



**Foreign Worker Levy GIRO application form  
(For Business Employers)**

Form BFWL 07/2020

This form may take 3 minutes.

**IMPORTANT: Do not fax this form** as original signature(s) is required. The **bank account holder must sign against any changes made. Do not use correction fluid or tape.** Incomplete or illegible details will delay the processing.

Section 1: For Applicant's completion

**1 Applicant's Particulars and Authorisation**

Registered Name of Business Entity

CPF Submission Number

► DDA reference no.

- I/We authorise the Bank to process the Billing Organisation's (BO), **Central Provident Fund Board** (Ministry of Manpower's collecting agent for foreign worker levy), 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 also has 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 sends a written notice 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 BO's notice of expiry.

Name of Account Holder (as in Bank's records)

Bank's Name

Bank Account Number

Contact Number

Email Address

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

Date (DD/MM/YYYY):

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

**2 What to do next?**



Mail the completed form to: **Tampines Central P.O. BOX 171, Singapore 915206**

Your form will be sent to your bank and processed within 1 month.

You can check the application status after 2 weeks using our Check and Pay Foreign Worker Levy eService ([www.mom.gov.sg/checkpaylevy](https://www.mom.gov.sg/checkpaylevy)).

Before the application is approved, please pay your levy using the other payment methods by **14<sup>th</sup> of the month.**

Section 2: For CPF Board's completion

CPF Board's Account Details

SWIFT BIC: OCBCSGSGXXX

Account Number: 501600001001

Debiting Account Details

SWIFT BIC: \_\_\_\_\_

Account Number: \_\_\_\_\_

Section 3: For Bank's completion

**To CPF Board:** The application is **REJECTED** as:

► Please tick all the applicable reasons.

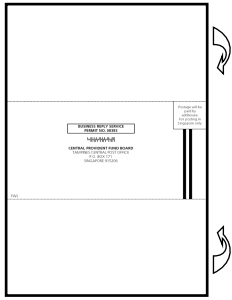
- |   |  |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint differs from bank's records | <input type="checkbox"/> Wrong account number                                |
| <input type="checkbox"/> Signature/Thumbprint is incomplete/unclear       | <input type="checkbox"/> Amendments not countersigned by Bank Account Holder |
| <input type="checkbox"/> Account is operated by signature/thumbprint      | <input type="checkbox"/> Others: _____                                       |

Authorised Signature and Bank's Stamp

Name:

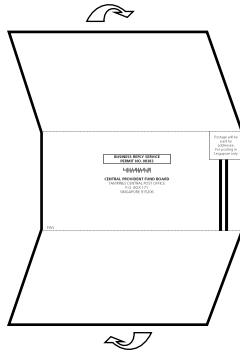
Date:

## How to use the Business Reply Envelope?



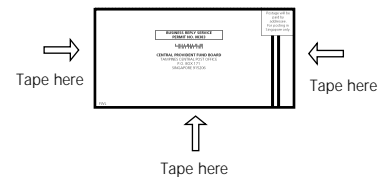
### Step 1

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.

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

**BUSINESS REPLY SERVICE**  
**PERMIT NO. 08383**



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

BFWL

### Other payment methods

Before your GIRO application is approved, please pay your levy using any of these modes **by 14<sup>th</sup> of the month** to avoid late payment penalties:

Payment channel	Payment mode	How to make payment
Check and Pay Foreign Worker Levy	Internet banking	Log in to the eService at <a href="http://www.mom.gov.sg/checkpaylevy">www.mom.gov.sg/checkpaylevy</a> and pay.
PayNow	Direct fund transfer	Scan the PayNow QR code on the latest levy bill using your banking payment app.
SingPost	Cash, CashCard or NETS	Bring along your levy bill and pay at any SingPost branch.
By post	Cheque	The cheque should be crossed and made payable to "CPF Board". Write your company's name, CPF submission number and contact number on the back of the cheque. Post the cheque and your levy bill to: <b>Foreign Worker Levy, Robinson Road P.O. Box 2052, Singapore 904052</b>

### Paying your levy by GIRO

- We will inform you of the GIRO application outcome and start date of the GIRO arrangement by post.
- If successful, the monthly levy will be deducted from your bank account on the 17<sup>th</sup> of the following month (or the next working day if the 17<sup>th</sup> is a weekend or public holiday). Please ensure your bank account has sufficient funds before the deduction date. If the deduction is unsuccessful, you will be considered late in paying the levy and will be charged a late payment penalty.
- If you have an existing GIRO arrangement, the levy will be deducted from that account until the new GIRO arrangement is approved.