



This form may take you 10 minutes to complete.

Form DDA (CAYE) 06/2022

**IMPORTANT: Please read overleaf "Information On Direct Debit Authorisation" before completing the form. Do not email this form as original signature(s) is required. Bank account holder must sign against any amendments made. Do not use correction fluid/tape. Incomplete or illegible details on the form will delay the processing.**

Section 1: For Applicant's Completion

**1 Applicant's Particulars and Authorisation**

Name of Company registered under CAYE (IN BLOCK LETTERS)

CAYE CPF Submission No. (CSN): Unique Entity No. CPF Payment Code  
**CAYE** \_\_\_\_\_ - **M S E** - \_\_\_\_\_ ▶ DDA reference no.  
Example: 1 2 3 4 5 6 7 8 9 A M S E 0 1

- I/We authorise the Bank to process the Billing Organisation's (BO), **Central Provident Fund Board**, and my/our instructions to debit and credit my/our bank account.
- The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- This authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank; upon the Bank's receipt of my/our written revocation; or upon the Bank's receipt of the notice of expiry from the BO.
- The Board may, by notice, change these terms and conditions from time to time by posting the new terms and conditions on CPF website. Unless indicated otherwise, the changes will apply to me/us and will be effective as of the date the changes are posted on CPF website. I/We am/are advised to check CPF website regularly. The Board may also choose to inform me/us by other means of communication. My/Our continued participation in the scheme or the use of the Board's services constitutes acceptance of the new terms and conditions.

Name (as in Bank Account) \_\_\_\_\_  
 Bank's Name \_\_\_\_\_  
 Bank Account No. \_\_\_\_\_  
 Contact No. \_\_\_\_\_ Email \_\_\_\_\_

Signature(s)/Thumbprint(s)\* as in Bank's records  
  
  
  
  
  
Date: \_\_\_\_\_

\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

**2 What to Do Next?**



Complete and return this form to us by mailing it to:  
**Tampines Central P.O. Box 171 Singapore 915206**

For Help



Call our hotline at 1800-227-1188

OR



Email us at CAYE@cpf.gov.sg

Your DDA application will be sent to your Bank and will be processed within 21 working days.

Section 2: For CPF Board's Completion

CPF Board's Account Details SWIFT BIC: OCBCSGSGXXX Account No.: 713-312569-001  
 Debiting Account Details SWIFT BIC: \_\_\_\_\_ Account No.: \_\_\_\_\_

Section 3: For Bank's Completion

**To CPF Board:** The application is hereby **REJECTED** because: ▶ Please tick the all applicable reasons

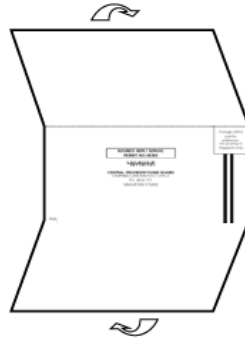
- Signature/Thumbprint differs from bank's records
- Wrong account number
- Signature/Thumbprint incomplete/unclear
- Amendments not countersigned by Bank Account Holder
- Account operated by signature/thumbprint
- Others: \_\_\_\_\_

Authorised Signature and Stamp of Bank  
  
  
  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

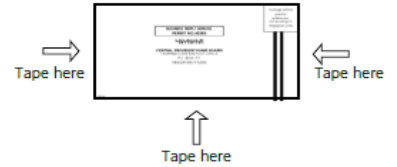
## How to use the Business Reply Envelope?



**Step 1**  
Fold along the dotted lines.  
Fold the top and bottom  
sections inwards with the  
mailing address in front.



**Step 2**  
Enclose your documents  
within the sleeve created  
in Step 1.



**Step 3**  
Seal the edges with clear tape  
to secure your documents  
inside.

**BUSINESS REPLY SERVICE  
PERMIT NO. 08383**



TAMPINES CENTRAL POST OFFICE  
P.O. BOX 171  
SINGAPORE 915206

Postage will be  
paid by  
addressee.  
For posting in  
Singapore only.

Self-Employed Scheme (CAYE)

### Information On Direct Debit Authorisation

- Your Direct Debit Authorisation application will be sent to your bank and will be processed within 21 working days. You will receive a notification on the status and effective date of the Direct Debit arrangement upon approval.
- You can also check the status of your Direct Debit Authorisation application at [cpf.gov.sg/employer](http://cpf.gov.sg/employer) under Corporate service buyers > Paying CPF for self-employed vendors > Resources > CAYE digital services > View Transaction History.
- Please ensure you have enough balance in your bank account before the deduction date. If you have set a payment limit on your Direct Debit deduction with your bank, please ensure that the limit is sufficient to pay the total service fee amounts/CAYE contributions. Some banks may charge an administrative fee for each unsuccessful deduction.
- Any successful refunds of CAYE contributions requested by the company (e.g. due to submission error) will also be credited to the same bank account.
- If you have an existing Direct Debit arrangement with CPF Board for CAYE and wish to change your bank account, you will need to complete a new Direct Debit Authorisation form. The deduction for your CPF contributions from your existing bank account will continue until the new Direct Debit Authorisation application is approved.