ESI

1. Select **De-activate ESI** at **ESI Main Menu**.

**Manage your CPF Electronic Standing Instruction (ESI)**

You are currently submitting your monthly CPF contribution via ESI which was activated by [REDACTED] on **12 Aug 2025**.

The next deduction for your ESI will take place on **19 Aug 2025** for **Jul 2025** CPF contributions.

Manage Electronic Standing Instruction	Manage Records & Preferences
<ul style="list-style-type: none"><li>View ESI</li><li>Amend ESI</li><li><b>De-activate ESI</b></li><li>Perform Additional Submission</li></ul>	<ul style="list-style-type: none"><li>View / Amend / Delete Submission</li><li>View Record of Payment</li><li>Manage Preferences</li></ul>



# De-activate ESI

- The details of your existing ESI arrangement will be displayed.
- Verify that you want to de-activate ESI before the **Next Payment Month**.
- Click on **De-activate ESI** to complete the de-activation process.

**De-activate ESI**

CPF Submission No. [REDACTED]  
 Company Name [REDACTED]  
 Activated On 12 AUG 2025  
**Next Payment Month JUL 2025**  
 Next Deduction Date 19 AUG 2025

Total Record(s): 3 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 Fund (\$)
1.	[REDACTED]	[REDACTED]	370.00	2.50	170.00	200.00	1,000.00	0.00	MBMF 3.00
2.	[REDACTED]	[REDACTED]	740.00	0.00	340.00	400.00	2,000.00	0.00	CDAC 0.50
3.	[REDACTED]	[REDACTED]	1,110.00	0.00	510.00	600.00	3,000.00	0.00	SINDA 7.00

Total Record(s): 3 Page 1 of 1 GO




S/N	Description	Amount (\$)
1.	Total CPF Contributions	2,220.00 Computed : \$2,220.00
2.	Skills Development Levy (SDL)	2.00 Computed : \$2.50
3.	Donation to Community Chest	5.00 Donor Count : 2
4.	Total MBMF Contributions	3.00 Donor Count : 1
5.	Total SINDA Contributions	7.00 Donor Count : 1
6.	Total CDAC Contributions	0.50 Donor Count : 1
7.	Total ECF Contributions	0.00 Donor Count : 0
<b>Grand Total</b>		<b>2,237.50</b>

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



# De-activate ESI

5. You will see an acknowledgement screen. An email will also be sent to your email address(es) registered with the Board.

**De-activate ESI**   

**ELECTRONIC STANDING INSTRUCTION (ESI) DE-ACTIVATED**

**Your ESI has been de-activated.**

<b>Grand Total</b>	\$2,237.50
<b>Direct Debit Deduction</b>	19 AUG 2025
<b>De-activated By</b>	<span style="background-color: black; color: black;">[REDACTED]</span>
<b>Date of Activation</b>	12 AUG 2025
<b>Date of De-activation</b>	12 AUG 2025

[Back to Main](#)



# How to perform Additional Submission using pre-loaded ESI details?



# Perform Additional Submission using pre-loaded ESI details

1. Select **Perform Additional Submission** at ESI Main Menu.

**Manage your CPF Electronic Standing Instruction (ESI)**

You are currently submitting your monthly CPF contribution via ESI which was activated by [REDACTED] on **12 Aug 2025**.

The next deduction for your ESI will take place on **19 Aug 2025** for **Jul 2025** CPF contributions.

Manage Electronic Standing Instruction	Manage Records & Preferences
<ul style="list-style-type: none"><li>View ESI</li><li>Amend ESI</li><li>De-activate ESI</li><li><b>Perform Additional Submission</b></li></ul>	<ul style="list-style-type: none"><li>View / Amend / Delete Submission</li><li>View Record of Payment</li><li>Manage Preferences</li></ul>





# Perform Additional Submission using pre-loaded ESI details

## 4. Your ESI details are loaded accordingly.

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

## 5. Click on **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 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 pre-loaded ESI details](#) to make accurate submission.

Search By CPF Account No.  GO Clear Search

S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee (as per NRIC)	* Ordinary Wages (\$) ⚙	* Additional Wages (\$) ⚙	Agency ⚙	Agency Fund (\$) ⚙	Staff Info
<input type="checkbox"/>			1000.00	0.00	CDAC ▾	0.50	Detail
<input type="checkbox"/>			2500.00	0.00	MBMF ▾	6.50	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
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<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail
<input type="checkbox"/>			0.00	0.00	- ▾	0.00	Detail

Page 1 of 1 GO


Delete Employee Record Add Page

Back Continue



# Perform Additional Submission using pre-loaded ESI details

- 6. Review the list of employees and ensure that it is accurate.
- 7. Click on **Continue**.

**CPF EZPay** 

(STEP 1) Select Month Paid For	(STEP 2) Select Employees	(STEP 3) Confirmation & Payment	(STEP 4) Acknowledgement
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- 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. (SXXXXXXXXA)	Name of Employee (as per NRIC)	Ordinary Wages (\$)	Additional Wages (\$)
<input checked="" type="checkbox"/>	1.	[REDACTED]	[REDACTED]	1,000.00	0.00
<input checked="" type="checkbox"/>	2.	[REDACTED]	[REDACTED]	2,500.00	0.00

**Continue**



# Perform Additional Submission using pre-loaded ESI details

- 8. Review the **CPF To Be Paid** and **SDL To Be Paid** amounts and amend if required.
- 9. If the submission is late, the **CPF Late Payment Interest** will be auto-computed.
- 10. Add in **SDL for Foreign Employees** or **Donation to Community Chest**, if applicable.
- 11. 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 pre-loaded ESI details](#) 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.			125.00	2.50	1,000.00	0.00	CDAC	0.50
2.			925.00	6.25	2,500.00	0.00	MBMF	6.50

S/N	Description	Amount (\$)	Computed
1.	Total CPF Contributions	1050.00	Computed : \$1,050.00
2.	CPF Late Payment Interest	25.00	Computed : \$25.00
3a.	Skills Development Levy (SDL) - For Local Employees	8.75	Computed : \$8.75
3b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
4.	Donation to Community Chest	0.00	Donor Count : 0
5.	Total MBMF Contributions	6.50	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
<b>Grand Total</b>		1090.75	



# Perform Additional Submission using pre-loaded ESI details

12. Tick the checkbox to declare accurate submission.
13. 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. (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.	[REDACTED]	[REDACTED]	125.00	2.50	75.00	50.00	1,000.00	0.00	CDAC	0.50
2.	[REDACTED]	[REDACTED]	925.00	6.25	425.00	500.00	2,500.00	0.00	MBMF	6.50

Total Record(s): 2 Page 1 of 1 GO

S/N	Description	Amount (\$)		Amount (\$)
1.	Total CPF Contributions	1,050.00	Computed :	\$1,050.00
2.	CPF Late Payment Interest	25.00	Computed :	\$25.00
3.	Skills Development Levy (SDL)	8.00	Computed :	\$8.75
4.	Donation to Community Chest	0.00	Donor Count :	0
5.	Total MBMF Contributions	6.50	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
<b>Grand Total</b>		<b>1,090.00</b>		

I declare that all the information provided in this submission are true and correct. And I acknowledge that the details provided in this additional submission are applicable only for this specific instance and will not modify or supersede my existing ESI arrangement in any way.

Back

**Pay By**

Direct Debit | PayNow QR

**Deduction On**

22/08/2024 \*

Click to change the deduction date



# Perform Additional Submission using pre-loaded ESI details

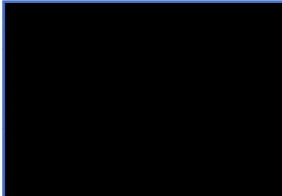
14. You have completed the additional submission.

15. 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
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**CPF EZPay Acknowledgement**

CPF Submission No. Total Amount (\$) Submitter NRIC/FIN Date/Time of Submission Payment Mode Deduction On Submission Status	 Submitted ( <a href="#">Click here</a> to view your submission details.)
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**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**